

## GOVERNANCE & FINANCE SUB COMMITTEE (GFSC)

### Meeting Minutes – 9 September 2015

**Present:** Simon Le Fevre (SLF) in the chair  
 James Madden (JM)  
 David Pond (DP)  
 Andrew Flatt (AF)

**Apologies:** Kevin Aitchison (KMA)

**In attendance:** Not Applicable

| Item | Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                             |
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| 1    | <p><b><u>Opening Remarks and Quorum</u></b></p> <p>SLF welcomed everyone to the meeting and asked whether there were any declarations of interests to be made. None were declared</p> <p>The meeting was quorate.</p>                                                                                                                                                                                                                                                                                                                                                                                                |                                    |
| 2    | <p><b><u>Minutes of the GFSC Meeting on 9 June 2015</u></b></p> <p>The minutes were approved with no comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
| 3    | <p><b><u>Action Points not otherwise covered on the Agenda</u></b></p> <p>AF advised that the Annual Report and Financial Statements would not be filed until after WWRC15 accounts had been prepared. He confirmed that the deadline for filing was 31 December 2015.</p> <p>SLF advised that he would seek advice from new Trustee Margaret Moore on Charity Commission registration in Scotland.</p> <p>The GFSC confirmed that the Risk register should be a standard agenda item for the Board of Trustees</p> <p>SLF advised that the other action points would come up under items on the current agenda.</p> | <p><b>SLF</b></p> <p><b>DP</b></p> |
| 4.   | <p><b><u>Reporting to Stakeholders</u></b></p> <p><b>(i) Sport England Annual Review</b></p> <p>DP reported that the Sport England annual investment review had taken place on 2 July. Although Sport England has not provided a written report on the review they have verbally confirmed that they are content with the continuing delivery against agreed outcomes that is being achieved. They</p>                                                                                                                                                                                                               |                                    |

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|           | <p>further commented that GBWR is regarded as one of their ‘high performing NGBs’.</p> <p>DP also reported that he had met with the governance lead in UK Sport as part of the annual governance review ahead of the annual investment review process. The lead confirmed that she would be recommending to Head Governance that GBWR is again rated as Green for 2015. In addition DP agreed two new KPIs for 2016. These relate to providing a structured induction programme for the three Trustees joining the Board and the evaluation of the Board by an external body in November 2016 . The final wording of the KPIs is yet to be agreed. UK Sport indicated that it would fund the external evaluation process.</p> <p>There was some discussion as to whether or not the Board self evaluation process should be conducted at the annual Board away day. AF favoured this taking place. DP explained that the away day would be discussed at the September board and against the background of the need to hold a Board strategy day before the end of November in order to inform the 2017-20 funding bid.</p>                                                                                                                                                                                                                                                                                    | <p>DP</p>                       |
| <p>5.</p> | <p><b><u>Progress Checks on Governance Matters</u></b></p> <p><b>(i) Elections Regulations</b></p> <p>SLF presented draft Election Regulations which were discussed. JM congratulated SLF on their content but suggested that the categories described at 2.7 might be further expanded. SLF agreed and took an action to review and amend.</p> <p>AF questioned the need to be specific about the percentages of specific groups that should make up the composition of the Board. Following discussion it was agreed that the caveat in the paragraph which refers to taking ‘ all reasonable steps’ was sufficient to ensure the stated percentages did not create future problems for the Board.</p> <p>JM proposed that there should be a clause added to the regulations which said that the Board should from time to time review, and may amend, the regulations. This was agreed</p> <p><b>(ii) Club Affiliations</b></p> <p>The GFSC noted that the club affiliation process was in the process of being rolled out and that the GFSC could expect applications to be presented at future meetings. AF asked if there was a document which explained the criteria for affiliation. DP replied that the GFSC would be provided with a checklist detailing the criteria to be met for affiliation to be approved.</p> <p><b>(iii) Membership Rules</b></p> <p>DP to review draft provided by SLF.</p> | <p>SLF</p> <p>SLF</p> <p>DP</p> |

