



GOVERNANCE & FINANCE SUB COMMITTEE (GFSC)

Meeting Minutes – 5 February 2014

Held at the offices of Nabarro LLP Solicitors, Lacon House, 84 Theobald's Road, London WC1X 8RW, on Wednesday 5 February between 16.00 and 17.30

Present: Kevin Aitchison (KA)
James Madden (JM)
Andrew Flatt (AF)
Simon Le Fevre (SLF) in the chair

Apologies: David Pond (DP)
David Gibbs (DG)

Item	Minute	Action
1	<p><u>Opening Remarks, Declarations of Interest & Quorum</u></p> <p>SLF welcomed everyone to the meeting, and noted apologies from DP and DG. The meeting was quorate.</p> <p>There were no declarations of interest advised as specific to the business of the meeting.</p>	
2	<p><u>Minutes of the GFSC Meeting on 6 November 2013</u></p> <p>The meeting reviewed and agreed the minutes of the previous meeting.</p>	
3	<p><u>Action Points not otherwise covered on the Agenda</u></p> <p>The meeting noted that matters relating to an employment claim had been dealt with and were now closed.</p> <p>The GFSC welcomed the communication that UK Sport had confirmed GBWR's existing funding levels, following the Annual Investment Review at the UKS Board meeting on 31 January 2014.</p> <p>KA informed the meeting that the CEO annual appraisal was due; and he would shortly be making arrangements for this with DP.</p>	KA/DP

<p>4a</p>	<p><u>Reporting to Stakeholders</u></p> <p><u>GBWR Governance Action Plan</u></p> <p>The meeting noted the updated Governance Action Plan, drawn up by DP with assistance from SLF, and reflected on the progress indicated by the much reduced number of outstanding items. DP had reported that the Plan had now been shared with both Sport England and UK Sport for their information.</p>	
<p>4b</p>	<p><u>Sport England WSP Annual Performance Review - January 2014</u></p> <p>The GFSC noted the Review and commented on the breadth and variety of GBWR activity that it covered. DP had reported that the meeting with Sport England officers had gone well; and that the outcome of the SE Board's considerations would be communicated after its meeting on 13 February.</p>	
<p>4c</p>	<p><u>UK Sport Annual Funding Triggers & Governance Review - December 2013</u></p> <p>It was noted that the letter from UK Sport, dated 27 January 2014, confirmed that funding triggers to date had been fully met, and that GBWR was making good efforts towards the 2014 triggers and specific conditions.</p>	
<p>5</p>	<p><u>Review of Risk</u></p> <p>The meeting noted the plans to move the risk matrix to a RAG rated 'top 10 risks' format.</p> <p>There was a discussion on how best for GBWR to continue to attract and retain good staff and to provide career development for them; and what further support the Board of Trustees might be able to provide to the CEO and his team.</p>	<p>DP/DG</p>
<p>6a</p>	<p><u>Progress Checks on Finance Matters</u></p> <p><u>GBWR Management Accounts to 31 December 2013</u></p> <p>AF updated the meeting on the nine month point in GBWR's financial year. There was a £93,000 surplus (versus a budgeted surplus of £44,000), after costs of various legal items and after allowing for the deferral of £50,000 of World Class Programme funding to the next financial year, which had been agreed with UK Sport. AF pointed out that the surplus was expected to drop in the final quarter, as various planned WCP activities dropped into place.</p>	

<p>6b</p>	<p><u>GBWR Long Term Financial Plan</u></p> <p>The meeting noted the report from DP that he has developed a 3 year income and expenditure plan based on WCP Programme funding, and intends to extend this once the outcomes of Sport England’s Reward Programme funding decisions and other charity applications and sponsorship are known. AF commented that the new RFU financial team are now working well with GBWR and that he intends to ask the team to also provide regular cash flow reports with effect from 1 April 2014.</p>	
<p>6c</p>	<p><u>SLA with RFU</u></p> <p>The meeting noted that the SLA had now been agreed, and was just awaiting signature by the RFU.</p> <p>AF informed the meeting that the RFU are about to put their financial audit provision out to tender, with a decision likely by 31 March. Mazars are the current auditors, and are expected to re-submit. In view of GBWR’s working arrangements with the RFU, the meeting noted that GBWR would plan to follow the RFU in the appointment of auditors.</p>	
<p>7a</p>	<p><u>Progress Checks on Governance Matters</u></p> <p><u>Full Application to the Sports Councils for NGB Recognition</u></p> <p>SLF reported on his discussions with DP regarding the situation in Northern Ireland. In summary the position is:</p> <ul style="list-style-type: none"> • The Irish Wheelchair Association (as the local NGB) views Wheelchair Rugby as operating on an ‘All Ireland’ basis (and has links to the IRFU in a similar way to GBWR with the RFU) • The recently formed Wheelchair Rugby club in Belfast expects to play in an ‘All Ireland’ context. • Cordial relations remain with the Irish clubs, with the Dublin/Clontarf based club already playing in the GB League, and the option open for the Belfast club to do so if it wishes. • Current Northern Ireland athletes are looking to play for the Irish team at international level. • GBWR would hold open the option for a Northern Ireland elite player to play for the GB Team if he or she wished to. <p>The meeting agreed for GBWR’s Full Application Submission to go ahead, with this information included.</p>	<p>SLF/DP</p>

<p>7b</p>	<p><u>Equality Standard Action Plan: Preliminary Level</u></p> <p>SLF explained that the next action was to conduct a diversity survey of the broader volunteer and player base, utilising the GBWR website as the main route for information. He also planned to discuss further with Liz Davidson, GBWR's consultant support for this project, practical ways to follow up on the other actions.</p>	<p>SLF/LD</p>
<p>7c</p>	<p><u>Safeguarding</u></p> <p>The GFSC noted the 'Working Together 2013' presentation from Lynn Amos, GBWR's consultant support for Safeguarding implementation, at the Board of Trustees Strategy Away Day on 20 January. There would be further CPSU training for the Trustees on their roles in the Safeguarding processes in due course.</p>	<p>DP/LA</p>
<p>7d</p>	<p><u>Corporate Structure / Club Affiliation</u></p> <p>SLF informed the meeting that he, DP and KC were having a working session on 11 February to develop the current outlines further; and progress would be reported to the Board on the following day.</p>	<p>SLF/KC/DP</p>
<p>7e</p>	<p><u>Updating GBWR Articles of Association</u></p> <p>The GFSC noted the outcome from the Board Strategy Away Day, with the intention being to start from a new model template and then 'customise' to meet GBWR's specific needs.</p>	<p>DP/JM</p>
<p>8</p>	<p><u>Rolling Review of GBWR Policies</u></p> <p>SLF reported that he was trying, with DH's help, to source a model Anti-Money Laundering Policy suitable for a charity like GBWR.</p>	<p>SLF/DH</p>
<p>9</p>	<p><u>Any Other Business</u></p> <p>It was agreed that the next three GFSC meetings would be held on:</p> <ul style="list-style-type: none"> • Tuesday 25 March • Wednesday 4 June • Wednesday 3 September 	