



BOARD OF TRUSTEES
Wednesday 23 September 2015

RECORD OF MEETING

Present:

Kevin Aitchison Chair KMA
Richard Allcroft RA
Mary Daunt MD
Roberta Davis RD
Andrew Flatt AF
Simon Le'Fevre SLF
James Madden JM
Margaret Moore MM
Mike Spence MS
David Pond CEO

1.0 *Opening Remarks*

- 1.1 The Chair opened the meeting by welcoming Mary Daunt, Margaret Moore and Bobbie Davis and commented that it was vital that the Board had an injection of new blood. He said that the Board will benefit considerably from the experience and skills that all three new Board Members will offer.

2.0 *Board Appointments*

- 2.1 The Board confirmed the appointment of Mary Daunt as Trustee and Director.
2.2 The Board confirmed the appointment of David Pond, CEO as Trustee and Director.
2.3 The Board co-opted Margaret Moore to the Board as Trustee and Director.
2.4 The Board co-opted Roberta Davis to the Board as Trustee and Director.

3.0 *Declaration of Interests*

- 3.1 RA declared that he was to be contracted by ITV to provide a statistics package in support of BT WWRC15.
3.2 SLF declared that he had completed his consultancy work with Sport England.
3.3 JM questioned the position of the CEO. He said that it was difficult to understand how the CEO would not always find himself in a conflict of interest situation by virtue of his executive role delivering on behalf of the Board or which he himself was a member. KA and AF commented that it was common practice for a CEO to be a full Board member. SLF reiterated commenting that in his experience a number of NGB CEOs were also Board members. CEO took an action to discuss with Farrer who had produced the new Articles.
Action: CEO

4.0 *Apologies*

- 4.1 None



5.0 Minutes of Meeting dated 24 June 2015

5.1 Approved with minor amendment at 10.4

6.0 Actions Arising

6.1 Carried over from 19 February Board :

2. *The CEO to investigate options and costs for external evaluation of Board performance. **Complete. This will now take place at December 2016 Board meeting supported by Sport England***
8. *The Chair, Vice Chair and CEO to review Chair/CEO TOR and draft Vice Chair. **Outstanding***
11. *CEO to consider options for creating an additional senior position. **To form part of Tokyo funding submission***

6.2 All 24 June Board actions complete.

7.0 Charitable Donations 1 July 31 August

7.1	Payroll Giving	£6
7.2	Just Giving Richard Allcroft Skydive	£405.57
7.3	Saracens Sports Foundation	£5000
7.4	Richard Langhorn Trust	£5000
7.5	Tesco Charity Trust	£1500

8.0 June-August CEO Report & Supporting World Class Performance Report

- 8.1 The Board noted the report.
- 8.2 CEO provided a further update on the BT partnership in response to questions from JM.
- 8.3 KA asked for further detail on the resignation of Head Official. CEO explained the individual's changed personal circumstances which make it difficult for him to continue in the role.

9.0 BT WWRC15

- 9.1 The Board noted the report .
- 9.2 JM asked for confirmation on the current funding gap. CEO explained that it was changing daily due to ticket sales but that the additional sponsorship from Irwin Mitchell and the VIK provided by Coco Cola had closed the gap further. He reported that the position today was that without any further ticket sales there would be a deficit of £43k. This in reality would be further reduced as if ticket sales remained at the current level then savings would be made on security costs. In addition, there would be an expectation that UK Sport would cover the deficit as it would be within the range previously agreed.
- 9.3 JM expressed concern about the appropriate fit to the sport of one of the sponsors of the tournament. CEO commented that he had sought advice on the sponsor and had also undertaken due diligence as he had with all sponsors and that he was content. AF and KA both commented that they were content with the sponsor.
- 9.4 SLF asked if future marketing effort was going to target the Canary Wharf business community. CEO explained that the full marketing programme had just started which would reach across all London communities as well as having a national focus through the ITV and main media outlets.



