

## COUNCIL

### Minutes (02/06/07)

Meeting of the British Orienteering Council held on **Saturday 2nd June 2007**  
at Brownsover Hall Hotel Hotel, Rugby, commencing at **12:30pm**

#### **Attendance, apologies and Chairman's opening remarks**

##### **Attendance**

Neil Cameron (NC)	Chairman
Jenny Peel (JP)	Hon Treasurer
Peter Christopher (PC)	Vice Chairman
Lyn West (LW)	Vice Chairman
Chris James (CJ)	Councillor
John Morris (JM)	Councillor
Ed Nicholas (EN)	Councillor
Helena Burrows (HB)	WOA
Peter Knott (PK)	NWOA
Derek Gale (DG)	EMOA
Henry Morgan (HM)	WMOA
Roger Smith (RS)	YHOA
Simon Greenwood (SG)	SEOA
Allan Farrington (AF)	SCOA
Paul Lowe (PL)	EAOA
Peter Bylett (PB)	BSOA
Mike Hamilton (MH)	Chief Executive
Amy Sarkies (AS)	Executive Officer

##### **Apologies**

Roger Hargreaves (RH)	Councillor/SWOA
Donald Grassie (DG)	SOA

##### **Chairman's opening remarks**

1. The Chairman welcomed members and thanked them for coming.
2. The Chairman thanked AS for attending her last Council meeting before commencing maternity leave and wished her luck for the future.
3. The Chairman apologised for the very full agenda but hoped for relevant contributions where appropriate.

## **Declaration of Interest**

4. The Chairman commented that there are still a few outstanding declarations from Council members and proposed that if the declarations have not been completed by the next meeting, those members will not be able to contribute to the meeting or participate in any e-mail discussions.
5. Council approved of this action.

## **Minutes of meeting of 27 January 2007**

### **To confirm as a true record**

6. The minutes were accepted as a true and accurate record of the meeting.

### **To identify matters arising that are omitted from the agenda, and if so, to decide where to deal with them**

7. No matters arising.

## **Notification of any other business**

8. NC advised that he would like to bring up the issue of the £2 fee discount at events and its collection.
9. CJ advised that he would like to mention the topic of socials at events. The Chairman asked for both of these issues to be dealt with under AOB.

## **Reports from Committees**

### **Management Committee – 21 February & 2 May**

10. The minutes of 21 February did not ask Council to approve or note anything and there were no questions.
11. The minutes of 2 May asked Council to approve:
  - The acceptance of the Sport England National Building Capacity Programme award offer (minute 55).
  - The BSOA/British Orienteering Agreement (minute 82).
12. Both items for approval were on today's agenda.
13. The minutes of 2 May asked Council to note:
  - The Sport England Whole Sport Plan Funding offer for 2007/8 has been accepted.

- The timescales for the development of the funding application for April 2009 – March 2013.
- Changes to the 2007 Budget.
- The discussion points and recommendation regarding the Strategic Budget.
- The updated Risk Register.
- The progress in making a payment to the Woodland Trust from the WOC76 Special Fund.
- Adoption of the Companies House web filing system.

14. All items were noted.

15. JM mentioned that there was a typo on page 11 of the minutes in point 72 b. In the second to last line the word 'than' should read 'that'. This change was accepted.

#### **Development Committee – 18 April**

16. The minutes asked Council to approve:

- Disbanding of the Development Committee and the formation of a new Development Committee with the delegated authority to *“oversee and monitor the work of the development staff across the UK; the Committee will ensure development work is aligned to the vision, values and strategic objectives as determined by Council.”* Further information can be found in the drafted Terms of Reference of the Committee.

17. The minutes asked Council to consider:

- The recommendations regarding the clarified Terms of Reference for the Committees and Groups laid out in the British Orienteering Committee Structure revision May 2007.

