

Board of Directors

Conference Call

Monday 27 October 2014, 20:00 – 21:00



Board attendees: Martin Ward (MW); Philip Baxter (PB); Bob Dredge (BD); Elizabeth Dunn (ED); John Flook (JF); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM);

Minute taker: MH

Apologies received: Rosie Williams (RW); John Woodall (JW)

1. Welcome & Meeting Administration

The minutes of the September meeting were agreed to be a true and accurate reflection of the meeting.
Please declare any interests in addition to those held on the register.

2. Self-Assurance Statement

Draft Statement circulated previous to the meeting.

Outcomes agreed to be:

- To consider the draft statement and finalise any outstanding matters related to the statement.
- The Board to agree the final statement.

The Board agreed to go through the statement outcome by outcome and asked MH to lead the discussion identifying any points that deserved particular consideration.

Points of particular note included:

- 1.5 Board diversity needs further discussion however the level of assurance was agreed
- 2.5 Decision making powers are currently being reviewed, financial regs and Standing orders
- 2.11 Duties and roles of Chair and CEO were discussed
- 4.1 Strategic Plan, the need to progress this work quickly was discussed and identified as being a priority
- 5.1 The accompanying Strategic Budget needs to be updated once the Strategic plan had been reviewed and updated
- 5.5 VAT and the implications were discussed and agreed that the situation needs monitoring carefully
- 7.1 Financial regulations are currently being reviewed and updated
- 10.2 CEO Appraisal, it was noted that this needs completing as a matter of priority; the 'Adequate assurance' statement of 'No' was agreed
- 12.4 The need for a review of the business continuity plan was identified related to the relocation of the National Office

After the discussion the Board agreed it supported the assurance statements made in the draft.

There was considerable discussion about the summary page and whether each section of outcomes was at a 'Full' or 'Reasonable' level of assurance. The Board eventually supported the level of assurance as being 'Full' for all but two sections, these being:

- Strategic Planning: agreed as 'Reasonable'
- Human Resources: agreed as 'Reasonable'

In both instances it was agreed that a single not adequate assurance level should be dealt with as a reason not to agree a 'Full' level.

The Board agreed that the approach used was prudent but that a better system of reflecting the level of assurance could be investigated. MH agreed to report this back to Sport England.

The Board confirmed that it was in agreement with the statements made and with the level of self assurance being stated. The CEO (MH) and Chair (MW) to sign the statement on behalf of the Board.

3. Any other business

The matter of Commercial activity was raised and briefly discussed. It was agreed that JH as Vice-Chair would speak with the Commercial Manager and that MW and BD would if an appropriate time could be agreed.

Date of next meeting, Wednesday 3 December 2014 at the National Office, Darley Dale, Matlock from 10:45 until 17:00 at the latest.