



Record of GBWR Board of Management Meeting dated 24 May 2017

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC

Daniel Hook

1. [Apologies](#) Nil
2. [Minutes of meeting dated 26 Apr 17](#)
 - 2.1 Approved
3. [Actions arising not otherwise covered on the Agenda](#)
 - 5.1 DP still waiting to meet with Sport England re clarification Governance Code requirements
 - 12.1 CPSU formal notification of Advanced Standards still not received. KC will chase
 - 14.1 Project group to look at outstanding recognition to be actioned. DP
4. [End of Year Management Accounts](#)
 - 4.1 The BOM reviewed the accounts and identified a number of areas where incorrect coding required attention. This would not change the overall end of year position but it would balance out some individual lines where there appeared to be over and under expenditure. The end of year position shows a profit for the year of £156.339 but included within this is £8k for Wales delivery, £10k for Saracens delivery and xx for International Influence all of these cover delivery which cross financial year reporting timelines.
5. [End of Year Review Business Plan](#)
 - 5.1 The BOM reviewed the achievement of the 16-17 business plan KPIs. Overall progress had been strong with notable high points being the development of an externally recognised and accredited coaching system with 19 coaches achieving the Level 2 qualification including 2 female coaches. Participation has also continued to grow over the period and the variant game has been developed and piloted ready for launch this year. The continued development of the youth programme was also a highlight with 8 teams now regularly playing the game. The success of our Sport England investment proposal for 2017-2021 was also a significant achievement and allows us to continue to take forward the majority of our strategic objectives. Our failure to convince UK Sport that we were worthy of further WCPP investment was the low point of the year and throws the future of the GB programme into doubt. It came on the back of a strong Rio performance from a young and largely new squad but one that did not meet the performance target agreed with UK Sport. Other areas of under-achievement against the plan includes: the failure to gain a quality standard for the clubs, though progress has been made with club affiliation which took longer than



anticipated; the development of the elite chair which did not have the time allocated to it and which will be given a higher priority in the next cycle; the development of a volunteer strategy which suffered from a lack of capacity to deliver this and which will be picked up by the new workforce officer. There are other areas where progress has been slower than expected and where consolidation is needed before the BOM is satisfied to make it a Green RAG. All of these areas will be a continuing focus in 2017/18. The Business Plan Review document provides the full RAG detail.

6. [2017-2018 Business Plan](#)

- 6.1 BOM reviewed the draft business plan. KC explained that she had entered what she is presenting to Sport England as her outputs but these have yet to be agreed. Deadline for this is 9 June with final sign off scheduled for July. DP agreed that the plan should stand as it is and be reviewed as necessary following the Sport England evaluation.
Action: KC. All amendments to the plan to be passed to DH who will provide final version by the end of the week.
Action: DH

7. [Evaluation of Variant](#)

- 7.1 KC said she was finalising the evaluation paper which would be ready by the end of the week. The DMG and the Variant Steering Group will meet and review the paper before finalising the variant version and agreeing its name. The game will be formally launched in September.
Action: KC

8. [Corporate Secretary Handover](#)

- 8.1 DH said that he and Leigh had met a number of times and that preparations were on track for a smooth handover. The main area to finalise was the bank authority which has to be approved at a board meeting and the bank provided with the record of this. DP said he would table this for the June board. All other access arrangements had been made. In view of the two week period between DH leaving and Leigh starting, DP asked DH to send out a message giving details of who to contact during the interim.
- 8.2 DP and KC placed on record their thanks for all the support DH had provided over his 6 years in post. DP said that DH will be much missed and can take much credit for the systems that are now in place to manage the business of the NGB. He wished him well in his future career.

9. [Review of Staff Contracts & New Posts](#)

- 9.1 KC provided an update of her staff posts. All CURRENT contracts were still being reviewed. The RDO(N) contract had been agreed and signed and a contract was being drawn up for the



Workforce Development Officer. There was still a need to recruit a Projects Officer. DP asked that the Hogan Lovell contract framework be used for both contract renewals and new staff. Action: KC

10. Sport England Debrief

- 10.1 KC reported on the NDD meeting with SE. The Dashboard referred to in the contract was in fact the list included in the contract itself. Hazel McCluskey is leading on financial sustainability and KC advised DP that there may be some advantage in discussing this with her. Action: DP
- 10.2 KC said that SE had piloted some work on Shared Services but that this was based on Loughborough and the NGBs that operate out of there.

11. Media/Communications

- 11.1 KC said she had interviewed and agreed a contract with an individual. DP sought reassurance that the person had the right skill level for the NGB role. KC/DP agreed to review requirement going forward and discuss with new management team at next meeting. Action: DP

12. Safeguarding

- 12.1 DP and KC to agree interview timetable for the two shortlisted candidates. Action: DP/KC

13. Strategic/Operational Milestones

- 13.1 DP presented an updated draft. It was agreed to review this with new management team at next meeting. A provisional date of 18 Oct 17 was set for the AGM which DP will confirm with the board. Action: DP

14. AOB
Nil

Date of Next Meetings

To be reviewed with new management team

21 Jun @ 0930 Twickenham
12 Jul @ 1100 Twickenham