

COUNCIL

Minutes (23/09/06)

Meeting of the British Orienteering Council held on **Saturday 23rd September 2006**

at the Great Barr Hotel, Great Barr, Birmingham commencing at **12:30pm**

Attendance, apologies and Chairman's opening remarks

Attendance

Neil Cameron (NC)	Chairman
Malcolm Duncan (MD)	Hon Treasurer
Peter Christopher (PC)	Vice Chairman
Lyn West (LW)	Vice Chairman
Chris James (CJ)	Councillor
Ed Nicholas (EN)	Councillor
Toni O'Donovan (TO'D)	Councillor
Ken Daly (KD)	SOA
Helena Burrows (HB)	WOA
Stephen Richards (SR)	NWOA
Derek Gale (DG)	EMOA
Henry Morgan (HM)	WMOA
Martyn Broadest (MB)	YHOA (substitute for Roger Smith)
Philip Gristwood (PG)	SEOA (substitute for Simon Greenwood)
Allan Farrington (AF)	SCOA
Roger Hargreaves (RH)	SWOA
Paul Lowe (PL)	EAOA
David Brown (DB)	BSOA
Mike Hamilton (MH)	Chief Executive
Amy Sarkies (AS)	Executive Officer

Apologies

Roger Smith (RS)	YHOA
Simon Greenwood (SG)	SEOA
John Morris (JM)	Councillor
Raymond Finlay (RF)	NIOA

Chairman's opening remarks

1. The Chairman welcomed members and thanked them for coming.

2. The Chairman apologised for the late distribution of some of the papers. Both he and MH were on holiday at the time they were due to be sent out. Also the most recent Management Committee meeting was only three days prior to this meeting which required some of the remaining papers to be reworked.

Declaration of Interest

3. PG and RH both declared the fact that they are both closely related to elite athletes.
4. NC reminded everyone that they need to ensure they have completed the Declaration of Interest.

Action: AS to ensure all Council members' Declaration of Interest papers are up-to-date and to circulate blank forms to those yet to complete one. (AS asap)

Minutes of meeting of 6 May 2006

To confirm as a true record

5. 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

6. No matters arising had been omitted.

Notification of any other business

7. CJ had completed some investigating at the Chairman's request and had produced a paper on Honours for Orienteers. The Chairman asked for this to be dealt with under AOB.

Reports from Committees

Management Committee – 14 June & 20 September

8. The minutes of 14 June asked Council to note:
 - The process of preparing for the AGM (Item no. 69)
 - £15,000 of set aside Start funds to be made available in the 2006 budget for the international programme (Item no. 59)

9. The Chairman commented that the meeting held on 20 September had amended the minutes of 14 June slightly to reflect a change in the wording of item number 59, although the outcome would remain basically the same.
10. The minutes of 20 September are currently in draft form and are therefore not yet available; they will be circulated early next week. The only item that came out of the meeting to be recommended to Council was the amended 2007 budget. The Chairman confirmed that this will be covered under item 8.1.

Updates

Action list

All items have either been actioned, carried on to a later date or appear on the agenda for this meeting.

11. Answering a question from LW, MH confirmed that with regard to action 15 (proceed with WOC76 agreement with Woodland Trust), which is currently showing on the Action List as ongoing, he has a draft agreement and is now waiting on the Woodland Trust to come back to him.

Chief Executive's report

12. Queries and comments included:

- § Note 6: Staffing: MH is currently reviewing the membership of committees and will look at staffing within each committee.
- § Note 8-10: Development: British Orienteering's involvement with development programmes was discussed; each home nation is responsible for reporting to their Sports Council. British Orienteering should maintain an overview of all development programmes plus has responsibility for the English development.
- § MH produced a paper which covered various issues including British Orienteering's priorities and targets:
 1. The development of participation, the membership and particularly junior and young adult membership.
 2. The development of clubs
 3. The development of the volunteer workforce
 4. The development of international success.

