



Record of GBWR Board of Management Meeting dated 21 March 2016

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook

1. [Apologies](#) Nil
2. [Minutes of meeting dated 1 Mar 17](#)
 - 2.1 Approved.
3. [Actions arising not otherwise covered on the Agenda](#)
 - 3.1 Actions covered by agenda or complete
4. [Sport England Investment Plan](#)
 - 4.1 KC reported that she had followed up all outstanding actions with Sport England. DP reported that he had received a letter of intent from Sport England dated 14 Mar 17 which confirmed the award amount of £1.450 over the cycle. This does not include any Talent investment which is subject to further review by Sport England following the submission of our revised Talent proposal.
5. [Review of Staff Contracts and Recruitment](#)
 - 5.1 DP asked that all staff contracts be reviewed to look at Job Description; Holiday entitlement; Salary and to identify any changes. All to be agreed with individual employees as part of the annual review process and changes made before 1 April.
Action: KC/DP
 - 5.2 DP asked KC to confirm timelines for the recruitment of new posts:
Safeguarding Consultant: Service Specification completed advert to go out on 22 Mar.
RDO(N): Candidate offered and accepted position currently following up references and DBS.
Workforce Development Officer: KC to draft Job Description by 27 Mar for review
Team Manager/Events Officer: DP/KC to discuss. LB to forward Team Manager element to DP
Action: All



6. [#saveGBWR campaign](#)

6.1 DP said he was a little disappointed by the slow response to the Just Giving campaign. In particular neither the membership nor the wider rugby community had engaged with it as much as he expected. A large number of donations had come from the Chairman's contacts for which he thanked Kevin Aitchison. The campaign was constantly under review and new opportunities to promote it being identified. DP said he had spoken to the DMG about membership involvement and the consensus was that clubs were already engaged in fundraising to meet their own needs and there was a finite pool of donors which could be asked. How to engage the wider rugby community was still a challenge. DP said he was working with Premiership clubs to get the campaign video out on their media channels and at their games. A similar arrangement had been agreed with the Army Navy match. He also has a planned meeting with the CEO Premiership Rugby to see if they might be able to support further.

6.2 Meeting with Peter Harrison Centre planned for 16 Mar DP/KC to discuss talent profiling and wider elite support.

7. [Performance Director Handover](#)

7.1 LB confirmed that most actions were now in place to handover responsibility for the GB elite programme. Specifically:

- LB will meet with Head Coach & Team manager on 30 March as final handover
- LB will conduct appraisals with both
- Files to be handed to Team manager
- Handover file and notes to be forwarded to DP
- DP will issue note clarifying reporting lines

Action: LB/DP

8. [Peter Harrison Centre](#)

8.1 Both KC and DP had been in contact with Professor Vicky Tolfrey at the PHC to discuss support going forward. Vicky was very positive about retaining some capacity to work with us. In particular there is the potential of a part-time PhD post assigned to rugby from October and fully paid for by PHC. This would be able to support talent proofing, physiology and screening. Vicky is also able to support further work on classification utilising a post doctorate position. DP to meet with Vicky and formalise an agreement.

Action: DP

9. [17/18 Budget](#)



9.1 DP confirmed that the Board of Trustees had approved the draft budget he had presented and asked that this now be profiled over the 12 months and provided to Daniel for uploading.

Action: All

10. [Safeguarding](#)

10.1 KC reported that feedback from CPSU on our portfolio had been received and was being dealt with. She was now working on a draft presentation which will be with DP on 24 Mar. Panel is at 1030 on 29 March in Leicester. DP to present. DH was asked to provide some additional data on young people.

Action: All

11. [BT National Championships](#)

11.1 KC provided draft plan for the Nationals. Actions to progress are:

- Draft Foreword CEO and BT Action: DP
- Court boards LMAX Action: DP
- Schedule Action: KC

12. [DMG Debrief](#)

12.1 DP said he found it very helpful to be at the DMG and hear from the clubs. He congratulated KC on the open and constructive manner in which the DMG had operated. There had been some good discussion and he appreciated the views of the new clubs he had not heard from before. He said he was keen to better communicate what the role of the NGB and its relationship to the clubs and other parts of the organisation. He will discuss with KC the development of a customer charter.

Action: DP

13. [Outstanding Service Recognition](#)

13.1 This was discussed at the DMG and it was agreed to put together a working group. DP will scope out the requirement and discuss further with the Board.

Action: DP

14. [Corporate Refresh](#)

14.1 DP said he was looking for a corporate refresh to kick off the new cycle. Costs should be minimised but he felt that we could easily look at refreshing the look of the website and there was also a need to update some of the content. The team was asked to look at the content in their areas and provide proposed updates to DH by 30 April. DH was also asked to explore refresh options with our provider.



- 14.2 In addition there is a requirement to look at all of our stationery and templates and to remove all reference to UK Sport.

Action: All

15. [AOB](#)

- 15.1 This was LB's final BOM before her departure. She thanked the team for a great 4 years and said she had really enjoyed being part of it and was reluctant to go particularly leaving the job half done. She said that the organisation punches well above its weight but that it will be important to be realistic about what could and could not be achieved with the resources available going forward and she reminded the team to take care of their own health.

- 15.2 DP thanked LB for the huge contribution she had made not just to the performance system, though that in itself had been transformed under her leadership, but also to the wider NGB. He said that everyone had benefited from her knowledge and experience and that she had been a valuable colleague and friend and that everyone would miss her. He hoped that there might still be opportunities in the future to use her expertise on a consultancy basis.

[Date of Next Meetings](#)

26 Apr @ 1100 Twickenham

24 May @ 1100 Twickenham