

## COUNCIL

### Minutes (27/01/07)

Meeting of the British Orienteering Council held on **Saturday 27th January 2007**  
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
Helena Burrows (HB)	WOA
Peter Knott (PK)	NWOA
Derek Gale (DG)	EMOA
Chris Morris (CM)	WMOA (substitute for Henry Morgan)
Martyn Broadest (MB)	YHOA (substitute for Roger Smith)
Simon Greenwood (SG)	SEOA
Roger Hargreaves (RH)	SWOA
Paul Lowe (PL)	EAOA
Peter Bylett (PB)	BSOA
Mike Hamilton (MH)	Chief Executive
Amy Sarkies (AS)	Executive Officer

##### **Apologies**

Allan Farrington (AF)	SCOA
Ken Daly (KD)	SOA
Roger Smith (RS)	YHOA
Henry Morgan (HM)	WMOA
John Morris (JM)	Councillor

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

1. The Chairman welcomed members and thanked them for coming.
2. The Chairman apologised for the very full agenda.

##### **Declaration of Interest**

3. PB declared that in the past two years he has been partly responsible for the development budget during his role as development manager for British Orienteering.

## **Minutes of meeting of 23 September 2006**

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

4. 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**

5. No matters arising.

### **Notification of any other business**

6. NC advised that various papers were distributed late the previous night regarding recent meetings with Sport England.
7. NC also advised that he would like to discuss honorary membership. The Chairman asked for both of these issues to be dealt with under AOB.

## **Reports from Committees**

### **Management Committee – 20 September & 20 December**

8. The minutes of 20 September asked Council to approve:
  - The amended 2007 budget
  - The establishment of The Orienteering Foundation – a Charitable Trust
9. Both items were discussed at the September Council meeting.
10. The minutes of 20 December asked Council to approve:
  - The revised Equity & Inclusion Policy (minute 40)
  - The World Class Programme Review (minute 58 ff)
11. The minutes of 20 December asked Council to note:
  - MC's decision that non-members of British Orienteering are not eligible to compete at the JK.
12. Both items for approval were on today's agenda and the other decision was noted.

### **Development Committee – 27 September**

13. No questions.

## Updates

### Action list

All items have either been actioned, carried on to a later date or appear on the agenda for this meeting. There were no questions.

### Chief Executive's report

14. Queries and comments included:

- MH provided the meeting with up-to-date membership services figures: over 9,000 members and approximately £76k worth of income.
- Note 25: HB asked whether the funding SportsCoach UK have offered to British Orienteering to organise courses for teachers, also applied to Wales. MH confirmed that he would check and let her know.

**Action:** *MH to find out whether SportsCoach UK funding to organise courses for teachers applies to all home nations. (MH, asap).*

- No further questions about the report

### Sports Council Communication and Reports

15. MH reported that each quarter he meets with Cathy Hughes and goes through the KPIs. The Assurance Statement has to be completed every year as part of our contract with Sport England. It is also best practice. MH confirmed that the statement is up-to-date.

16. CJ commented that there is a lot being asked of the Federation from the Sports Councils and asked how are members to know we have to do all of this. It was agreed that this was done currently through Focus, Council representatives and the minutes.

**Action:** *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).*

### Review of the World Class Programme

17. A formal discussion about the World Class Programme review was completed at the last Management Committee meeting in December which was invaluable.

18. MH commented that the World Class Programme Director's role was being refocused as a result of the World Class review.

### Association visit programme

19. NC commented that he and MH have found the association visits invaluable and hoped that the associations had also found them useful. Three further meetings are arranged/being arranged with SOA, EAOA and SCOA. Which will only leave WOA.
20. SG asked what the planned frequency of these meetings will be going forward. NC replied confirming that, as he and MH were new to their roles in 2006, it was very important they visited the Associations within their first year in order to get a good understanding of issues. However he was not yet sure of the importance of such regular visits going forward, especially as there was a considerable burden of time and travel involved.

