



Record of GBWR Board of Trustees Meeting dated 7 May 2013

Present: Kevin Aitchison Chairman (KA)
Andrew Flatt (AF)
Richard Allcroft (RA)
Michael Spence (MS)
Paul Fieldhouse (PF)
James Madden (JM)
Simon Le Fevre (SLF)
Tony Manos (TM)

In attendance: David Pond CEO (DP)

1.0 Declaration of Interests

1.1 With regard to the business of the meeting, none declared

2.0 Apologies

2.1 Nil

3.0 Minutes of Meeting dated 13 Feb 13

3.1 The minutes were agreed as a true record of the meeting.

4.0 Actions Arising

- 4.1 Item 2.3 DP to arrange for a repeat 'Fit and Proper Persons' template to be forwarded to PF Action: DP
- Item 5.1 Opportunity for Board and SMT to have dinner still to be agreed. Discuss post AGM Action: DP
- Item 10.2 JM reported that it was unlikely that his colleague would now be in a position to assist with the HR work within the timescale required.
- Item 15.2 Notification that the Equality Foundation Level was received from Sport England on 3 April 2013. The Board recorded its thanks to Liz Davidson For her assistance.

5.0 CEO and WCP Reports

5.1 The CEO and WCP Reports were taken as read. Questions and responses arising were:

- The meeting noted that, in the Rio cycle, Athlete Performance Awards (APAs) would no longer form part of the direct grant award in the UK Sport Funding Agreements with NGBs. SLF reminded the Board it would still have some responsibilities in relation to APAs. The Board discussed APAs and DP explained that for this cycle they were being managed in a different way to that of the 2012 cycle. Although GBWR will still have its own APA policy and set APA levels, the APAs will be administered by UKS direct to individual athletes. Any unallocated APA monies will remain with UKS rather than it being added to the programme funding as was the case in the previous cycle. There remains a GBWR responsibility to ensure that athletes are aware that they remain accountable for their own tax and national insurance affairs and for ensuring that the APA is used to support them in meeting their WCP commitments. GBWR will continue to have its own Athlete Agreements with the athletes on the WCP.
- PF requested an update on the Peter Harrison work. DP explained that this had now started with the athlete testing schedule. In response to a question from MS, DP confirmed that all previous research data relating to wheelchair rugby would be available to the Peter Harrison Centre.
- PF requested an update on the Onshore contract. DP explained that initial discussions had taken place but the subsequent Onshore proposal was unaffordable. DP is about the start the next phase of the negotiations.

6.0 Charitable Donations between 14 Feb 13 and 7 May 13

- 6.1 A donation of £16k was received from the Wooden Spoon charity with restricted use to purchase youth wheelchairs for Ashcraig School in Glasgow and phase 2 of the youth programme. £1302 was received from QBE as a result of fundraising. £20k was received from the Peter Harrison Foundation with restricted use to fund wheelchair rugby research in line with the GBWR business case presented to the Peter Harrison Board.

7.0 Governance and Finance Update

- 7.1 2013-14 Budget AF briefed the Board on the budget position. He explained that it was not finished until the end of March due to DP being on leave in March and the appointment of the Performance Director who needed time to work up her performance programme and costings. He also explained that there are multiple reporting requirements from the various stakeholders but that these are not all on the same basis which makes it more complicated and is a consideration for mapping and profiling work.
- 7.2 AF drew the Board's attention to the detail of the budget and in particular to the forecast surplus of £42.8k in 2013/24. He explained that this was lower than the surplus delivered this year and that margins are tighter than in 2012-13. He drew the Board's attention to CEO's Board note and the Income detail which highlight a total budget requirement of £150k in sponsorship/fundraising. As of now he explained this had not been identified.

Nevertheless he declared it a sound budget and said that the challenge would be to achieve a small surplus at the end of year which he said would be a good outcome. JT asked MS what he felt the Membership would make of the budget. MS responded that he had been questioned about the salaries of those involved in the Performance Programme but that he was not aware of any wider questioning.

- 7.3 DP commented that he felt the budget was challenging but deliverable. He agreed with the risks and points that AF had made but accepted that he had to deliver against the budget set. He explained that the risk was being reduced and that around £62k of sponsorship was already committed. He also said that around £30k of efficiencies could be found if necessary and that the position will be prudently managed. Turning to potential concerns about personnel costs, CEO made the point that costs in the main relate to front line delivery and that all posts had been part of the funding submissions and agreed by Sport England and UK Sport. Salaries were benchmarked against similar positions and it is important for GBWR to attract individuals who are capable of delivering the programme. If we fail to deliver then we are liable to lose funding.
- 7.4 SLF asked about the £48k co-funding requirement. DP explained that although this could be profiled across the 4 year cycle, in fact he had decided to meet the full amount in Year 1. SLF also said that in terms of Member comment it is natural that we react to any critical challenges but we may wish ensure that basic information around funding is available, as this can be useful to the ‘silent majority’.
- 7.5 AF reminded the Board that the RFU provide GBWR with outsourced financial management but explained that the RFU is restructuring and that 10 of the 12 staff in the Finance Department are leaving and that two of these currently look after our business. Whilst we wait to see who our single point of contact is we are mindful that there may be a bumpy period to get through and the risk of a temporary disruption of accounting procedures which we will have to manage.
- 7.6 **The Board approved the Budget and wished to record that it had been well presented.** DP expressed his gratitude to AF for his assistance
- 7.7 Audit. AF briefed the Board that the audit fieldwork started today. The schedule is to approve the Financial Statements on 4 June with the Auditors sign off by 7 June after which the accounts will be made available on the website. **The Board confirmed its agreement to delegate responsibility for approving the 2012/13 Annual Report & Financial Statements to the GFSC.**
Action: GFSC
- 7.8 Governance Matters. DP explained that he had again reminded Sport England that the promised formal response on GBWR’s progress through the Sports Councils’ Official Recognition process was outstanding. The Board asked DP and SLF to continue chasing.
Action: SLF/DP