10.0 Finance & Governance Update

- 10.1 **Finance.** AF reported that at Q1 there was a £35-£40k surplus and the budget was showing a £130k underspend. Much of this can be explained timing issues around activity and payment schedules. CEO explained that as a matter of course he undertakes a monthly reconciliation of income and expenditure with his management team and he is currently forecasting a break even position.
- 10.2 AF reported that following the submission of the first two VAT returns, HMRC wish to review the company's tax records. AF is in discussions with HMRC to understand the reason for the review and to explain this will not be possible until post RWC15. AF further reported that as VAT does not form part of the SLA GBWR has with the RFU, GBWR has had to purchase licences and a laptop in order to access the RFU systems. On two occasions to date the RFU system has been unavailable to the GBWR employed VAT specialist resulting in aborted time costs. AF intends addressing this with the RFU with a view to inviting the RFU to pay these costs. CEO commented that whilst he understood the desire to have the discussion with the RFU, he is mindful of the significant pro-bono contribution of the RFU and would not wish to press this. **Action: AF and CEO to discuss**
- 10.3 SLF commented that in view of the Q1 financial position might it be possible for the Board to have an updated financial position at Q2. CEO/AF agreed to produce a short summary report for the Board to take out of committee when the Q2 position was agreed.
Action: CEO
- 10.4 **Q1 Business Plan Review.** The Board noted the Q1 review of the Business Plan. RA asked about progress towards variants of the game. CEO explained that he had now employed Luke White to lead on this work post WWRC15. One of the main issues to tackle was an understanding of what variant or variants will be progressed. He explained that GBWR was already introducing variants in the way it was presenting the game to both the youth and military. CEO explained that in his view a priority was to be able to offer a pathway for those in the military to continue playing the game when they left the rehabilitation centres. Such a pathway could also provide opportunities for individuals with functionality that was greater than that permitted under the Paralympic classification system. He also explained that GBWR was doing some great work with children with learning disabilities. SLF asked what the position was in respect of the future of the Invictus Games. CEO explained that the games will take place in Florida in the spring of next year but we will only be supporting in terms of providing the GB coach.
- 10.5 **Risk.** The Board reviewed the top 12 risks. RD asked for clarification of the issue around Risk 004 Data Management which CEO explained. RA asked how long a risk should appear in the list. It was agreed that visibility of risk was important even if being managed appropriately but there was a need to continually review the business from a risk perspective and not allow the list of risks to become so familiar that the Board was blind to other risk areas. MD commented that during the annual strategy day it would be worth starting with a blank sheet of paper and to collect what risks the Board felt were important to focus on. This was agreed.
Action: CEO
- 10.6 **Equality.** SLF reported that the deadline for presenting the portfolio of evidence for the preliminary assessment remained the end of November. Mary Nicholls would now be supporting this work which was on target.
- 10.7 **Safeguarding.** CEO gave further detail on the CPSU Safeguarding assessment process which he had taken part in at the NSPCC national centre in Leicester. He explained the conditional pass that had been achieved for the Intermediate Standard and that he anticipated the conditions all being met by the end of 2015.
- 10.8 **Prevention of Bullying & Harassment Policy.** CEO presented the policy which was reviewed by the GFSC on 9 September 2015 and proposed amendments actioned. The Board approved the policy.
- 10.9 **Social Media Guidance.** CEO presented the guidance which had been reviewed by the GFSC



on 9 September 2015 and proposed amendments actioned. The Board approved the Social Media Guidance.

10.10 ***GBWR Nomination Policy***. CEO presented the policy which had been reviewed by the GFSC but without the Appeals Policy. SLF proposed that a paragraph should be added to GBWR's own WCPP Selection Appeals Policy which stated that in all cases relating to the 2016 Rio Paralympic Games Team, selection by GBWR represents a nomination to the British Paralympic Association (BPA). The final decision regarding selection to the Paralympic Games lies with the BPA. Any appeal regarding a decision taken by the BPA must be lodged in accordance with the BPA's relevant appeals process.

10.11 With this amendment the Board approved the policy.

11.0 International Influence Report

11.1 The International Influence Report was noted. RA briefed the Board on the work undertaken at the recent IWRWF European Championships and discussed some of the challenges faced by the European zone which impacted on GB.

12.0 Investment Cycle

12.1 CEO updated the Board on the latest information regarding next investment cycle. He explained that the DCMS Sports Strategy consultation was still ongoing and this along with the Treasury's CSR would clearly influence future funding policy. UK Sport has planned an initial workshop focused on the Tokyo investment process on 5 October but there is no indication that there will be a similar Sport England initiative before the new year. He expressed some concern about the timelines and workload around the bid submissions which will need to be progressed along with other key deliverables such as the Moore Stephen's on-site audit in February, the 2016 annual business plan and budget process and the Rio preparations including the Test Event in February. CEO will scope and the timetable for this post BT WWRC15 and the UK Sport workshop.

12.2 CEO asked the Board if it could be available for a strategy day in November which could be used to take a fresh look at what the NGB seeks to achieve over the next 5 years. This in turn would help in shaping our funding submissions.

Post meeting note: The Board Strategy Day set for Thursday 19 November venue to be confirmed.

13.0 AOB

13.1 AF asked for an update on Wales. CEO detailed some of the activity taking place there and reminded the Board of the recent Youth programme launch at the Millennium Stadium. He confirmed that Sport Wales had just agreed a £20k grant for the purchase of chairs to support the youth programme in Wales. CEO also confirmed that the Welsh Rugby Charitable Trust has agreed to fund the RDO post in Wales for a further year. SLF explained to the Board the different funding models of the home nations.

13.2 MS briefed the Board on his recent attendance at the European Championships. He said he had been impressed with the GB performance and in particular how composed the team was when under pressure in the final.

13.3 The Board congratulated the GB squad on winning the European Championships.

13.4 MS confirmed that he wishes to retain his position on the Safeguarding Panel. The Board agreed this.

Date of Next Meetings:

Board Record

Great Britain Wheelchair Rugby



19 November Board Strategy Day

1 December GFSC

15 December Board Trustees