18. Both items were on the agenda and would be considered later.

19. The minutes asked Council to note:

- The request to modify the marketing aspects of the Strategic Plan to overtly include “the use of major events to improve the image of British Orienteering to the membership and the public”.

- The reinforcement of the principle agreed in 2004 that a 'Major Events Panel' be formed to manage major events at a high level and the inclusion of this in the Strategic Plan.
- The finalising of the Multi-day Fund Application process and the intention to circulate it to all clubs.
- The Terms of Reference for a Volunteer Workgroup have been agreed and the workgroup will be established as a matter of urgency.

20. All items were noted.

## Updates

### Action list

All items have either been actioned, carried forward to a later date or appeared on the agenda for today's meeting.

21. NC commented that one of the actions from the last meeting (action 18) asked for all members of Council to review the operational plan and to send feedback to MH as soon as they could. MH only received feedback from two Council members. NC asked that when asked to give feedback in future, even if they have no substantive feedback to give, Council members send a reply to MH confirming that they are happy with the document as it is.

22. AF asked that a review return document is sent out with a paper when feedback is required. MH agreed that this was a good idea and confirmed that he would put this into practice going forward.

23. NC apologised for not preparing a paper relating to action 16 from the September 2006 meeting, which required a definition of what a small club is for the Compass Sport Cup etc. As this does not matter for this year's competition NC proposed that he liaises with Rules Group to put together a recommendation for Council to be approved by e-mail. The meeting accepted this.

**Action:** *NC to liaise with Rules Group to prepare recommendations for the next Council meeting regarding the definition of a small club for the Compass Sport Cup etc (NC, end July).*

### Chief Executive's report

24. Queries and comments included:

- JM asked what date the membership statistics contained within the update were up until. MH confirmed that the 2007 figures were up until May 2007.
- Note 19: CJ asked whether the Clubmark targets were achievable. MH confirmed that the development team were working towards the target and that

yes it is achievable. PB commented that, in his experience as former Development Manager, you do not have control over it.

**Action:** *MH to discuss with Hilary Palmer what she feels the target should be in 2010 and to find out whether she thinks there is an upper limit (MH, asap).*

- EN asked whether it would be possible to set up a buddy system between clubs so that clubs that have achieved Clubmark already could help the remaining clubs achieve it. CJ commented that associations should be invited to discuss this possibility at their committee meetings to see whether it would work within their region.
- PK asked whether the ultimate objective would be to achieve 100% of our clubs having Clubmark accreditation. MH replied confirming that it having this would enable us to use it as a tool when discussing matters with external bodies. PK commented that the clubs in the North West that are likely to achieve it are already working towards it but he could not see the remaining clubs achieving Clubmark.
- AF asked whether there had been any progress with the planning for the Major Events Conference. MH confirmed that he had spoken to Mike Richardson on several occasions over the last week and that there were down to two venues and hoped for a decision very soon.
- DG asked whether thanks had formally been recorded to Mike Forrest and the organising team for JK2007. NC confirmed that he had written a letter shortly after the event to formally thank MF for all the hard work he and his team had put in to make the event such a success. He also confirmed that he had done the same to the organiser of BOC 2007, Paul Chamberlain.
- No further questions about the report

### **Governance Review**

25. A paper was considered which outlined the way forward following the presentation that was given at the AGM.
26. There was a discussion about whether Directors should have a specific title.
27. DG commented that at a recent East Midlands committee meeting they discussed the proposed new structure and the meeting seemed happy with the direction in which the proposal was taking British Orienteering, however they did have concerns about the role of the Finance director.
28. EN asked what the timescales were going forward. NC confirmed that an EGM in about October this year might be called. In order to do this decisions needed to be made and details sent out within the next couple of months.

29. JP commented that there are considerable implications of becoming a 'Finance Director'. Professional risks will come with it that will need to be considered. A way around this would be to have a Treasurer instead of a Finance Director.
30. NC commented that not having regional representatives makes it essential to have a suitable process to ensure the board can keep aware of Association, Club and members' views.
31. LW commented that strengthening the operational committees' roles is very important.

