

GOVERNANCE & FINANCE COMMITTEE (GFC)

Meeting Minutes – 6 December 2016

Present: Simon Le Fevre (SLF) in the chair
 Margaret Moore (MM)
 Kevin Aitchison (KA)
 Andrew Flatt (AF)
 David Pond (DP)

Item	Minute	Action
1.0	<u>Opening Remarks and Quorum</u>	
1.1	SLF welcomed everyone to the meeting and asked whether there were any declarations of interests specific to the meeting.	
1.2	SLF declared that he continued to provide consultancy services for Sport England though was not involved in GBWR related work. No other interests were declared.	
1.3	The meeting was quorate.	
2.0	<u>Apologies</u>	
2.1	Nil	
3.0	<u>Minutes of the GFSC Meeting on 28 September 2016</u>	
4.1	The minutes were approved with no comments.	
4.0	<u>Action Points</u>	
4.1	4.1 AF reported that the BT WWRC15 board had now met via conference call and that the final accounts had been considered and approved. DP was asked to file the accounts.	DP
4.2	9.0 DP confirmed that Solent Sharks is a cost centre within the university. AF proposed that there should be an SLA between Solent Sharks and the University. SLF and MM agreed that there should be some sort of formal agreement in place. DP was concerned not to create a further administrative burden on the club. Following discussion it was agreed that something simple should be drawn up and signed by both parties which states that if GBWR requests financial information about Solent Sharks then the university will provide it. Following discussion DP agreed to work with Solent to draw up a partnership note.	DP
4.3	11.0 DP confirmed that the staff handbook was now being worked on by Hogan Lovells, and that this would include reviewing the staff discipline and grievance policies.	
4.4	MM confirmed that she was still working on the Recruitment Policy.	MM
4.5	All other actions were complete or covered by the agenda.	

5.0	<u>October Management Accounts</u>	
5.1	<p>DP presented the October Management Accounts which show a full year positive variance of £25k at October. £58k of UKS funding had been drawn down ahead of budget but that will balance out by year end. Although WCPP was showing an adverse variance of £4k there was still some Rio costs to go through the accounts. There is also a further £25k of income to come from Sport England to cover expenditure for fitness equipment at Lilleshall. AF agreed the position and said that he had no current concerns with the in-year position of forecast.</p>	
6.0	<u>Q2 Review of Business Plan</u>	
6.1	<p>AF questioned the RAG status at 1.5 relating to Sport England participant numbers. DP replied that the numbers were on target and the RAG would be revised.</p>	DP
6.2	<p>DP drew the committee's attention to 6.9 Safeguarding. He explained that the RAG rating was based on the original KPI of achieving the Advanced Standard by 30 Sep. This date had now been updated and extended to 30 Apr 17. He said that he would be providing a Safeguarding Update to the full Board in the next week.</p> <p><i>Post Meeting Note: Report circulated to Board 14 Dec 16</i></p>	
7.0	<u>Code for Sports Governance</u>	
7.1	<p>SLF provided the GFC with a detailed overview of the recently published Code. He confirmed that GBWR would be in Tier 3, though said that he did not see a huge degree of difference for the NGB in that the Code pointed to incremental improvement and in the main this was in areas which GBWR was already focused on. SLF then took the Committee through the key relevant areas of the new Code that affect the GFC and Board. MM questioned SLF about the role and expectations of the Senior Independent Non Executive Director. He commented that in some areas the Board would have to operate slightly differently and it would be necessary to weave some of the requirements (such as the role of the Senior INED in evaluating the Chair's performance) into our current processes and policies.</p>	
7.2	<p>The next step was for DP to meet with the Sport England Governance lead and agree the areas of focus and timelines.</p>	DP
8.0	<u>Governance Action Plan</u>	
8.1	<p>The meeting reviewed the current Governance Action Plan, noting that various additional actions would need to be included once the Code-related work and timetable became clear.</p>	
8.2	<p>SLF highlighted recent guidance from the Charity Commission for England & Wales which would require an exercise to establish whether there were any "people with significant control" in respect of GBWR as a company and charity.</p>	DP/SLF

8.3	MM and SLF agreed to look at what actions GBWR might need to take to comply with the Charity Commission Guidance relating to the Fundraising Regulator's Code of Practice and also with the requirements of the Office of the Scottish Charity Regulator, as GBWR's remit as a NGB includes Scotland.	MM/SLF
9.0	<u>2017-18 Business Plan & Budget</u>	
9.1	DP presented the timetable for drafting the annual business plan and budget. He explained that this would be subject to review post the UK Sport and Sport England Investment decisions. The GFC approved in principle the timetable.	
10.0	<u>Rolling Review of Policies</u>	MM/MD
10.1	Recruitment Policy. MM explained that there was still further work to do on this and that she would discuss with Mary Daunt.	
10.2	Data Management Policy. In principle the GFC agreed the policy though identified some typos etc which required correction. It was agreed that GFC members would email any comment to DP	
11.0	<u>AOB</u>	
11.1	GFC meeting dates for 2017 confirmed as: 24 Jan (additional and subject to review) 28 Feb 6 Jun 12 Sep 5 Dec	