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|  | <p><b>(iv) Official Recognition</b></p> <p>SLF said that he had noticed that GBWR had not as yet been added to the Sports' Councils' list of officially recognised sports despite confirmation having been received that such recognition had been granted. He took an action to follow this up.</p> <p><b>(v) Equality Standard Action Plan</b></p> <p>DP provided background on Mary Nicholls who has been contracted to support the ongoing Equality work. She has just completed a mapping exercise which identifies those areas requiring attention before the presentation of our portfolio for assessment. In the main these areas relate to training for staff and others. SLF said that Liz Davidson also continued to support the work and that the deadline of presenting this by the end of the year was still a requirement.</p> <p><b>(vi) Trustee Induction</b></p> <p>DP presented the Trustee Induction schedule which will take place on 29 September. The GFSC thought it comprehensive and appropriate.</p> <p><b>(vii) Q1 Review of Business Plan</b></p> <p>SLF asked DP to focus on the governance areas of the Q1 review which itself would also be tabled for the September Board meeting. DP reminded the GFSC that the first quarter ended 30 June and that since then many of the areas with a red RAG rating had now turned amber or green. He confirmed that there were no areas giving concern but that the area of Pension provision for staff required further work. He reported that following investigation of options through the Sport and Recreation Alliance and the independent advisor to whom he had been directed, the advice had been that GBWR should enrol with the government's NEST scheme. DP had looked at this which indeed seemed suitable but which required a significant amount of work to set up. AF/SLF commented that for small organisations it was also their understanding that NEST was a sensible solution. DP said that post WWRC15 he would be seeking further support to look in detail at this option.</p> <p>JM asked about the future of WWRC15 as an event and whether Japan was planning to take this forward as part of the next RWC. DP provided background on the international work taking place between UK Sport, GBWR and the IWRF which sought to make this possible. JM asked whether we had protected WWRC15 as a brand in that it was owned by GBWR. Following discussion DP was asked to consult with Hogan Lovells to see if we can protect the intellectual property created by the Tournament.</p> <p><b>(viii) BT National Championship Evaluation</b></p> <p>The GFSC commented that the evaluation was a thorough piece of work</p> | <p><b>SLF</b></p> <p><b>DP/SLF</b></p> <p><b>DP</b></p> <p><b>DP</b></p> |
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|    | <p>and congratulated the team. Looking at some of the conclusions, JM commented that he felt the Nationals should be for all clubs and that a system should be developed which would enable that. DP replied that this was the intention and that options would be discussed with the DMG who will make the final decision on the new format for the tournament. JM also commented that resourcing was clearly a key issue to be addressed. DP agreed and said that this would be one of the key criteria when considering future tournament options. It was unlikely that the Copper Box Arena would be used for the tournament in the near future because of its cost. This year it was given as VIK because DP had negotiated this as a package with WWRC15.</p>                                                                                                                                                                                                                                                                                                                                                                               |    |
| 6. | <p><b><u>Safeguarding</u></b></p> <p>DP advised that he had attended the CPSU Assessment at the NSPCC centre in Leicester with the Safeguarding Officer. He was pleased to report that GBWR had achieved a conditional pass for the Intermediate standard. The conditions related to the requirement for GBWR to have a Prevention of Bullying and Harassment Policy, Social Media Guidance and Travel Guidance and that all should be approved by the Board. DP reported that the first two of these were being presented to the GFSC later in the meeting and that Travel Guidance was still being worked on.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DP |
| 8  | <p><b><u>Finance</u></b></p> <p>(i) <b>Q1 Review</b></p> <p>AF reported that Q1 showed a surplus of £50k and that the position was £140k under budget. He explained that much of this was attributable to timing issues. The July management accounts were positive but that Q2 at the end of September would provide a better picture of where we are. DP commented that he was comfortable with the current position but mindful of some additional unbudgeted costs, particularly those relating to VAT accounting. He is seeking to make efficiencies to pay for these but this is not straight forward as there is a limited amount of unrestricted funds.</p> <p>(ii) <b>VAT</b></p> <p>AF reported that VAT accounting was not proving straight forward. The RFU systems are not able to deal with the requirement and our first two returns had been challenged. He explained that he was personally having to get involved with the detail of the returns but hoped that things would settle down soon. DP commented that the RFU itself is under some pressure at the moment due to the additional requirements arising from RWC15.</p> | DP |
| 9  | <p><b><u>Rolling Review of GBWR Policies</u></b></p> <p>(i) <b>Money Laundering Prevention</b></p> <p>DP reported that he had spoken with our legal partner Hogan Lovell who</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |

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|                  | <p>has agreed to provide a draft policy.</p> <p><b>(ii) Prevention of Bullying &amp; Harassment Policy</b></p> <p>AF asked that mention of bullying via mobile phone be specifically included. This could be added at 2.6. JM also asked that in due course such policies should be cross-referenced with the current Grievance Policy. With this change the GFSC will recommend the Board approve the policy.</p> <p><b>(iii) GBWR Social Media Guidance</b></p> <p>AF asked that there be consistency with the paragraph 2 heading and the heading at paragraph 5 which currently singles out the coach. Again the paper requires cross-checking to ensure consistency. With this change the GFSC recommend the Board approve the policy.</p> <p><b>(iv) 2016 Rio Nomination Policy</b></p> <p>The GFSC agreed the policy was very thorough and should be recommended to the Board for approval. It asked that the Appeals Policy be attached.</p> | <p><b>DP</b></p> <p><b>DP</b></p> <p><b>DP</b></p> <p><b>DP</b></p> |
| <p><b>12</b></p> | <p><b><u>Any Other Business</u></b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |