



Record of GBWR Board of Management Meeting dated 23 Mar 2016

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook DH
Mary Nicholls for Item 4 MN

1. Apologies Nil
2. Minutes of meeting dated 18 Feb 16
 - 2.1 Approved.
3. Actions arising not otherwise covered on the Agenda
 10. KC/LB update details for the Annual Insurance Schedule
 11. Membership Rules to be circulated to DMG ahead of May meeting discussion
4. Tri-Nations
 - 4.1 MN joined the BOM for this item and presented a detailed action plan which was discussed. Key areas to be followed up are:

Media (balance between Onshore/BT)	Action: DP
Volunteers (any from BT)	Action: DP
Parking (use of Tesco)	Action: MN
Confirmation of school participation	Action: KC
 - 4.2 DP thanked MN for attending and for her work in pulling the event together.
5. End of Year Forecast
 - 5.1 Forecast end of year outturn by budget area:

Development	£11k underspend
WCPP	£26k overspend
Corporate	£12k underspend
 - 5.2 DP asked LB to discuss the WCPP position. She explained that the projected overspend related to unforecast wheelchair expenditure. DP expressed concern that chairs were purchased from suppliers and then found not to suit the athlete. He reiterated that all future GBWR purchases should be from Roma where we can control quality and follow up. LB explained that some of the cost related to damage in transit of athlete chairs and that there was a limit to how much could be reclaimed from the company.
 - 5.3 LB confirmed that she was able to manage the overspend in the next financial year. DP expressed concern that this was the final year of funding and so there was no



budget flexibility and that the WCPP had to come in on budget. He requested monthly updates on the budget into the next financial year.

6. Onshore

6.1 KC reported that she had met with Onshore and discussed the Community element that they would be commissioned for. This would be a balance between local clubs, development programmes, coaching and volunteering. DP asked that a costed work programme be produced which we could agree. KC said that Onshore was working on this and that it would be an evidence based document.

6.2 DP explained that there was an opportunity for Onshore to bid for providing media support for the youth programme but he would require a plan which he could discuss with BT.

Action: KC to discuss with Onshore

6.3 LB explained that it will be important to consider media post the games and prepare for all options/ success/worst case etc.

Action: DP to discuss with BT

7. Short Updates

7.1 **Annual Report:** DP explained that he will be writing the narrative for this over the next couple of weeks and asked that the team are ready to provide any additional detail required.

7.2 **BT National Championships.** KC said that the community programme was now fixed and would involve a schools' programme and a session in Sheffield SIU. The Nationals itself will be a 12 team tournament with both Cup and Shield competitions. The final teams will be known after Super Series 3 completes. All arrangements for the event at EIS Sheffield were now in place. DP will discuss media with BT

Action: DP

7.3 **Finance Function.** DP explained that he had now signed a contract with Wilkins Kennedy who had started work to transfer the service from the RFU. DP is still in discussion with the RFU about any additional support they may provide. He asked that LB and KC review their budget lines with a view to reducing these to the minimum possible whilst retaining the granularity of detail that they required for reporting purposes and for day to day financial management.

Action: KC/LB

7.4 **Pensions.** DP explained that he had now met with a pension advisor and that they were providing options for the Board to consider in May.

7.5 **European Championships 2017.** DP explained that following the evaluation work undertaken by an Event consultant funded by UK Sport he had decided not to progress the bid to host the 2017 championships. He explained that he considered the financial risk too great and that instead, with UK Sport support, he had engaged the consultant to do further work looking toward the 2019 Europeans. The advantage of the latter was that it may attract greater investment from UK Sport in that it is closer



to the Tokyo Paralympics and so the performance value would be greater. DP will update further at the next BOM.

Action: DP

7.6 **Tokyo Submission.** LB confirmed that the submission was now with UK Sport and that we had met their timelines. The expectation is that we will get feedback by the end of May.

7.7 **Rio Update.** LB also provided a debrief on the Rio Test Event which GB had won. She said that the familiarisation opportunity was invaluable and that the venue itself was excellent. Accessibility more generally is still a challenge she explained and away from the centre there were concerns still about security and transportation as the infrastructure is still not complete.

7.8 **Coloplast Sponsorship Opportunity.** DP explained that he had met the new marketing team at Coloplast in Peterborough. He now understood the change in marketing approach and Coloplast were interested in sponsorship opportunities but these needed to be around access to individuals and possibly databases that they could use for marketing their products. DP explained that he had some concerns about this but that it may be worth the SMT coming up with what we thought we could offer.

Action: All

7.9 **Youth Programme.** KC explained that Stuart McLindon was now very settled into the role and that this year was about consolidation. In short the priority is to ensure that all the foundations of the programme are in place to build on. She was confident that there will be a number of teams in place this year. DP requested that he had a copy of the annual plan for this year

Action: KC

7.10 **Rio Families Day.** DP explained that BT is happy to support the Rio Families Day and that we needed to have a clear idea of what we wanted.

Action: DP/LB to discuss

7.11 **RFU Support.** DP reported that he had taken a call from CEO UK Sport who had been in discussion with the RFU about it providing additional support to GBWR. A follow up meeting had been arranged which DP asked KC to attend also.

Action: DP/KC

7.12 **Annual Appraisals.** DP asked that both LB and KC ensure they conduct their annual appraisals with all their staff. He asked for dates that he could undertake appraisals and agreed:

27 April @ 2pm KC

27 April @ 3pm LB

Action: KC and LB to provide completed appraisal documentation to DP by 25 Apr

Action: DP and DH to agree appraisal date

7.13 **BLK Kit Order.** LB explained that BLK had a new licencing agreement in the UK and that this had resulted in delays and some confusion with orders. An invoice would be raised by the end of March (current financial year) for £5.5k of kit. This will include all of KC requirement.



Action: LB (MN)

7.14 **Jonathan Marsh Funeral.** DP expressed his sadness at the news of the sudden death of Jonathan Marsh who had been the architect of the creation of Canterbury's wheelchair rugby team. He said he had written to the club and that the Chair would represent GBWR at Jonathan's funeral.

8. AOB

- 8.1 KC reported that the ThisGirlCan wheelchair rugby event was taking place at Loughborough and would involve 3 teams. 18 women had already registered.
- 8.2 LB reported that the athletes for the BT Sport programme were all briefed and looking forward to taking part in the live Rugby Tonight programme in the BT Studios.
- 8.3 KC reported that Sarah Leighton had now stepped down as the GBWR Classification lead and that a Job Description was being reviewed as the basis for identifying a new classification lead.
- 8.4 KC said that she was also drafting a Job Description for a Workforce Development Officer.

Date of Next Meeting

27 Apr 16