- 7.9 SLF reported on recent discussions with DP and KC which had outlined 2 options on the potential corporate structure of GBWR with regard to clubs and individual members. The Board supported the idea of making a brief presentation on the options to the GBWR 2013 AGM and then establishing a wider working group to develop the options for decisions at the GBWR 2014 AGM. This work would be in parallel with the general updating of GBWR's Memorandum & Articles to meet public funding requirements and to keep up with charity regulation.
Action: Constitution Working Group
- 8.0 UK Sport & Sport England Financial Awards – Conditions
- 8.1 DP provided the Board with a summary of the main conditions of the awards. JM drew the Board's attention to the large number of conditions which underpin the Award agreements and emphasised the importance of monitoring our compliance with the conditions.
Action: DP
- 9.0 Business Plan 2013-2014
- 9.1 DP presented the draft Business Plan and explained that the detailed interventions were all captured and that the only remaining action was to write the introductory narrative which would summarise what had been achieved in 2012-13 and the priorities for 2013-14. He explained that this will be completed by the end of the week. The Chair asked Board members to forward any final comment to the CEO. He also asked for clarification of the definitions around numbers used at 1.5 in the plan.
Action: DP
- 10.0 Governance Action Plan Version: 011
- 10.1 DP thanked SLF for his support and advice in putting together the latest version of the plan. DP explained that he had reset the plan based on the November 2012 Self Assurance Report; the results of the Moore Stephens 2012 On-Site Audit and the UK Sport/Sport England Grant Funding Agreements. He reminded the Board that we are required to achieve a Green Self Assurance rating this year. He then went on to focus on those actions which have a deadline for completion by 26 September the deadline for our assurance submission. The Board noted that there was still much work to be progressed, and that this would include the GBWR Action Plan for the Preliminary Level of the Equality Standard for Sport. SLF explained that he would be meeting with the CEO to agree the plan for completing this work and that this would also be discussed at the GFSC meeting on 4 June.
- 10.2 The Board had a wide ranging discussion about serials 018/019 in the Governance Action Plan – Board training and evaluation of Board effectiveness. Individuals declared attendance at a number of training events provided by Sport England/UKS and by Mazars who provide GBWR with audit services. In addition, the Board had received briefs on Equality from the UKS Equality Consultant and Risk from the former Head of Risk at ING. Individuals also reported the on-going CPD many undertake as part of their professional development, most



of which has wider benefit for their Trustee role. The Board discussed other training that might prove beneficial and this ranged from sport specific training in subjects such as Classification through to upcoming changes in the Statement of Recommended Practice for Charities. It was agreed that the GFSC should discuss training needs at its next meeting and propose priorities for training during this financial year.

Action: GFSC

- 10.3 DP to ensure that Equality Profile audit is extended to all new employees and that it is submitted as part of the Self Assurance return.

Action: DP

- 10.4 The Board confirmed it is content with the proposed actions detailed in the plan and emphasised that this is important work to ensure the health of the organisation. It requested that the GFSC continue to monitor closely the achievement of the plan and report progress to the Board.

Action: GFSC

11.0 International Relations

- 11.1 The Chair thanked RA for his report which he proposed the Board take as read. He asked RA how important was Ross Morrison's role as Chair of the Athletes' Council. RA explained that this was a very influential role. JM asked whether GB are leaders in the international community how influential GB is. RA explained that we are recognised as being highly professional and the work we undertake on behalf of the sport is appreciated. He cited Canada in particular as being one of the 'big hitters' in influence terms. PF asked what benefits GB would see over the next few years for our investment in the international agenda. RA responded by saying that we should see the benefits accrued from a greater alignment of the international influence agenda with our performance objectives. This ought to impact on areas such as Events and Classification. AF asked when the UKS funding decisions in this area would be made – RA replied that they were expected by the end of May.

12.0 HR Issues

- 12.1 The Trustees discussed current HR matters. (The CEO left for this agenda item.)

13.0 AOB

- 13.1 The CEO reminded the Board of AGM timelines:

- 30 June AGM Formal Notification
- 7 June Closing Date Members Resolutions
- 7 June Accounts posted on website
- 14 June Closing Date Members AOB



- 18 June Board Meeting – Prepare AGM
- 21 June 1900 AGM Brunel University Netball Hall

Dates of Meetings:

1500 4 June GFSC @ Nabarros
1500 18 June Board Trustees @ Nabarros

Note with proposed dates for GFSC and Board to be circulated by CEO