### **World Class Programme 2007**

32. A paper was circulated informing members of the Programme and its objectives and operation, and it emphasised that things are heavily influenced by external funding.
33. EN and JP asked whether income from members should be helping with funding and being more involved in making decisions.

### **Association visit programme**

34. By September the Chairman and or Chief Executive will have visited all regions since the Chairman's appointment in April 2006.
35. EN commented that it must be very time consuming to be able to continue with the visits.
36. HB commented that the visit was very much appreciated and made the Welsh Orienteering Association feel not forgotten.
37. NC commented that they may resume the visits in 2008 and hold a road show this Autumn.
38. CJ commented that it was definitely worth the effort in the first year of the Chairman being in position as there was a lot of trust building to be done, so to meet with all the Associations was good. CJ also commented that he did not think the continuation would be such a high priority.
39. AF suggested that a three year rollover of the programme would probably be the most appropriate way forward, so that the programme started again once the next Chairman was in position.
40. MH commented that he sees it as an intrinsic part of the job of Chief Executive. There is a need for engagement between the national staff and clubs/group of clubs. A road show after an event might tie in to get the contact that is needed. AF suggested that a presentation is given at the Peter Palmer Relays enabling contact to be made with junior members .

**Action:** *NC and MH to look at way forward with regard to the Association Visit Programme i.e. road show at/after an event and to also look at the purposes of these visits (NC & MH, next meeting).*

41. RS commented that Yorkshire and Humberside have been very fortunate to have had two visits. First one was as an introduction and the second one was to help talk through the Club and Coach initiative: he commented that both visits have helped to breakdown the barriers they might have had with British Orienteering "Central".

### **Child Welfare**

42. MH reported that the first steering group meeting took place with Peter Christopher as Chair. MH commented that he knows there are strong views on this and they should be passed onto the steering group to decide what the best course of action should be. MH commented that the second portfolio is due in, in just over a week so he is adding the final touches to it before submission. The paper circulated before the meeting included the figures for the amount of disclosures currently being processed by the National Office. These figures indicate a huge increase in the number of disclosures currently being completed and also show the amount of work now being asked of the National Office staff.

43. PC thanked MH for the huge amount of work he has put into creating the O-Safe document – A guide to the Welfare of Children & Vulnerable Adults. JM commented that words such as 'paramount' should not appear in the way it currently did in the document.

**Action:** *All to have a look through the O-Safe document and to send any comments/errors/typos to PC for him to take to the next Welfare of Children & Vulnerable Adults Steering Group meeting (All, 30 June).*

44. JM asked when the processes in the document would be operational and MH commented that as the Federation do not already have a document like this in place this document is already operational but is still a working document and will be for the foreseeable future.
45. AF asked which bodies were expected to accept the O-Safe document. MH confirmed that bodies who affiliated themselves to British Orienteering were expected to accept this document as their own.
46. JM wanted the meeting to know that he does not accept the document whilst there is reference to the term 'moral responsibility' contained within it. MH commented that as he, nor any members of Council, were experts in the drafting of such documents he took external expert advice to enable him to draft such a document and that it would be them that he would need to go back to, to take advice in taking out such a term.

## Equality & Inclusion

47. MH had in consultation with other staff and partners put together an Equality action plan and circulated it prior to the meeting. He asked for people to look through the plan and to pass on any feedback they may have.

**Action:** All to look through Equality Action Plan and to pass feedback to MH asap (ALL, 11 June).

## Risk Register

48. MH commented that the revised Risk Register had been passed through Management Committee for approval but that if anyone had any feedback on it to send it through to MH.

**Action:** All to look through Risk Register and to pass feedback onto MH (ALL, next meeting).

49. PB asked what the scale was. MH confirmed that it was 1 to 5, with 5 being the worst. This would be explained in future editions.

