



**BOARD OF TRUSTEES**  
**Wednesday 24 June 2015**

**RECORD OF MEETING**

***Present:***

Kevin Aitchison Chair KMA  
Richard Allcroft RA  
Paul Fieldhouse PF  
Andrew Flatt AF  
Simon Le'Fevre SLF  
James Madden JM  
Tony Manos TM  
Mike Spence MS

***In attendance:***

David Pond CEO

**1.0 Declaration of Interests**

- 1.1 MS declared that he was to be contracted by ITV as a commentator for BT WWRC15.  
1.2 SLF declared that his interim contract with Sport England had now ended but that he would still be undertaking some work on behalf of Sport England in his wider consultancy role.

**2.0 Apologies**

- 2.1 None

**3.0 Minutes of Meeting dated 19 Feb 15**

- 3.1 Approved with minor amendments at 6.4; 12.2; 12.4

**4.0 Actions Arising**

- 4.1 All complete or included in agenda except Board Development actions:

2. ***The CEO to investigate options and costs for external evaluation of Board performance.***  
8. ***The Chair, Vice Chair and CEO to review Chair/CEO TOR and draft Vice Chair.***  
11. ***CEO to consider options for creating an additional senior position.***

**5.0 Charitable Donations February-June**

- |     |                             |                                    |
|-----|-----------------------------|------------------------------------|
| 5.1 | Enterprise Cars             | £1000                              |
| 5.2 | Charitable Giving           | £23.70                             |
| 5.3 | Saracens Foundation         | £5000 (Restricted Youth Programme) |
| 5.4 | Middlesex Sports Foundation | £12,500                            |



5.5 David Pond £100 (personal appearance fee)

**6.0 April-May CEO Report**

6.1 The Board noted the report.

6.2 MS asked for an update on the funding position in Wales and whether any progress had been made with Disability Sport Wales. DP explained that a further meeting was scheduled with DSW at the end of the month where the issue would again be on the agenda. He further reported the strong network of support that was being developed in Wales through RDO Wales and the Welsh rugby clubs but said that he was concerned that the Wales Rugby Charitable Trust may not wish to continue funding the RDO post beyond its current commitment which ends in March 2016.

6.3 TM asked about the number and status of volunteers. DP explained that a Volunteer Strategy had been developed and that volunteers operated at different levels. Individual clubs have volunteers and GBWR maintains a volunteer database, which it accesses for events such as the Nationals and BT WWRC15. He added that in addition volunteers are used as table officials and referees though they are paid for these services. Following the BT partnership GBWR is also attracting interest from BT volunteers. BT as a company provides 3 days paid leave per year for all BT employees to undertake volunteering.

6.4 SLF asked how LB was following her accident. DP was able to report considerable improvement. KMA asked that the best wishes of the board were conveyed to her.

**Action: DP**

**7.0 Risk**

7.1 The Board considered the updated risk register.

7.2 KMA asked why the level of risk 002 increased after further mitigation. DP explained that the short-term risk was based on the 2015 UK Sport target, which he felt was achievable. The mitigated risk took into consideration the 2016 Rio target which still presents a challenge and hence the risk level moves from low to medium.

7.3 AF asked if the CEO was the lead for risk 008. DP confirmed that he was.

7.4 SLF asked if the IWRF was playing a part in addressing risk 012. RA confirmed that it is and that he has been tasked to chair a working group on the issue. He explained that clear position statements had been declared by IPC, World Rugby and the IWRF stating that the IWRF is the recognised lead for all wheelchair rugby variants other than wheelchair rugby league.

7.5 KA asked if there should be a further risk relating to reputational risk associated with social media messaging. This promoted a further discussion into a recent disciplinary hearing relating to inappropriate messaging communicated via social media, which had led to complaints. RA had chaired a Disciplinary Panel to consider this case and he reported its findings to the Board. Risk relating to social media was noted and is covered in the Social Media Policy.