- § They are key factors, common to each Nation's development programme. Regarding the fourth priority, MH explained that international success is within the development programmes' targets but is covered by the World Class programme. It was agreed that the fourth priority should be bracketed to clarify understanding of the development programmes.
- § Note 8–10: Development in England: the current development programme situation in England was discussed and apologies were given to the WMOA for the lack of communication regarding their RDO's resignation. On 5th October there will be one development manager and four RDOs in place. Hilary Palmer (HP), Development Manager, would like to have flexibility when recruiting to fill the empty positions. Each region has different requirements and if able to recruit on a flexible basis it would be easier to meet the needs of each region. There was agreement with this in principle.
- § HM raised the issue of Peter Bylett's (PB) replacement. HP, PB's current jobshare, has agreed to increase her hours.
- § Note 11: Helen Winskill has now had her baby, a baby girl called Isabel. Mother and baby are both doing well.
- § Note 16-20: Membership Management System, currently on hold while the needs of the Federation are clearly identified.
- § Note 21-22: Web Development, a main priority as identified by the communication report last year. Ideas of what the Federation would like are progressing quickly. Issue regarding a webmaster: it is not possible with current staffing levels to have a full time webmaster, looking at a model where each member of staff is responsible for their own area of the website.
- § Note 23-24: Membership, A lot of work has been completed within the Office by staff in order to implement the 2007 Membership Scheme. There was far more work than had been envisaged.
- § Note 25-29: Governance: UK Sport requires performance athletes to be involved in the development of the international performance programmes. In order to formalise this, it would mean having performance athletes represented within our governance structure e.g. sitting on Management Committee or Council. The Governance Work Group is therefore going to consider this requirement when reviewing the Federation's current structure.
- § Note 30: Chief Executive Work Programmes: if it is agreed, the 2007 budget will be in place after this meeting, which will leave three main immediate priorities for the CE:

1. Membership Scheme – Adapt admin procedures to match the changes.
2. Equity & Inclusion Preliminary accreditation.
3. Web restructure/re-branding.

§ Note 31-42: British Orienteering Work Programmes & Priorities, these were included so that people were aware what work is being completed and which is currently on hold due to workloads. CJ commented that it was definitely a step forward having such information being made available at Council.

§ KD asked whether it would be possible to approach volunteers with the appropriate expertise to complete some of the tasks if they were willing, such as membership data analysis. NC commented that it is possible and the DC was looking at some work of that type at its next meeting in a few days.

International Communication Report

13. After the last meeting CJ compiled a report based on Associations' thoughts on what should be the priorities of the as yet uncommitted actions in improving internal communications. A poor response was received. The Associations who did respond (SWOA, EAOA and EMOA) all agreed on the same first priority, the website needs to be fundamentally restructured to make navigation and search facilities easier. PG said on behalf of Simon Greenwood that although SEOA had not responded, they supported the other Associations' priorities as expressed.
14. This exercise has helped highlight the problem with the way in which information is collated from the membership. It raises questions such as, how are Associations being represented? Is the system working? It was noted that the SWOA Chairman, Roger Hargreaves, involved each club within his Association in order to collate ideas for this exercise.
15. TO'D asked whether Nopesport, and its internet discussion forum, should be used in order to gather information and communicate with members. It was agreed that whatever tools deemed necessary should be used in order to gain information and feedback. There is a need to modernise the way in which the Federation communicates with its members, and all avenues of communication should be used where appropriate.

Sports Council Communication and Reports

16. MH reported on various meetings he had had with UK Sport and Sport England since the last Council meeting. A meeting with UK Sport looked at the audit report completed for the Federation four years ago. Many issues raised within the audit have been addressed. However there are some issues that are still outstanding, such as the requirement to have a staff handbook or a programme of induction for all directors.
17. UK Sport has asked British Orienteering to provide assurance that the terms of their contract had been complied with. This highlighted two main areas of concern:
 1. The Athlete Performance Agreement – this is being put in place as soon as possible i.e. for the squads to be announced later this year (Nov 06)
 2. Athlete representation both in the context of the international programmes and in the governance of British Orienteering as a whole – the Governance Work Group will consider this when reviewing the Federation's current structure.
18. There were various offers of help from the Council members with providing resource material, e.g. to help with the writing of a staff handbook.
19. Sport England has appointed a new client manager to British Orienteering, Cathy Hughes, who is a Senior Client Manager within Sport England. Cathy is an ex triathlete and has a good understanding of athletes and individual sports. Since her meeting with MH, amongst other things, Cathy has confirmed:
 1. PESSCL funding of £42,750 has been agreed; British Orienteering has been penalised for failing to meet one of the targets.
 2. British Orienteering is able to submit for funding under the Talented Athletes in the Community banner.
 3. There will be a Volunteer Strategy Development programme that will be publicised later this year that British Orienteering will be able to apply to.

Association visit programmes

20. During 2006, the Chairman, the Chief Executive or both have visited the NEOA, NIOA, SWOA, WMOA and have visits arranged with the EMOA and NWOA.

There is already a programme of formal meetings with BSOA and with SOA. They await invitations to the remaining associations.

21. HM (WMOA) commented that he found their presence at his region's recent meeting very useful and the members all found good value with them being there.
22. MB asked the Chairman and Chief Executive what they felt they had got out of the visits. NC commented that he had found it of great value meeting the members; he felt that it had improved awareness of topics and issues arising from the associations; awareness of how different association's meetings run; awareness of routine work completed by associations which therefore led to less time to be available to develop the associations. MH echoed what NC had said and added that as he is new to orienteering the visits had given him a good opportunity to meet people and start to build a picture of the current structure of orienteering.

Action: *Association Chairmen who would like to invite the Chairman, the Chief Executive or both to one of their meetings to contact AS in order to arrange an appropriate date. (EA, SC, SE, WOA, Y&H Chairs, ongoing)*

Post-meeting note - SEOA dates were received later during the meeting.

IOF Congress report

23. Members were appreciative of the information provided. No questions raised.

Child Protection

24. MH has produced a Child Protection Action Plan. Within the action plan is a requirement to establish a Child Protection Steering Group and a Case Management Group.
25. AS currently looks after the administration of the Criminal Records Bureau checks on behalf of England and Wales. Donald Petrie currently looks after disclosures in Scotland being obtained from Disclosure Scotland. Other issues have arisen with regard to the recording of coaches' details on the British Orienteering database.
26. MH expressed concerns with regard to there seeming to be reluctance within orienteering to move Child protection initiatives forward. The Federation is contractually obliged to put the Sports Councils' requirements in place and must move this forward. CJ commented that members often think that British Orienteering is insisting on new initiatives being put in place whereas it is actually the Government who are insisting on it. NC also explained the

importance of Council explaining these needs to the membership. MH commented that issues are already occurring in orienteering so we could not afford to be complacent.

27. MB asked whether it would be possible for the Federation to put together some sort of communication which could be passed out to members e.g. 10 things you need to know about Child Protection. KD suggested the possibility of an article appearing regularly in Focus magazine highlighting current issues.

28. There was discussion about the best ways in which to recruit and train up Club Welfare Officers, starting off with Clubmark Clubs. AF suggested the possibility of having the training available on the website and having e-learning, therefore bringing the training to the people rather than the other way around. The four main points that came out of the discussion were:

1. Council members need to actively promote Child Protection and help to brief the membership.
2. British Orienteering needs to create briefing material to help communicate the key issues to the membership.
3. Methods of getting the message out need to be visited e.g. a regular article in Focus.
4. Minimise volunteer effort by improving training delivery approach.

29. DG commented that a paper was circulated detailing the requirements of a Club Welfare Officer and it was very detailed. The documentation sent out to clubs needs to be revisited to make it easier to digest.

Action: *MH will more widely communicate the Child Protection action plan. (MH, asap)*

30. Terms of Reference have been drafted for the two Child Protection groups - Steering Group and Case Management Panel. Management Committee are currently finalising the wording but if Council members have any feedback they should contact MH.

Action: *Council members to provide any feedback with regard to the draft Terms of Reference for the two Child Protection groups to MH (All asap)*

Equality & Inclusion

31. The meeting expressed their thanks to Peter Bylett especially for all his work with regard to equality and inclusion.

32. Peter Bylett will be retiring at the end of September, at which stage MH will be taking over responsibility for all equity and inclusion issues. MH's first task will be to complete the first two levels by 31 October with the first two levels being:

1. Complete the Foundation portfolio
2. Complete the Preliminary Standards i.e. an implementation plan to address the E&I needs of the organisation.

Action: *MH to complete as quickly as possible first two levels of E&I in order to try and meet the 31 October deadline (MH, 31 October)*

Governance Review

33. Since the last meeting the Governance Work Group has been formed and have had one meeting. The group is made up of Martyn Broadest, John Morris, Neil Cameron and Mike Hamilton. They have been comparing British Orienteering with a well-respected standard governance structure. They established in their first meeting that British Orienteering is not close to the standard and there is therefore a lot of work required in updating the current governance structure or justifying variance.

The vision, values and priorities of the Federation

To agree the process for producing a statement

34. Two questions were considered: Should we have a vision? How do we get to our vision? After discussion it was agreed that there needs to be a vision and the best way in which to get to a vision as quickly as possibly would be for one person to produce a paper detailing initial thoughts with regard to what the vision should be. The paper would then be circulated around Council Members for feedback; an amended version of the paper would then be circulated around members by as many means as possible and a final draft would be developed before returning to Council.

Action: *Paper to be produced with initial thoughts on vision. (MH & NC, 9 October)*

Action: *Vision paper to be circulated round Council Members and feedback to be given to MH/NC. (All, 18 October)*

Action: *Amended vision paper to be distributed to members by as many means as possible requesting feedback. (MH & NC, 23 Oct)*

Action: *MH/NC to report back with final draft of vision paper. (MH & NC, 27 January)*

35. A further discussion followed about whether the vision should be for British Orienteering, the sport, or whether it should be a vision for British Orienteering, the company. It was thought that British Orienteering the company is there to help deliver the vision the sport has, so not necessarily a problem. MH emphasised the need for a vision in order to be able to produce an operational model for the staff to work towards.

To agree the process to review the Strategic Plan 2005-09

36. MH mentioned that there will be a staff meeting in early October where the staff will start to review the strategic plan and begin to develop an operational plan.

Action: *Staff to start to review the strategic plan and to begin to develop an operational plan. (MH & Staff, early October)*

Finance

Budget 2007 – to agree the final version

37. MD pointed out recent changes in the budget:

1. After consideration, Management Committee agreed with the Coaching Committee request to support the implementation of the UK Coaching Certificate. As a consequence Management Committee agreed that £10k of the contingency fund allocated in previous versions of the 2007 Budget should be assigned to the development of these coaching awards.
2. As a result, the contingency fund has been reduced to £5k.
3. There were two errors in the August version of the budget which have been corrected and did not produce an error in the overall budget totals.

38. The meeting approved the 2007 budget.

39. NC reminded members that once the budget has been agreed Account Managers may need to commit funds within this budget.

40. MH and Jannette Blunden in particular were thanked for the work completed to ensure the budget was agreed so early in the year.

Strategic Budget 2007/9 – to note that the review of the 2007/9 Strategic Plan is awaited

41. There currently is not a strategic plan or budget for 2007/9 and one is required.

Action: *To develop a new strategic budget for next meeting. (MD/MH 27 January)*

Treasurer's report – to note the report and discuss any issues that might arise

42. MD commented that the 2006 budget is currently on schedule and he expects the outturn to be close to target at the end of the year, although this on a big proviso that nothing unexpected happens.

43. VAT issue is still ongoing and that we are still being asked for various details.

The Orienteering Foundation

To discuss the formation of the charitable trust

44. The decision was made at previous Council meetings that the Federation will form a charitable Trust.

45. MD has created a Declaration of Trust that will form the charitable trust into which 'special funds' will be transferred.

46. The meeting agreed the formation of a Charitable Trust.

To agree the Trustees

47. It is suggested that the trust be established at the earliest opportunity with the following trustees being agreed - Neil Cameron, Malcolm Duncan and Mike Hamilton.

48. The meeting agreed this proposal.

To agree the Bank Mandate

49. A bank mandate will be required and in the initial phase all 3 trustees placed on the mandate with the cheque signatories being any 2 of the 3 trustees on all cheques.

50. The meeting agreed this proposal.

51. MD confirmed that initially the Elsie Ward Fund and the Special Fund will be moved into the Trust which totals just over £71k. These funds will then be legally ring-fenced.

52. MD was thanked for all his work so far.

Action: MD to progress the setting up of The Orienteering Foundation (MD, asap)

Membership Scheme

To review progress to date

53. Since the last meeting the Membership Scheme Implementation Work Group has formed and met twice to discuss the implementation of the 2007 Membership Scheme. The group was made up of NC as Chair, MD, MH, AS, John Woodall and Nicole McKenna (National Office Administrator).
54. The new membership scheme has created a lot of work for the Office staff but has also been a good opportunity for them to clear up existing issues with the old system.
55. There have been two updates sent out to Club and Association Secretaries and Renewal Officers so far. The implementation group now feel they are on top of the membership issues and are now looking at event entry implications. The September update is due to go out shortly and will focus on event entry implications and it is hoped it will include templates and guidance for Clubs to use.
56. There was discussion about whether clubs will be monitored with regard to implementing the new scheme as it would be unfair to clubs who introduce the new rules if some clubs do not. It also became apparent that a lot of people do not realise that event organisers and membership secretaries are able to get access to membership details held on the British Orienteering database, such as Club membership lists.
- Action:** Send out communication regarding details of reports that can be exported from BMS to event organisers. (AS, asap)
57. A paper has been produced by Barry Elkington, Chairman of Rules Group, detailing the effects that the new membership scheme will have on British Orienteering Rules, Appendices and Guidelines. The Members were very grateful for the work Barry has completed on this.
58. One of the recommendations detailed within the paper relates to what level of British Orienteering membership Event Officials need to have. After a lengthy discussion it was agreed that, as before, all event officials must be members of British Orienteering, however Organisers and Planners can be any level of British Orienteering membership; Grade 1 and 2 Controllers must be National

members of British Orienteering; Grade 3 Controllers are to be at least Local members of British Orienteering.

59. The meeting discussed the second recommendation on the paper: who is eligible to take part in the Badge Scheme and it was decided that this should be discussed further at the British Orienteering/BSOA meeting on 1st November.

Actions: *British Orienteering/BSOA meeting to discuss who is eligible to take part in the Badge Scheme. (1st Nov)*

60. The recommendation regarding the Ranking System was agreed: the ranking system should only include national members of British Orienteering.

61. The recommendation regarding eligibility to compete in the Compass Sport Cup and the Harvester was agreed: as competitors are representing their club in a British Orienteering event they should be either National or Local members of British Orienteering. It was also noted that the club an individual represents does not necessarily have to be their primary club who they are a member of British Orienteering through, just that they are a member of British Orienteering.

62. The meeting agreed that the recommendation regarding eligibility to compete in the Yvette Baker Trophy and Peter Palmer Relays should be discussed and agreed on at the British Orienteering/BSOA meeting on 1st November.

Actions: *British Orienteering/BSOA meeting to discuss who is eligible to compete in the Yvette Baker Trophy and Peter Palmer Relays. (1st Nov)*

63. The meeting agreed that the recommendation regarding the definition of a Small Club for Compass Sport Cup and Peter Palmer Relays should be discussed at the second Council meeting in 2007, as the competition for 2007 goes on 2006 membership figures and has therefore already been decided. By the second Council meeting in 2007 we should have a better idea of how membership has changed since the implementation of the new scheme.

Actions: *Council to discuss the definition of a Small Club for Compass Sport Cup and Peter Palmer Relays at the second Council meeting in 2007. (MH, May 2007)*

Any Other Business

64. The Chairman thanked CJ for the paper he had produced on Honours for Orienteers. The paper includes a list of people involved within orienteering who

had been honoured. CJ asked for people to inform him of any errors or omissions to the list. Members were informed that NC is putting together a paper for MC regarding the Federation's policy on nominating individuals for honours.

Action: *Inform CJ if there are any errors or omissions to the list of members who have been honoured. (All, asap)*

65. MH informed the meeting that a letter had recently been received from the Department of Culture, Media and Sport requesting nominations for deserving candidates for honours. As British Orienteering do not currently have a policy on making nominations for honours it would be unfair of the Federation to put any names forward at this time. MH commented that the Government is currently moving towards recognising current performance rather than past performance.

Action: *Circulate letter received from Department of Culture, Media and Sport to all Council members. (AS, asap)*

Reporting and Actions

66. The meeting agreed that they were happy for NC and MH to agree reporting and actions.

Dates and Venues of Meetings

67. All in 2007 at the Great Barr Hotel, Birmingham, starting at 12:30

January 27, June 2, October 6

68. HM of WMOA offered his apologies for the meeting on 27 January.

Chairman's closing remarks

69. Members were thanked for their contributions, the Chairman apologised for the meeting going on after 5pm. The Chairman closed the meeting at 17:05.

Council September 2006

Action List

Declaration of Interest		
1. AS to ensure all Council members' Declaration of Interest' papers are up-to-date and to circulate blank forms to those yet to complete one.	AS	asap
Updates		
2. Association Chairmen who would like to invite the Chairman, the Chief Executive or both to one of their meetings to contact AS in order to arrange an appropriate date.	Assocns	Ongoing
3. MH will more widely communicate the Child Protection action plan.	MH	asap
4. Council members to provide any feedback with regard to the draft Terms of Reference for the two Child Protection groups to MH.	All	asap
5. MH to complete as quickly as possible first two levels of E&I in order to try and meet the 31 October deadline.	MH	31 October
The vision, values and priorities of the Federation		
6. Paper to be produced with initial thoughts on vision.	MH/NC	9 October
7. Vision paper to be circulated round Council Members and feedback to be given to MH/NC.	All	18 October
8. Amended vision paper to be distributed to members through as many means possible requesting feedback	MH/NC	23 Oct
9. MH/NC to report back to Council with final version of vision paper.	MH/NC	27 January
10. Staff to start to review the strategic plan and to begin to develop an operational plan.	MH & Staff	Early October
11. To develop a new strategic budget for next meeting.	MD/MH	27 January
The Orienteering Foundation		
12. MD to progress the setting up of The Orienteering Foundation.	MD	asap
Membership Scheme		
13. Send out communication regarding details of reports	AS	asap

that can be exported from BMS to event organisers.		
14. British Orienteering/BSOA meeting to discuss who is eligible to take part in the Badge Scheme.	MH/PC	1 st November
15. British Orienteering/BSOA meeting to discuss who is eligible to compete in the Yvette Baker Trophy and Peter Palmer Relays.	MH/PC	1 st November
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.	All	2 June
Any Other Business		
17. Inform CJ if there are any errors or omissions to the list of members who have been honoured.	All	asap
18. Circulate letter received from Department of Culture, Media and Sport to all Council members.	AS	asap

ACTIONS

Arising or continuing from pervious meetings of Council.

April 06 3. Governance Review Group to report back to Council by Jan 2007.	Gov	Jan07
April 06 13. Members to complete a declaration of interest return	All	31May
April 06 15. Proceed with the WOC76 agreement with the Woodland Trust	MH	Ongoing
April 06 16. Regional associations to consider the vision, values & priorities work and feedback to MH	Assoc	11Aug
April 06 30. Possible WOC bid to be discussed by Development Committee	EN	27Sep