



Record of GBWR Board of Management Meeting dated 4 October 2016

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook

1. Apologies Nil
2. Minutes of meeting dated 27 Jul16
 - 2.1 Approved.
3. Actions arising not otherwise covered on the Agenda
 - 12.1 DP to provide Outstanding Service Recognition Paper
 - 9.1 DP confirmed that he had recently received an email from Maggie Alphonsi agent asking for more detail about the role and also about ambassadorial fees. The BOM agreed that the basis of the role would be the same as for Mike Brown and that we would only be in a position to offer expenses. DP will respond accordingly.
 - 10.4 DP reported that he had heard from Laura Wright and that due to personal circumstances she is unable to take part in the Women's week event but remains keen to be involved in future GBWR events.
 - 10.6 DP reported that all obstacles had been overcome and that GBWR was now in a position to fully partner with the Wooden Spoon for the club wheelchair rugby campaign. A media release will be activated in the next week. DP to include in his blog.
4. Q1/2 Review of Business Plan
 - 4.1 DP reported that due to funding submission work and Rio it had not been possible for the BOM to undertake a formal Q1 review of progress against the business plan so he intended to move direct to Q2. The notes below supplement the RAG rating document.
 - 1.1 4 x Youth teams established: West Wales, Salford, Bristol, Northampton.
5 x Youth teams embedded: Ospreys, Hawks, Gloucester, Bristol, Saracens
 - 1.3 PRC sessions are taking place regularly – every other month at Plymouth and Tedworth.



BOM discussed a better alignment of the Invictus work with the WCPP. DP proposed that Invictus coach come under PD for mentoring. DP to discuss with Martin Coclough and Invictus coach.

Action: DP

- 1.7 A variant strategy has been developed and a full day's classification work has been undertaken in Dorset by GBWR senior classifiers. The main issue is the challenge of addressing non-physical injury classification and further work is taking place around this.
 - 1.8 Women's event will take place in Hornchurch supported by Paralympic medallist Amy Marren. GBWR will also be taking part in the Rainbow Laces campaign supported LGBT.
 - 2.3 LB confirmed that partnerships were in place with Meningitis Society and Limbless and Scope. DP questioned the scope of those relationships and said he would wish there to be a formal memorandum of understanding or similar which scoped how the respective organisation would work with GBWR and the commitments made by each party. DP said he was happy to meet with the organisations at the appropriate level to achieve this.
- Action: LB to provide DP with contact details**
- 3.0 First KPI date should read May 16
 - 3.4 Last KPI date should read Mar 17
 - 5.2 BOM expressed concern at the lack of opportunity for referees to gain international qualification. DP explained that he had written earlier in the year to the IWRF about this matter but he had not had a final response. It was agreed that DP should write again asking if the GB National Championships could be used as an opportunity for referees to gain international qualification.

Action: DP

- 6.11 KC suggested that the self review of the DMG should take place at the December meeting. DP asked that the DMG annual report be available for the GFC when it meets on 2 Feb.

Action: KC/DH

Post meeting note. DP happy to provide the Board self evaluation questionnaire which might help shape any DMG questionnaire.

- 6.15 DP briefed that the process towards providing the stakeholder pension was on track. There is a requirement to issue all employees with a letter explaining that due to the decision to postpone enrolment until 1 Jan 17 they do have the opportunity to backdate their registration to 1 October. DH explained that he was waiting for access to the Aviva portal which would provide a standard letter to cover this. DH will follow up.

Action: DH

- 7.2 DP explained that he had begun the process of engaging with current sponsors to discuss their interest in extending their partnerships with GBWR. Peter Harrison has given notice that it will not do so but would consider a new



relationship from 2020. It was agreed that DP should have an early visit to Wales to meet with DSW and discuss future funding opportunities.

Action: DP

5. August Management Accounts

5.1 These show a positive variance of £19k which relates mainly to timing issues. Rio costs have yet to go through the accounts and there is still £38k to be reclaimed from Sport England as soon as the work is complete at Lillishaw. DP asked that LB hasten this in order to bring this to account.

Action: LB

5.2 LB is still forecasting an end of year/cycle positive variance of circa £25k which would go some way towards addressing the Year 1 overspend and end the cycle in balance. DP to discuss with UKS.

Action: DP

6. Sport England Investment Proposal

6.1 KC updated the BOM on progress. A further scoping paper has been submitted to meet SE requirement and we are now waiting for the SE letter which should provide indicative NGB core funding and a bespoke application template to complete. There is likely to be a very short window to complete this as the SE Board is due to consider applications in December.