**8.0 BT WWRC Update and Budget**

8.1 DP provided the Board with a verbal progress report on the event and an updated budget. The GFSC had recently received a full brief from the Event Director and KMA commented that the ED's brief had been very comprehensive and gave a high degree of confidence that the event would be delivered to a high level and on budget.

8.2 JM noted that the WWRC15 audited accounts recorded a loss of £30k. AF explained that this was due to the fact that Event Director fees and expenses had been incurred before WWRC15 had started trading so he had booked these. The auditors had required consolidated accounts to be produced. AF explained that the £30k was effectively already offset because he had not booked either ticket income or the UK Sport funding (45k).



- 8.3 DP briefed the Board on current income from sponsorship and projected income from future sponsorship, tickets and other sources. The Board confirmed it was content with the revised budget and current position.
- 8.4 SLF asked about event insurance. DP explained that WWRC15 would have its own insurance relating to the cancellation of the event for any unforeseen circumstance. The Copper Box Arena will also have its own insurance to cover the unforeseen unavailability of the venue.
- 8.5 PF asked if there were any concerns about the venue management following the experience of the National Championships. DP explained that the Nationals had provided invaluable insight into the venue operation and that this is being used by the Event Director to help shape his plans.

**9.0 Finance & Governance Update**

- 9.1 15/16 Budget. AF reported that the GFSC had approved the budget in line with its delegated powers. He said that it showed a modest surplus of £6k but that he had asked the CEO to look at seeking further savings in the early part of the year.
- 9.2 AF explained to the Board that managing the finances was becoming an increasingly complicated business in part due to the many different ways financial information had to be presented to external parties. He also explained that there was increased pressure on the financial function of the RFU due to the RWC.
- 9.3 DP added that he was reviewing the financial function and it may be necessary to provide additional support, which GBWR would have to pay for. He stressed the importance of separating the executive function from the important role that AF has in challenging and supporting the broader financial function. Currently AF is providing more executive support than is reasonable for a Trustee.
- Action: DP to review and update at September Board**
- 9.4 Audit. AF briefed the Board on the Annual Report and Financial Statements which had been approved by the GFSC in line with its delegated powers. He explained that it had been a challenging process which had not been well managed by Mazars and that he would be discussing this with them. AF confirmed that Mazards had raised no issues in their final report and that he was content with the end of year position. The Chair thanked AF for the amount of work he had committed to this.
- 9.5 VAT registration. AF confirmed that both GBWR and WWRC15 were now both VAT registered. The additional VAT support had also been commissioned and work started.
- 9.6 Membership/Club Affiliation. SLF reported that the framework for this was now complete and that this would now become routine business. DP concurred and said that the DMG had been fully involved in the process and that it was now down to the RDOs supporting the clubs to achieve the required standards.
- 9.7 Safeguarding. DP briefed the Board on the current status of preparation for the CPSU Intermediate Safeguarding Standard. The Assessment Panel will sit on 22 July where the CEO and the Safeguarding lead will be present to answer questions on the portfolio of evidence presented. DP reminded the Board of its responsibilities towards ensuring a safe environment for children and vulnerable adults and the Board reviewed the matrix provided which detailed the requirement for Board sign off on safeguarding related documents and policies. DP further presented a number of documents for the Board to review and approve

- Safe & Sound Safeguarding Policy & Guidance
- Safeguarding Case Management Terms of Reference
- Whistle-Blowing Policy
- Staff Disciplinary Policy
- Corporate Disciplinary Policy



- Role of Lead Safeguarding Officer
- The Recruitment of Ex-Offenders Policy
- Recruitment Policy
- Recruitment Matrix

9.8 The Board noted that in some cases these were revisions of existing GBWR policies and that Terms of Reference for the Lead Safeguarding Officer and Case Management Group were derived from CPSU templates.

9.9 The Board approved all documents.

9.10 AGM. DP briefed the board on preparations and timelines for the AGM.

### **10.0 Board Changes**

10.1 KMA briefed the Board on the recruitment process for new Trustees. He explained that there had been considerable interest in the positions and a number of high quality candidates had applied for the roles. Following interview, positions on the Board had been offered to and accepted by; Margaret Moore (Legal portfolio); Roberta (Bobby) Davies (HR portfolio) and Mary Daunt (non-portfolio role).

