

## GOVERNANCE & FINANCE SUB COMMITTEE (GFSC)

### Meeting Minutes – 4 June 2013

**Present:** Andrew Flatt (AF)  
 Simon Le Fevre (SLF) in the chair  
 James Madden (JM)  
 David Pond (DP) notes of the meeting

**Apologies:** Kevin Aitchison (KMA)  
 David Gibbs (DG)

**In attendance:** Not Applicable

Item	Minute	Action
1	<p><b><u>Opening Remarks and Quorum</u></b></p> <p>SLF welcomed everyone to the meeting. The meeting was quorate.</p> <p>SLF asked whether there were any declarations of interests to be made. There were none advised specific to the business of the meeting.</p>	
2	<p><b><u>Minutes of the GFSC Meeting on 5 Feb 13</u></b></p> <p>SLF advised that most relevant action points would come up under items on the current agenda or had been actioned.</p> <p>JM advised that all Health &amp; Safety Risk Assessments should be placed on file.</p> <p>Following discussion of Sport England KPIs and metrics, DP agreed to update the GFSC on 7 Aug.</p> <p>There were 2 minor corrections to the minutes which DP took for action.</p> <p>As there were no further comments on the previous minutes, the GFSC approved the Minutes of the 5 Feb 12 accordingly.</p>	<p><b>DP</b></p> <p><b>DP</b></p> <p><b>DP</b></p>
3	<p><b><u>GBWR Annual Report &amp; Financial Statements to 31 March 2013</u></b></p> <p>AF gave a fulsome report on the audit. He wished to recognise the significant contribution Daniel Hook had made in assisting him and the audit team.</p> <p>The meeting considered carefully the Report and Financial Statements, the Audit Completion Report, and the draft representation letter. The meeting also took the opportunity to review and confirm the GBWR Reserves Policy which is detailed at Page 5 of the Report &amp; Financial</p>	

	<p>Statements.</p> <p>JM asked AF if, in his opinion, there were any current issues relating to GBWR finances which gave him concern. AF responded by saying that in general he was content but that there were 2 matters worthy of attention:</p> <ul style="list-style-type: none"> <li>• The restructuring of the RFU Finance Department has led to the loss of both the management accountants who worked on the GBWR accounts. A new person is now in place and we will be working with her but she has a much larger portfolio than the previous account manager. There was also a need to establish the SLA with the RFU and this was something that GBWR is currently in discussion with the RFU.</li> <li>• Current government discussions around how to reduce its expenditure, and the potential for any future impact on public funding for GBWR and its clubs.</li> </ul> <p>The meeting agreed to approve the Report &amp; Financial Statements for the year ended 31 March 2013 for GBWR Ltd under the delegated responsibility given by the GBWR Board of Trustees; and also agreed the Letter of Representations for sign-off.</p> <p>AF would ensure that the appropriate signatures were attained and would liaise with Mazars to finalise the process.</p> <p>The meeting thanked AF for his work and recognised that there had been a demonstrable further improvement in the quality of the financial and charitable activities information provided in the Annual Report.</p>	<p>AF</p>
<p>4.</p>	<p><b><u>Rolling Review of GBWR Policies</u></b></p> <p>The meeting considered the summarised list of GBWR polices and noted the considerable work still to be achieved ahead of the September self assurance closure date. DP advised that he would be discussing with Sport England to ensure there was a common perspective on priorities for action. DP also noted SLF advice to focus on those policies which Moore Stephens had specifically listed in the 2012 self assurance review.</p> <p>The meeting specifically asked for an update on progress towards achieving the Safeguarding Preliminary Level. DP responded that the NGB has submitted the first draft of the requirement to CPSU and had received comments back which were now being dealt with. The meeting asked for a further update to be provided to the full Board when it meets on 18 June.</p>	<p>DP</p> <p>DP</p>
<p>5.</p>	<p><b><u>Review of Risk Matrix</u></b></p> <p>DP updated on the status of risks identified at the meeting of 5 Feb 2013 and relevant mitigating actions:</p> <ul style="list-style-type: none"> <li>• <u>Head Coach</u>. A good candidate had been recruited. JM asked how</li> </ul>	

	<p>he had settled in and DP reported that early signs were encouraging.</p> <ul style="list-style-type: none"> <li>• <u>Communication</u>. Work is ongoing in this area with the focus on a new communication strategy being developed in partnership with Onshore and which reflects the ideas and views of the DMG. A key focus will be the use of social media.</li> <li>• <u>KPIs</u>. These have now been agreed with UK Sport for Year 1 and DP is content that, though stretching, these are achievable. DP reported that he is still concerned that greater clarity is required to agree and understand the metrics that underpin the Sport England KPIs and this is ongoing work.</li> <li>• <u>HR</u>. All staff contracts have now been agreed and legal advice sought and applied. Work over the summer will tackle the outstanding HR policies. DP remains concerned that this is still a large amount of work and he will manage progress closely and determine whether other risk mitigation actions need to be taken.</li> </ul> <p>DP tabled a paper setting out his current top 7 risks and mitigating actions, the meeting briefly discussed each. At this point DP felt that all was being done that could be to manage these risks. He explained that he had copied DG his list and he would be incorporating them into the GBWR Risk Register.</p>	<p>DP</p> <p>DP</p> <p>DP/DG</p>
<p>6.</p>	<p><b><u>Review of Draft Preliminary Level Equality Standard Action Plan</u></b></p> <p>SLF reported that having now achieved the Equality Standard Foundation Level, he had started work on mapping the requirements to achieve the Preliminary Level. The meeting had been copied on the draft Equality Action Plan and SLF welcomed any further comment outside the meeting.</p> <p>He also reported that he was seeking further support from Liz Davidson, the Designated Support Lead provided and funded by UK Sport, and who had assisted with the Preliminary Level work. Noting comments from the meeting about the extent of the work involved, SLF agreed to discuss with LD how this might be phased in the period to the 30 Sep 2014 deadline.</p>	<p>SLF</p>
<p>7.</p>	<p><b><u>GBWR Governance Action Plan</u></b></p> <p>DP had previously circulated a summary version of the Governance Action Plan which focused on the key actions to be achieved over the next calendar year. It was agreed that there was still a large workload to achieve and DP explained that this would be the main focus of his work over the coming months. The meeting asked that he provided a progress report at the 7 August GFSC meeting so that further consideration could be given ahead of the September Self Assurance deadline.</p>	<p>DP</p>

<p><b>8.</b></p>	<p><b><u>Progress Checks</u></b></p> <p>a. Self Assurance: preparations in hand.</p> <p>b. GBWR Management Accounts: further work to be undertaken now the annual statutory audit has been completed</p> <p>c. Full Application for Sports Councils NGB Recognition: SLF reported that the formal letter approving GBWR's Pre-Application had now been received and that GBWR had been offered 2 options for the next phase; those being either to undertake the full application process or a truncated one which recognised the information already provided and the existing funded status of GBWR. The meeting agreed that the truncated option should be adopted. SLF will inform Sport England accordingly and continue to lead on this work.</p> <p>d. Club Affiliation &amp; Corporate Governance Model: SLF explained that he had discussed this further with DP and KC, and would be preparing a presentation for the 2013 AGM on this matter; and that a resolution will be presented to Members seeking approval for this work to be taken forward by a working group, which would include DMG representation, with recommendations to be ready for resolutions at the 2014 AGM.</p> <p>e. BOT Training. It was agreed that there was a need to record what training had already been undertaken by Trustees, whether in their GBWR Trustee role or as part of their other professional duties. DP agreed to action with DH.</p>	<p><b>SLF</b></p> <p><b>SLF/DP</b></p> <p><b>DP/DH</b></p>
<p><b>9.</b></p>	<p><b><u>AOB</u></b></p> <p>a. None</p> <p>b. The next GFSC meeting will be at 1600 on 7 August at Nabarro's.</p> <p>c. The meeting thanked JM for the use of Nabarro offices for the meeting.</p>	<p><b>DP/SLF</b></p>