## Sport Council Funding

### Club & Coach Development Programme

50. MH spoke about a meeting he had had with Sport England Chairman and CEO and four other NGB CEO's last Tuesday. They discussed the way forward for sport within the country. The Sport England CEO is bringing a business feel to Sport England which includes consistency. He wants to work with sports like orienteering to achieve his target in the 16 year old + bracket. This will mean having to move very quickly to increase participation. British Orienteering are in competition with the other sports for funding and these sports are looking at increases of thousands and tens of thousands in participation figures. British Orienteering will have to move within the timescales set out by Sport England if the sport wishes to gain future funding from them.

51. A draft plan needs to be with Sport England by November 2007 and will consist of a national plan containing regional plans. AF asked what was meant by regions. MH answered confirming that the Sport England South East region as we know it also consists of parts of the SC region and the south part of the EA region which gives us issues.

52. LW asked whether British Orienteering had the capability of meeting the required timescales and MH confirmed that it does, if this is what is decided. LW asked what the consequences would be of not doing it. MH replied that British Orienteering might then not receive any future funding from Sport England.

53. NC commented that in order to decide whether to go ahead with this initiative the strategic budget needs to be looked at in order to see what the implications are.

54. MH commented that he had so far met with East Anglia and Yorkshire and Humberside to discuss Sport England's proposal. He has also spoken at length with PK from the North West. Sport England have agreed that even though British Orienteering are required to sign up to the initiative by Monday 4 June if they wish to do so, they appreciate that working up feasible regional plans will not be possible for another couple of months. Council approved moving forward on this basis.

### **National Building Capacity Programme**

55. MH commented that an unexpected offer of funding from Sport England has come through which British Orienteering may want to accept. There will be a full-time post created with this funding. The funding level would be £36k per year for three years and is to include the person's salary, expenses and any other costs incurred through this project.

56. Council approved the acceptance of this offer and MH was authorised to discuss the role envisaged with Sport England and to progress the situation.

### **Implications for the Regionalisation of Funding 2009-13**

57. NC asked whether people were happy with the recommendations in his paper. MH commented that there are practical implications that may not work but that he agreed in principal.

58. AF asked whether the current English orienteering boundaries needed sorting out in order to fit in with the Sport England boundaries. NC suggested that it might be best to pass this back to the three regions involved (EA, SE and SC) for them to discuss.

**Action:** *Three regions (EA, SE and SC) and British Orienteering to discuss way of dealing with regionalisation funding within the Sport England South East region (EA Chair/SE Chair/SC Chair/NC and MH, end of July).*

59. NC asked whether Council were happy with the recommendations as they are, subject to changes to adapt them in future in light of experience. Council confirmed they were happy with the recommendations.

60. MH commented that Regions might need to respond as fast as within two weeks when asked for responses to ensure tight Sport England deadlines are met.

### **Vision, values and priorities of the Federation**

#### **To agree the way forward**

61. NC, MH and Office staff have worked together to put a paper together to try to finalise the vision – More People, More Places, More Podium-places (MP3).

62. JM commented that 'Pleasure' had been omitted from the vision, however the meeting felt that it did not need to be in the actual vision as it featured in the values of British Orienteering.
63. Council confirmed that they were happy with the vision (although perhaps places could be dropped after podiums), as well as with slight amendments to the final draft of the values.

**Action:** NC to finalise the vision and values and to publish it (NC, ASAP).

## Strategic Plan 2007/9

### To agree the reviewed strategic plan

64. NC asked whether once the new vision and values had been added into the revised strategic plan Council would be happy with the plan. Council confirmed that they would be.

