



GOVERNANCE & FINANCE SUB COMMITTEE (GFSC)

Meeting Minutes – 7 August 2013

Present: Kevin Aitchison (KMA)
 Simon Le Fevre (SLF) in the chair
 David Pond (DP)
 David Gibbs (DG) note-taker for the meeting

In attendance: Andrew Flatt (AF)
 James Madden (JM)

Apologies: Not applicable

Item	Minute	Action
1	<p><u>Opening Remarks and Quorum</u></p> <p>SLF welcomed everyone to the meeting. JM advised the meeting that, pending the outcome of the adjourned 2013 GBWR AGM, he and AF were not currently trustees of GBWR and it was therefore agreed that they would attend the GFSC in a non- voting capacity. 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><u>Minutes of the GFSC Meeting on 4 June 13</u></p> <p>SLF advised that most relevant action points would come up under items on the current agenda or had been actioned.</p> <p>As there were no comments on the previous minutes, the GFSC approved the Minutes of the 4 June 2013 accordingly.</p>	
3	<p><u>Action Points not otherwise covered on the Agenda</u></p> <p>Employment Claim</p> <p>The Chief Executive updated the meeting on the status of an employment claim. The meeting considered the range of potential outcomes of the claim and the foreseeable possible expenditure by GBWR. This was noted by all present.</p> <p>The meeting also noted the financial position of GBWR and it was agreed that given the current position regarding restricted and unrestricted funding, that no further action was required at this time.</p> <p>DP agreed to keep the GFSC advised of developments.</p>	<p>DP</p>

<p>4.</p>	<p><u>Reporting to Stakeholders</u></p> <p>(a) Sport England 40 Month Review Output.</p> <p>DP advised that a 40 month review of GBWR had been sent by Sport England who report that they very content with progress. A letter is to be sent by Sport England confirming that the submission has been assessed and that they are pleased regarding GBWR’s current status.</p> <p>JM asked whether we should report the current employment claim. Similarly SLF asked at what point GBWR may need to report the claim to the Charity Commission. DP is to investigate and advise accordingly.</p> <p>(b) GBWR AGM Re-schedule.</p> <p>It was agreed that the AGM will be re-convened on the 18th September (Wednesday) on the back of the Domestic Management Group meeting’s recommendations. JM advised that GBWR has to give notice of 28 days regarding the re-convening of the AGM. This is to be posted on to the website.</p> <p>(c) 2013 Self Assurance Submission.</p> <p>DP advised that he has already started the Self Assurance submission and that he will be meeting with Moore Stevens to review GBWR’s current status and how we intend to move forward towards a green RAG rating in the required areas. The timeline for this work is 26th September 2013.</p>	<p>DP</p> <p>DP</p> <p>DP</p>
<p>5.</p>	<p><u>Rolling Review of GBWR Policies</u></p> <p>(a) Safeguarding: Preliminary Level.</p> <p>DP circulated the Safeguarding Preliminary Level document and advised that both the NSPCC and the CPSU are happy with it and will support its implementation. Sport England has been approached for potential funding of the implementation process. DP also advised that a National Safeguarding Officer for GBWR has been identified.</p> <p>(b) Staff Handbook.</p> <p>DP stated that some feedback had been received from AF. Any other comments need to be advised to DP as soon as possible. DP is to approach Moorhead James to determine the cost of a formal review of the Handbook for legal compliance before it is issued.</p> <p>(c) Code of Conduct & Ethics.</p> <p>SLF suggested that relevant extracts from the Values Section of the GBWR Strategic Plan could be married up with the key principles from the Voluntary Code of Good Governance, produced by the Sport and</p>	<p>DP</p> <p>DP</p>

	<p>Recreation Alliance (a fair number of NGBs have now signed up to this), to form the Code of Conduct & Ethics.</p>	<p>SLF</p>
<p>6.</p>	<p><u>Review of the Risk Matrix</u></p> <p>DG reported that the Risk Register had been updated with the risks identified by DP and as discussed at the previous meeting. DG also advised a number of the outstanding items on the Risk Register had now been completed and /or mentioned in the GBWR Staff Handbook.</p> <p>Key items still to be produced were;</p> <ul style="list-style-type: none"> (i) A Business Continuity Plan; although it was recognised that GBWR would / should be covered by the Continuity Plans of the RFU at Twickenham. DG will produce a proforma for the GBWR Plan. (ii) Anti-Money Laundering Procedures; again it was recognised that such procedures would be more appropriate with the proposed re-structuring. (iii) Bribery Act; policies and procedures are to be developed. (iv) A Governance Manual; however it is recognised that such a manual would be more appropriate with the proposed re-structuring and Club Affiliation within GBWR. <p>DG planned to complete drafts of first three of these policies by 11 September.</p>	<p>DG</p> <p>DG</p> <p>DG</p> <p>DG</p>
<p>7.</p>	<p><u>Progress Checks Finance Matters</u></p> <p>(a) GBWR Management Accounts.</p> <p>AF reported that he had met with the new person in charge of the accounting function at RFU and will meet further to discuss how the budget finance processes are to be dealt with. AF also advised that at the end of first quarter there was a £70k surplus.</p> <p>(b) GBWR Long Term Financial Planning.</p> <p>AF advised that this still needs to be discussed further with DP. A four year perspective is available in the Whole Sport Plan (for Sport England) and the World Class Performance Plan (for UK Sport) which can be used as the basis for GBWR's Long Term Financial Plan together with a brief over-arching summary.</p> <p>(c) SLA with RFU.</p> <p>DP and AF had discussions earlier in the day with the RFU Finance Director, and they are now drawing up a preliminary SLA for further review.</p>	<p>AF</p> <p>AF / DP</p> <p>DP / AF</p>

<p>8.</p>	<p><u>Progress Checks on Governance Matters</u></p> <p>(a) Full Application to the Sports Councils for NGB Recognition.</p> <p>SLF reported that GBWR’s preference for the truncated application option for NGB recognition has been advised to Sport England. SLF will continue to lead with this application. GBWR will need to check on the options for elite athletes from Northern Ireland to participate in the Paralympics, either under the GB banner or under the Republic of Ireland.</p> <p>(b) Equality Standard Action Plan: Preliminary level</p> <p>SLF advised that Liz Davidson can again support us with the implementation of the Equality Action Plan, with her time funded by UK Sport. It has been agreed that a phased approach, (three stages) will be used for the implementation of the updated Equality Audit.</p> <p>(c) Club Affiliation & Corporate Governance Model</p> <p>JM has reviewed the existing GBWR Memorandum & Articles and has someone in hand to re-write them. This work will move forward in September 2013.</p> <p>SLF advised a current government review of the tax exempt status of Community Amateur Sports Clubs might have an impact on structure options that Wheelchair Rugby clubs may wish to follow.</p> <p>(c) BOT Training.</p> <p>SLF reported that this was still on-going. KA advised that reading of the Staff Handbook can be classed as training. A record of the individual training undertaken by Trustees needs to be formally updated.</p>	<p>SLF</p> <p>SLF / LD</p> <p>JM</p> <p>All</p>
<p>9.</p>	<p><u>Any Other Key Items on the GBWR Governance Action Plan</u></p> <p>None advised.</p>	
<p>10</p>	<p><u>Any Other Business</u></p> <p>The next GFSC meeting will be at 1600 on Wednesday 6 November 2013 at Nabarro’s offices.</p> <p>The meeting thanked JM for the use of Nabarro offices for the meeting.</p>	