**Action:** *MH and NC to look into importance of Association visits going forward and to decide on their frequency. (NC & MH, 2 June)*

### Child Welfare

21. SG asked what number of members were going through the disclosure check process.
- Action:** *AS to look at total number of members going through disclosure check process and to report back by the next Council meeting. (AS, 2 June)*
22. PK asked about Child Welfare training courses for club welfare officers. There didn't seem to be that many being put on. MH confirmed that it was still being looked at, however clubs working to achieve Clubmark were managing to complete this requirement although they did have trouble locating a suitable course and he recognised that there was a need to increase the amount of courses being put on.
23. RH commented that the Association Welfare Officer job description was very long and may put people off volunteering for the role.
- Action:** *Review Association Welfare Officer role description. (MH, 2 June)*
24. HB asked what the process was about sharing information regarding a failed CRB check. MH replied confirming that an Information Sharing Protocol has recently been agreed and will shortly be available on the website. Once the Child Welfare Steering Group has been set up, one of their first tasks will be to assess and look at procedures for information sharing.
25. HB also asked about receiving information back from the British Orienteering database about who has been checked. AS confirmed that the database did not currently have this facility so it would fall to the volunteer to inform their association/club that they had received their disclosure check back and if required to show them the disclosure certificate.

**Action:** AS and MH to look into extracting appropriate information from the British Orienteering database regarding disclosure checks for volunteers. (AS & MH, 2 June)

## Equality & Inclusion

26. A paper was considered which outlined the revised British Orienteering Equality and Inclusion Policy. The meeting accepted the revision of the policy.

27. PK asked whether the policy needed to be adopted by each individual club. NC confirmed that a club, through its affiliation to British Orienteering, automatically adopts and follows all British Orienteering policies and that the club's constitution should not need to be amended if it made recognition of this general point.

**Action:** Check what Clubmark states as to policies being included within Club Constitutions (MH, 2 June)

28. LW's Group had completed its work reviewing equality within international programme and had made three recommendations:

1. Very accurate minutes should continue to be taken at selectors' meetings.
2. Appeals process –procedures were needed which set out clearly how appeals panel would be formed and with which people.
3. Clear and legally sustainable procedures were needed for dealing with discrimination and dealing with inappropriate behaviour.. These procedures might apply Federation-wide rather than just in International.

29. Council accepted all three recommendations.

**Action:** Recommendations to be discussed at Management Committee to work out the next step in getting recommendations implemented (LW, 21 February)

## Governance Review

30. NC gave a presentation outlining what the work the governance work group had completed so far with regard to reviewing the current governance structure of British Orienteering. Within the presentation NC outlined the problems with the current structures and how it compared with a respected governance model and then went on to detail a proposed vision of future governance.

31. There were various questions regarding the proposed vision and NC confirmed that it was still a work in progress at this stage.

32. The meeting agreed to take the idea forward and that it would be a good idea for the presentation to be available for all members to see. The presentation needed to be adapted to include the items NC gave more detail on whilst talking.

**Action:** *NC to add more detail to Governance Review presentation and to circulate final version to Council for approval before circulating and adding to the British Orienteering website (NC, asap)*

33. It was also agreed that NC should give a presentation on the governance review at the 2007 AGM.

**Action:** *NC to give presentation on the governance review at the 2007 AGM (NC, 7 April)*

## **Annual General Meeting**

### **Preparations for the AGM**

34. AS confirmed that the 2006 AGM would take place on Saturday 7th April in a marquee at The Speech House Hotel in the Forest of Dean.

### **Annual Report 2006**

35. MH confirmed that instead of the usual A5 AGM booklet, an A4 colour Annual Report was being produced. It has been priced up and the A4 colour report will actually work out cheaper than the photocopied A5 black and white booklet. Apart from being a more interesting document for all members, the new annual report can be used for other purposes, such as sending to sponsors and external agencies such as the sports councils.

### **Proposals**

36. The meeting was reminded that nominations and proposals needed to be with the National Office by 16th February.

37. NC asked whether Council would be happy for Management Committee to decide on a proposal for membership fees for 2007. The meeting confirmed that they were happy with this, as long as any percentage increase fee in the local membership fee did not broadly exceed the percentage increase in the national membership fee.

38. NC mentioned that another proposal for the AGM would be to amend the Memorandum and Articles of Association. The changes were all relatively minor with the biggest being an amendment to regularise nominations being received by email. The meeting was happy for Management Committee to finalise this proposal

## Finance

### 2006 Year End Accounts

39. Accounts are not yet completed; the auditors are in the office next week. However we should at least hit budget, with possibilities of a surplus which would benefit the reserves.

### Treasurer's report

40. No questions

## Vision, values and priorities of the Federation

### To consider the feedback from members and to agree the way forward

41. NC confirmed that a lot of very good feedback was received from members.
42. MB commented that it is very important to have a summary of the feedback to send to those who gave responses.
43. CJ commented that the feedback put together by clubs was invaluable.

**Action:** *Prepare feedback paper on vision and make available on the British Orienteering website (NC & MH, asap)*

**Action:** *NC & MH to read through all feedback and bring a revised vision back to the next Council meeting (NC & MH, 2 June)*

## Strategic Plan 2007/09

### To discuss the reviewed strategic plan

44. MH commented that when he started to update the Strategic Plan he decided it would be a lot easier to enhance the plan's consistency and ease of comprehension to lay it out in a new format. MH included the Sports Council's KPI's and updated the plan in order for it to last for the remaining two to three years of the strategic period.
45. After discussing the plan at Management Committee, the only significant change was the explicit aim of taking orienteering to the public rather than the public to orienteering.
46. RH commented that it would be good to have the Clubs and Associations roles and responsibilities included within the plan.
47. MB commented that there was a lot included within the plan and wondered whether they were all achievable. MB commented that it would be good to identify

the main priorities so that when it's time to review, boxes are able to be ticked. Marking some plans as an aspiration but lower priority would help.

**Action:** *MH to amend Strategic Plan in light of Council's comments (MH, ongoing)*

48. CJ asked whether it would be possible to set aims for clubs regarding participation levels. NC commented that it would be good to be able to see regional participation levels.

**Action:** *AS to look into making regional participation levels available on the website (AS, end of April)*

49. MH commented that the reason orienteering gets funding from UK Sport over other sports is because British orienteering is classed as World Class within the orienteering world. The cost of a medal in orienteering is also a lot less than in other sports i.e. Olympic medals cost in the region of £2m.

50. MB asked how priorities would be decided upon.

**Action:** *Everyone to comment on priorities of the Strategic Plan in time for the next Management Committee meeting (All, 16 Feb)*

**Action:** *MH to send out Strategic Plan with each paragraph numbered to help people pass comment (MH, asap)*

### **Strategic Budget 2007/09**

51. A paper had been produced by MD and MH regarding the Strategic Budget.

52. MH commented that it was challenging to see the budgets meeting the aims of the Strategic Plan.

53. HB commented that the increased costs brought on by the UKCC requirements were quite worrying. MH replied confirming that we should receive funding for the UKCC from Sports Coach UK.

54. MB commented that a few clubs have large cash reserves: could they be motivated to use them in order to implement certain areas of the plan?

55. RH asked whether orienteering is a leisure activity or an elite sport? This has to be decided before looking at the way forward. He was firmly of the view that we had to include its elite competitive element.

56. Further discussion followed regarding how to obtain sponsorship. It was decided that this was a big issue that should be discussed at another meeting.

**Action:** *Add the topic of sponsorship to the agenda of the next Council meeting (MH, 2 June)*

## Operational Plan

57. The plan is still in draft format and is needed by the staff for them to be able to manage their work programmes.

**Action:** *MH to circulate numbered version of Operational Plan to Council for their comments (MH, asap)*

**Action:** *Everyone to review operational plan and to send feedback to MH asap (All, 16 Feb)*

## Any Other Business

58. NC confirmed that, as a member of the GBR team, David Gittus had won a gold medal at the 2006 World Trail-O Championships and thought it therefore appropriate to recognise this achievement by recommending David to become an Honorary member of British Orienteering at the 2007 AGM.

