

# Board of Directors

Thursday 19<sup>th</sup> July 2018, 19:00

Teleconference.



**Board attendees:** Darren Bernstein (DB); Scott Collier (SC) (from Agenda Item 1 d), Peter Hart (PH); Ruth Holmes (RH); Judith Holt (JH); Margaret Nolan (MN); Andy Robinson (AR); Julie Webster (JW).

**Minute taker:** Peter Hart

**Apologies received:** Bob Dredge (BD);

## Agenda

1. [Welcome & Meeting Administration](#)
2. [Governance and Leadership](#)
3. [Finance](#)
4. [Monitoring Reports](#)
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### 1. Welcome & Meeting Administration

#### a) To welcome Scott Collierto his first meeting as Director.

The Chair welcomed everyone to the meeting.

The Chair brought to the attention to the Board the successes that the elite athletes have achieved over the past six weeks. In particular, she highlighted Matt Fellbaum in winning the silver medal in the sprint event at the World Junior Championships in Hungary and Megan Keith winning at the European Youth Sprint Championships in Bulgaria. This had been backed up with considerable success at the World Masters Championships with ten podium places.

#### b) Notification of items of any other business.

- i. Portfolio Holders update.

#### c) Declarations of interest in addition to those held on the register.

No declarations of interest were added.

#### d) To adopt the minutes for the June meeting of the Board.

##### Action:

The Board adopted the minutes as a true representation of the meeting.

#### e) To review the actions from the previous meeting.

1. **Report on the stakeholder consultation to be added to the annual work schedule for the Board.**  
Ongoing.
2. **Diversity Action Plan to be included in e-news to members.**  
Ongoing.
3. **Appointment of a Senior Independent Director.**  
Agenda Item

4. **UK Sport and Sport England reserve the right to require that an organisation in which they invest to appoint an Independent Chair.**  
Sport England have confirmed that they will not exercise this condition for British Orienteering
5. **To review and approve the Succession Plan and Skills Matrix**  
This has been distributed
6. **PH to draft a proposal with costings to recruit a person or persons to carry out the competition structure review.**  
Agenda Item
7. **PH to tender the VAT review.**  
Agenda Item
8. **Risk register:**  
This has been distributed
9. **There was a discussion about the hosting of Major Events and IOF representation and it was agreed.**  
On going
10. **UK Sport Consultation on the funding for elite sport:**  
Agenda Item

## 2. Governance and Leadership

- a) **To appoint a Senior Independent Director**  
The Chair informed the Board that Margaret Nolan had agreed to stand as the Senior Independent Director.  
**Action:**  
The Board thanked her for being prepared to stand for this position and approved the appointment.
- b) To receive an update on the recruitment of an Independent Board member  
Julie Webster updated the board on the recruitment of the Independent Board member.  
She confirmed that the selection panel will conclude the recruitment on the 25<sup>th</sup> July 2018 and report back to the Board.

## 3. Finance

- a) **To hear an update of the Tendering process for the VAT review**  
The Chair brought to the attention of the Board a paper prepared by the Chief Executive in respect of the VAT review.  
Following a discussion, it was agreed to engage Haysmacintyre to carry out the review and that the cost of the review would be underwritten by reserves if required.  
**Action:**  
Chief Executive to administer the review and appoint Haysmacintyre.
- b) **To agree additional support for the performance programme**  
The Chair brought to the attention to the Board a paper submitted by the Chief Executive about use of surplus from this year's JK to support the athletes at the World Championships in 2018.  
Following a full discussion, the Board agreed in principle to use some of the additional surplus from JK2018 to support performance orienteering.  
However, the Board believed that, while the amount in question could be used to make a token contribution to the costs of the 2018 World Championships Team, the money would be better spent in support of a more strategic and sustainable approach to performance orienteering. The Board requested that such a proposal be developed and brought to the Board for review.  
The Board did not approve using the surplus from the JK to subsidise the costs of the World Championship Team in 2018.

c) **To agree additional support for competitions**

The Chief Executive informed the Board on the background of support to the organisers of the JK 2019 and that currently we did not have the resources to carry out this due to the departure of a member of staff.

The Chief Executive informed the Board that he is developing plans to have this consultancy post in place to support all British Orienteering Championships and JKs and that this was a temporary fix until the Board could consider a more permanent solution.

**Action:**

The Board approved the recruitment of a consultant to support the JK and British Championships in 2018/9

#### 4. Monitoring Reports

**To consider and challenge the various monitoring reports:**

a) **Matters of significance: To note any matters of significance to the Board including governance, complaints and grievances, safeguarding and insurance.**

The Chief Executive updated the Board on the situation in respect of the safeguarding incident notified at the last meeting.

He thanked Margaret Nolan for her help and support.

He informed the meeting that the Board members would need look at some development in this area to fully understand their responsibilities and that he would be contacting them about training options.

#### 5. Standing Items

##### 5.1 Steering Group and Committee Matters

a) **To consider any committee or group matters raised since the last Board meeting and agree the resolution of any decisions that have been requested of the Board.**

i. **E&CC: To note the minutes of the meeting in June, to discuss and agree the proposed change in rule authorisation**

The Chair brought to the attention of the Board the notes from the last Events and Competitions Committee (E&CC) where there had been a request for the Board to delegate the powers of rulemaking to the E&CC whilst being overseen by the Board liaison officer.

The Chair informed the meeting that the Articles of the association do allow delegation to a committee the changes do have to be reported to the Board.

Following a discussion, it was agreed in principal for the rules to be changed by the E&CC although the process would still have to be agreed by the Board.

**Action:**

Board agreed to devolve the powers of rule making to E&CC but require an agreed process for rule changing to be approved.

#### 6. Closing Business

##### 6.1 Any Other Business

a) **To respond to any significant, pertinent business raised by Board members.**

**UK Sport Consultation on the funding for elite sport:**

The Chief Executive requested that any changes to the positional paper should be made to him before the 24<sup>th</sup> July as this will be published on the 25<sup>th</sup> July on the British Orienteering website.

**Action:**

All Board members to review paper and respond by 24<sup>th</sup> July.

**b) Portfolio Liaison**

The Chair updated the meeting on the position of the Portfolios and that she would be asking for members to volunteer for the various positions.

A full list of the positions would be circulated by the Chief Executive and that she would be contacting individuals about their respective roles.

**Action:**

Chief Executive to circulate positions and Chair will contact individuals in respect of the positions.

**7. Future Meetings**

Board Meeting, Wednesday, 12 September 2018 (Birmingham)

Board Meeting, Wednesday, 19 December 2018 (Manchester)

Board Meeting, Wednesday, 20 February 2019.

AGM, 19 April 2019.

Venues to be arranged.

Further conference calls to be organised as required.

Meeting closed at 19:55.