7. UK Sport Investment

7.1 LB updated the BOM on progress. She and DP had attended a Rio wash-up and Tokyo update at UKS. In sum UKS require no changes to the draft strategy, target or athlete numbers provided in the pre Rio draft. There is a small amount of additional work required on the budget and co-funding but we remain on target to submit the final application by 17 October.

8. Club Affiliation

8.1 DP provided the following feedback on the GFC consideration of the club affiliation applicants.

- The wording of the Affiliation Template at Paragraph 5 should be amended to accounts '**provided**' rather than '*reviewed*' in recognition that RDOs are not required to have the technical expertise to review accounts.
- Greater detail is required at Paragraph 3 about the Legal Structure. It is not sufficient to just add '**Charity**'. The precise nature of the structure is needed e.g. 'Incorporated Charity Organisation'; 'Company Limited by Guarantee', in order for GBWR to be clear about the nature of the entity applying for affiliation.
- The standing of the club with the Charity Commission and Companies House (as relevant) should be checked and available to the GFC.



With the general points addressed the GFC considered the following clubs for affiliation, and agreed to make the following recommendations to the Board of Trustees:

- Marauder Tigers Wheelchair Rugby Club *Approve Request*
- Gloucester Wheelchair Rugby Club *Approve Request*
- West Coast Crash Wheelchair Rugby Club *Approve Request*
- Rygbi Gogledd Cymru *Approve Request*
- Team Solent Sharks *Approve Request **
**confirmation required that Sharks has its own management accounts as a distinguishable unit within the University*

- Ospreys Wheelchair Rugby Team *Approve Request*
- London Wheelchair Rugby Club *Approve Request*
- Stoke Mandeville Wheelchair Rugby *Approve Request **

**the GFC noted that this is currently an unincorporated charity and would wish to understand whether it has plans for becoming incorporated.*

- 8.2 DP asked DH to follow up on getting responses to the matters outstanding and to look at the providing the templates notifying clubs that their requests for recognition have been approved.

Action: DH/KC

9. Clubmark Accreditation

- 9.1 DP reported that the English Sport's Council has granted GBWR a Licence to accredit clubs to use Clubmark. He said that the Licence places a number of obligations on GBWR and went through these with the BOM. KC explained that agreement had been reached with Sport England whereby CSPs would be providing the trained Assessor requirement and would meet all associated licensee liabilities which are listed in the agreement. DP asked KC to ensure GBWR has written confirmation of this as it represents a change to the agreement as signed. Moreover, it will be necessary to have a written agreement with any CSP which assumes the responsibility for meeting the requirements of the Clubmark licence. KC was asked to ensure these conditions are met in full.

Action: KC

10. Safeguarding

- 10.1 DP reported that he and KC had just attended a meeting with SE and CPSU to discuss safeguarding provision in the wake of the loss of the GBWR Safeguarding Officer. Agreement had been reached that to meet the immediate safeguarding need GBWR would scope out the key immediate tasks and discuss with the RFU in the first instance with a view to seeking support from their safeguarding team. Other potential



providers might be UK Athletics or England Golf both of whom are providing safeguarding service for smaller NGBs.

- 10.2 SE confirmed that the Advanced Standard would still have to be met by 31 Mar 17 in order to qualify for SE investment. CPSU said that this would mean that the portfolio of evidence that GBWR meets the standard would need to be completed by the end of the year. KC and CPSU will meet to scope the outstanding work which needs to be completed before deciding on how this will be achieved.

Action: KC

- 10.3 SE confirmed that work was currently being undertaken to see what services might be shared across NGBs for the next cycle and that safeguarding was being looked at as one potential area. GBWR will not confirm its future safeguarding model until this work is complete and the implications understood.

Action: DP

11.0 Governance Action Plan

- 11.1 The BOM reviewed the plan and DP confirmed that he was in the process of meeting the actions and that the plan was being further monitored by the GFC and Board.

12. Celebration Event

- 12.1 DP presented his paper proposing a celebration event to recognise volunteers and thank sponsors. The BOM discussed the idea which was supported and all agreed to look into further areas of detail.

Action: All

Date of Next Meetings

- 2 Nov @ 0930 Twickenham
13 Dec @ 1400 Twickenham (followed by BOM Xmas Dinner)