

## GOVERNANCE & FINANCE COMMITTEE (GFC)

### Meeting Minutes – 28 September 2016

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

Item	Minute	Action
<b>1.0</b>	<b><u>Opening Remarks and Quorum</u></b>	
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. DP declared an interest in Item 10 – Pension Provision. No other interests were declared.	
1.3	The meeting was quorate.	
<b>2.0</b>	<b><u>Apologies</u></b>	
2.1	Apologies were received from Andrew Flatt and David Gibbs.	
<b>3.0</b>	<b><u>Minutes of the GFSC Meeting on 15 June 2016</u></b>	
4.1	The minutes were approved with no comments.	
<b>4.0</b>	<b><u>Action Points</u></b>	
4.1	The Board meeting to consider the finalisation of the BTWWRC15 accounts has yet to take place. The GFC felt it would be helpful if this could be hastened. KA offered to set up a conference call with Tony Manos to assist achieving this quickly.	<b>DP</b> <b>KC</b>
4.2	All other actions were complete or covered by the agenda.	

5.0	<b><u>August Management Accounts</u></b>	
5.1	DP presented the August Management Accounts which show a positive variance against budget of £19K. He explained that the six month position at the end of September would provide a more accurate position as he expected more of the Rio expenditure to have been brought to account. He said that he was taking more positive action to address a number of outstanding debtors.	
6.0	<b><u>Governance Action Plan V008</u></b>	
6.1	DP presented the plan explaining that it was an operational planning tool which he was presenting to ensure the GFC was up to date with current governance actions.	DP
6.2	SLF noted that Recommendation 9 of the On-Site Audit report had not been captured in the plan, this relates to long term financial planning. DP agreed to revise the plan to include this item. SLF also asked about the inclusion of Recommendation 5 on Board Appointment Letters, but it was noted that the On-Site Audit report related to all new Appointments.	DP
7.0	<b><u>Off Line Assurance Submission 2016</u></b>	
7.1	DP explained the background to the off-line assurance requirement which is due for submission by 31 October having first ensured that the Board has agreed the most appropriate Self-Assurance Statement ratings for each high level area. The GFC discussed progress and it was agreed that a similar process should be adopted to that of 2015 with DP completing the template followed by SLF review and the Board then considering the assessment prior to CEO/Chair signature.	DP/SLF
8.0	<b><u>Club Affiliation Requests</u></b>	
8.1	The GFC considered Club Affiliation. General points for future reference were:	
8.0	<ul style="list-style-type: none"> <li>• The wording of the Affiliation Template at Paragraph 5 should be amended to accounts '<b>provided</b>' rather than '<i>reviewed</i>' in recognition that RDOs are not required to have the technical expertise to review accounts.</li> <li>• Greater detail is required at Paragraph 3 about the Legal Structure. It is not sufficient to just add '<b>Charity</b>'. 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.</li> <li>• The standing of the club with the Charity Commission and Companies House (as relevant) should be checked and available to the GFC.</li> </ul>	DP  DP/RDOs  DP/DH
8.2	With the general points addressed the GFC considered the following clubs	

	<p>for affiliation, and agreed to make the following recommendations to the Board of Trustees:</p> <ul style="list-style-type: none"> <li>• Marauder Tigers Wheelchair Rugby Club <b>Approve Request</b></li> <li>• Gloucester Wheelchair Rugby Club <b>Approve Request</b></li> <li>• West Coast Crash Wheelchair Rugby Club <b>Approve Request</b></li> <li>• Rygbi Gogledd Cymru <b>Approve Request</b></li> <li>• Team Solent Sharks <b>Approve Request *</b></li> </ul>	
9.0	<p><b><i>*confirmation required that Sharks has its own management accounts as a distinguishable unit within the University</i></b></p> <ul style="list-style-type: none"> <li>• Ospreys Wheelchair Rugby Team <b>Approve Request</b></li> <li>• London Wheelchair Rugby Club <b>Approve Request</b></li> <li>• Stoke Mandeville Wheelchair Rugby <b>Approve Request *</b></li> </ul>	DP
9.1	<p><b><i>*the GFC noted that this is currently an unincorporated charity and would wish to understand whether it has plans for becoming incorporated</i></b></p>	DP
10.0	<p><b><u>Pensions Update</u></b></p>	
10.1	<p>DP reported that progress towards auto-enrolment was on target. The AVIVA scheme has been set up and that it is confirmed that GBWR will use the 3 month postponement to 1 Jan 17. Actions are in place to ensure we meet all requirements by that date. All staff have been briefed by Mark Bradbury, our advisor from Wilkins Kennedy.</p>	
11.0	<p><b><u>Rolling Review of Policies</u></b></p>	
11.1	<p>DP reported that there is some work to do on policy review, though nothing that is critical and at the moment other governance matters are taking priority. He said that there were a number of HR policies which are part of the Staff Handbook and that it was his intention to run these past Hogan Lovells to ensure they incorporate any recent regulatory changes.</p>	DP
12.0	<p><b><u>Super Series 2015/16 Report</u></b></p>	
12.1	<p>The GFC noted the report which will be presented to the December Board of Trustees.</p>	DP
13.0	<p><b><u>AOB</u></b></p>	
13.1	<p>Nil</p>	

Dates of Next Meetings:            6 Dec 16            2 Feb 17            2 Mar 17