**Action:** MH to add the new vision and values into the Strategic Plan and to publish it (MH, end of June).

## Strategic Budget 2007/9

65. JP commented that this is a strategic budget not an agreed budget. JP talked through the four year budget and data tables explaining what each section meant. JP offered to discuss the Strategic Budget with anyone who wanted further clarification to aide their understanding of it.
66. AF asked how UK Sport funding fitted in with the way Sport England are moving. MH commented that they are tightening up in line with Sport England.
67. The Strategic budget showed a decrease in funding from £771k in 2007, to £760k in 2008, £341k in 2009 and £210k in 2010. There was discussion about what the figures in the table meant and it was summarised that the main areas that will suffer if Sports Council funding is cut will be development and international.
68. RS commented that the main problem with the way in which Sport England are going is that the funding will be at regional level instead of national level which isn't how orienteering currently works. RS asked whether other sports had the same problem and MH confirmed that they do but appear willing to change to be able to cope with it.
69. CJ asked whether there were any other ways in which to raise the required funds in order to run the Federation. AF commented that the only way would be through sponsorship.
70. NC summarised that British Orienteering are currently heavily dependent on external funding. The Federation has the following options:

- raise the funds by other means
- apply for sports council funding and jump through their hoops
- don't get the funding and cut down the operation
- apply for funding and try to raise the funds through other means.

**Action:** *Look at developing a minimum style of operation and what funding is required for this operation (MH/NC/JP, next meeting).*

71. AF commented that orienteering can not be localised as the people need to run in areas not in their region and therefore development of the whole country is required and not just certain regions.

## **Development Committee Review**

### **To decide on the Development Committee recommendations regarding Committees, terms of reference, etc**

72. A paper had been circulated detailing a review the Development Committee had completed looking at the work of all the British Orienteering Committees and Groups.

73. There was discussion about the 12 recommendations contained within the paper. Council then approved all 12 recommendations with a few slight amendments and also approved the terms of references for the various British Orienteering Committees and Groups.

**Action:** *MH to make slight amendments to Development Committee recommendations and to arrange for publication of the new committee and group terms of references and to inform relevant people (MH, end of June).*

## **Finance**

### **Treasurer's report**

74. JP commented that in her short time as Treasurer she visited the National office on three occasions to meet MH and Jannette Blunden (British Orienteering Accounts Manager) to get a better understanding of current procedures and issues, and to discuss the 2008 budget. She also attended the most recent Management Committee meeting.

### **2007 Budget update**

75. MH produced a paper detailing changes to the 2007 budget. JM asked how the budget stood to-date. MH confirmed that the budget was currently on target and

that the bottom lines were as expected although there were variances within budget lines.

### **2008 Budget preparation update**

76. MH confirmed that he had spoken to the international and development managers to find out where savings could be made and had come up with an outline budget for 2008. MH confirmed that he will give monthly updates by email so that in October, when asked to approve the budget at the next Council meeting, everyone will know how the final version of the budget has got to where it has.

***Action:** MH to give monthly updates to Council members regarding the developing 2008 budget (MH, monthly until next meeting).*

### **Delegation of Authority**

77. NC had circulated a paper with the agenda regarding his thoughts on improving the efficiency of the current governance structure (especially how Management Committee and Council operate) pending any changes arising from the Governance proposals, which would not become operational even if passed, until at least mid-2008. It was thought that an informal review should be completed annually to ensure the governance of British Orienteering was operating as efficiently as possible.

78. NC made four specific proposals at the end of his paper and Council approved these. NC commented that everyone always has the right to say whether they think the governance of the sport is working effectively or not.

79. AF asked that any papers sent out to Council that required a response should be clearly labelled.

### **British Orienteering / BSOA Agreement**

80. An agreement between both British Orienteering and BSOA had been drafted and circulated to Council for any comments.

81. JM asked whether there were any financial risks to British Orienteering by signing this agreement. MH replied that there were not.

82. Council approved the draft agreement and it was signed by NC and PB on behalf of the organisations they chair.

### **Any Other Business**

83. CJ commented that socials at major events are very popular, as seen at the recent ceilidh held at the JK and SinS. CJ noticed that the socials are very popular with young people and should be seen as a development area that needs to not be forgotten.