10.2 Following discussion, the Board agreed to co-opt 2 of the candidates onto the Board at the Board meeting on 23 September and invite the third candidate to join the Board in attendance. This in recognition that the Articles only permit the Board to co-opt two Directors. KMA took an action to discuss this with the candidates.

***Action: KMA***

10.3 DP explained that there had been a number of attempts to find a date where all three candidates could undertake a structured induction day. An agreed date had still to be found and in all likelihood this would not now happen until post the September Board meeting. KMA will discuss with candidates.

***Action: KMA***

10.4 PF announced to the Board that he will not be standing for re-election to the Board and will stand down after the AGM. He said that he had enjoyed being part of GBWR and to contributing to the growth of the sport and the charity but felt that with new Trustees coming on board now was the time to leave. He said that he would continue to be a strong advocate for the game and those who play a part in it.

10.5 TM announced to the Board that he will not be standing for re-election to the Board and will stand down after the AGM but would remain on the WWRC15 Board. TM said he had been involved since 2002 and could never have envisaged how far the sport would come. The BT partnership, broadcasting deal and club growth all signs of how healthy the sport is. He said he had really enjoyed being part of the journey but now was the right time to hand over and refresh the Board.

10.6 KMA thanked PF and TM on behalf of the Board and the sport for the very significant part they had played in driving the sport forward.

10.7 DP asked to place on record his thanks on behalf of the management team for the support given by both PF and TM. He explained that PF had always provided helpful insight into marketing and had advised when DP was looking for sponsorship. TM he explained had provided a helpful and constructive link between him and some of the older Members particularly during some of the more delicate change management initiatives. DP explained that he had always felt well supported by both Trustees.



**11.0 International Influence Report**

11.1 The International Influence Report was noted. RA invited questions on the work of the international group noting that the recent Board evaluation questionnaire had indicated that some Board members felt that they did not wholly understand the international work and invited questions. TM commented that he was unsure who we were trying to influence and why. JM asked whether there was anything that the IWRF wanted from us. SLF asked if our international objectives were linked to the GBWR Strategy. Following discussion it was agreed that the main components of our international strategy were:

- Support the IWRF Board and to help it develop as a competency based Board able to effectively govern the sport
- Influence the direction of international major events to make them more attractive to spectators, commercial sponsors and broadcasters
- Support the IWRF to lead on the development of wheelchair rugby variants
- Support and influence the IWRF and IPC in the further development of sport classification
- Support and influence the strengthening of the European zone
- Identify and promote GBWR candidates for international positions

**12.0 AOB**

12.1 MS gave an update on grass roots matters. He reported that he had attended Super Series 2 and was impressed with the quality of play which was high. He had spoken with a senior club coach who was positive about all that was happening but had concerns about the development of the variant game which he felt detracted from the skills and tactical appreciation of the true version. MS said he attended the National Championships and thought it well organised and a high quality event. He also reported positively on the coach development programme. JM asked if the grass roots were getting sufficient coaching support. MS replied that it is a challenge at the moment because clubs are growing up so quickly but coach availability is lagging behind. He said that GBWR and the RDOs were doing a good job in supporting the clubs and over time the coaching courses will make a big difference to the overall availability and quality of coaches.

12.2 AF commented that it would be important for GBWR to have a good understanding of the financial conditions of clubs. DP explained that this would come as part of the club affiliation process as each club will have to make an annual submission to GBWR to remain affiliated and a financial statement will be part of this.

***Date of Next Meetings:***

<b><i>15 July</i></b>	<b><i>AGM</i></b>
<b><i>9 September</i></b>	<b><i>GFSC</i></b>
<b><i>9 September</i></b>	<b><i>WWRC15</i></b>
<b><i>23 September</i></b>	<b><i>Board Trustees</i></b>
<b><i>1 December</i></b>	<b><i>GFSC</i></b>
<b><i>15 December</i></b>	<b><i>Board Trustees</i></b>