**Action:** CJ to give feedback to Michael Richardson regarding the importance of socials at major events to be added to the agenda for the Major Events Conference being held later this year (CJ, end of June).

84. NC brought up the issue that two British Orienteering affiliated clubs are not currently complying with the new membership scheme, in that they are currently not applying the £2 discount for members of British Orienteering at their events and are simply having one fee for everyone. The implications of this happening are quite severe. There were also issues which soon arise regarding insurance.
85. NC did not want a decision to be made as to how to deal with this but wanted to bring it to Council's attention for each Council member to consider and for a discussion about how to deal with the situation to be held at a later date if the situation continues. It was agreed however that what was published on the British Orienteering fixture list had to be in line with agreed practice, even for those two Clubs.

### **Reporting and Actions**

86. No web site summary required as minutes were being sent out promptly.

### **Dates and Venues of Meetings**

87. It was agreed that the new venue in Rugby was acceptable and as The Great Barr Hotel are unable to accommodate the next meeting, all future meetings are to be at Brownsover Hall Hotel, Rugby, starting at 12:30, subject to availability.
88. Meeting dates in 2007: October 6
89. Provisional meeting dates for 2008: 19 January, 31 May, 27 September

### **Chairman's closing remarks**

90. Members were thanked for their contributions and the Chairman closed the meeting at 16:50.

**Council June 2007**

**Action List**

<b>Updates</b>		
1. NC to liaise with Rules Group to prepare recommendations for the next Council meeting regarding the definition of a small club for the Compass Sport Cup and Peter Palmer Relays competitions.	NC	End July
2. MH to discuss with Hilary Palmer to find out what she feels the target should be in 2010 and to find out whether she thinks there is an upper limit.	MH	asap
3. NC and MH to look at way forward with regard to the Association Visit Programme i.e. road show at/after an event and to also look at the purposes of these visits.	NC & MH	Next meeting
4. All to have a look through the O-Safe document and to send any comments/errors/typos to PC for him to take to the next Welfare of Children & Vulnerable Adults Steering Group meeting.	All	30 June
5. All to look through Equality Action Plan and to pass feedback to MH asap.	All	11 June
6. All to look through Risk Register and to pass feedback to MH.	All	Next meeting
<b>Sport Council Funding</b>		
7. Three regions (EA, SE and SC) and British Orienteering to discuss way of dealing with regionalisation funding within the Sport England South East region.	<i>EA Chair/ SE Chair/ SC Chair/ NC and MH</i>	End of July
<b>Vision, values and priorities of the Federation</b>		
8. NC to finalise the vision and values and to publish it.	NC	ASAP
<b>Strategic Plan 2007/09</b>		
9. MH to add the new vision and values into the Strategic Plan and to publish it.	MH	End of June
10. Look at developing a minimum style of operation and what funding is required for this operation.	MH/NC/JP	Next meeting
<b>Development Committee Review</b>		
11. MH to make slight amendments to Development Committee recommendations and to arrange for publication of the new committee and group terms of references and to inform relevant people.	MH	End of June

<b>Finance</b>		
12. MH to give monthly updates to Council members regarding the developing 2008 budget.	MH	Monthly until next meeting
<b>Any Other Business</b>		
13. CJ to give feedback to Michael Richardson regarding the importance of socials at major events to be added to the agenda for the Major Events Conference being held later this year.	CJ	End of June

### ACTIONS

Arising or continuing from previous meetings of Council

April 06 30. Possible WOC bid to be discussed by Development Committee	EN	27 Sep
Sept 06 14. British Orienteering/BSOA meeting to discuss who is eligible to take part in the Badge Scheme.	MH/PC	asap
Sept 06 16. Council to discuss the definition of a small club for Compass Sport Cup and Peter Palmer Relays at the second Council meeting in 2007	NC	6 Oct
Jan 07 2. MH to look into ways to communicate better with members regarding the amount of work involved in liaising with sports councils and what the funds are spent on.	MH	Ongoing