59. The meeting approved this recommendation.

**Action:** *NC to write to David Gittus regarding proposing him as an honorary member at this year's AGM (NC, end of Feb)*

60. MH has had three meetings within the last week with Sport England regarding a Talent in the Community initiative. The idea behind the initiative is to improve regional activities and squads.

61. Within the last week, the DCMS instructed Sport England to change the project from regional level to cluster level (district/metropolitan).

62. The initiative would include the coaching of approximately 20 athletes from the ages of 10 to 18, with boys and girls in each cluster. There would be two paid coaches involved over a period of 12 to 20 days a year. The coaches would need to be one man and one woman and would preferably be new people to coaching aiming to progress to level 3.

63. The cost would be between £10 – 12k per year for each cluster funded on a 2:1 basis from the lottery.

64. SG asked whether some regions could opt for orienteering and others not. MH confirmed that this could happen.

65. The deadline for applications is Tuesday of next week; therefore a decision is needed as to whether to submit an application. It was decided that at this stage we had nothing to lose by submitting an application and a decision could be made once we know whether the application has been successful and we have all the facts.

**Action:** *MH to submit the best Talent in the Community application he could within the timescales (MH, 30 Jan)*

66. NC raised the issue of the 40<sup>th</sup> Anniversary celebrations. EN had suggested a black-tie dinner in Sheffield to be held later in the year. NC asked that this idea is looked at in more detail.

67. AS had put together a proposal for holding a celebration after this year's AGM, using the same marquee at The Speech House Hotel. The celebrations would include speeches, together with entertainment such as a ceilidh or a band. The meeting approved of this idea.

**Action:** *AS to organise a 40<sup>th</sup> anniversary celebration to take place after the AGM at The Speech House Hotel (AS, 7 April)*

## **Reporting and Actions**

68. No summary required as minutes were being sent out promptly.

## **Dates and Venues of Meetings**

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

June 2 and October 6

70. AS mentioned that the Great Barr Hotel was not available for the meeting on 2nd June. The meeting decided still to meet on this date.

**Action:** *AS to find an alternative venue for the Council meeting on June 2 (AS, asap)*

## **Chairman's closing remarks**

71. Members were thanked for their contributions and the Chairman closed the meeting at 17:00.

**Council January 2007**

**Action List**

<b>Updates</b>		
1. MH to find out whether SportsCoach UK funding to organise courses for teachers applies to all home nations.	MH	asap
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
3. MH and NC to look into importance of Association visits going forward and to decide on their frequency.	NC & MH	2 June
4. AS to look at total number of members going through disclosure check process and to report back by the next Council meeting.	AS	2 June
5. Review Association Welfare Officer role description.	MH	2 June
6. AS and MH to look into extracting appropriate information from the British Orienteering database regarding disclosure checks for volunteers.	AS & MH	2 June
7. Check what Clubmark states as to policies being included within Club Constitutions.	MH	2 June
8. Recommendations to be discussed at Management Committee to work out the next step in getting recommendations implemented.	LW	21 Feb
<b>Governance Review</b>		
9. NC to add more detail to Governance Review presentation and to circulate final version to Council for approval before circulating and adding to the British Orienteering website.	NC	asap
10. NC to give presentation on the governance review at the 2007 AGM.	NC	7 April
<b>Vision, values and priorities of the Federation</b>		
11. Prepare feedback paper on vision and make available on the British Orienteering website.	NC & MH	asap
12. NC & MH to read through all feedback and bring a revised vision back to the next Council meeting.	NC & MH	2 June
<b>Strategic Plan 2007/09</b>		
13. MH to amend Strategic Plan in light of Council's comments.	MH	Ongoing
14. AS to look into making regional participation levels	AS	End of

available on the website.		April
15. Everyone to comment on priorities of the Strategic Plan in time for the next Management Committee meeting.	All	16 Feb
16. MH to send out Strategic Plan with each paragraph numbered to help people pass comment.	MH	asap
<b>Operational Plan</b>		
17. MH to circulate numbered version of Operational Plan to Council for their comments.	MH	asap
18. Everyone to review operational plan and to send feedback to MH asap (All, 16 Feb)	All	16 Feb
<b>Any Other Business</b>		
19. NC to write to David Gittus regarding proposing him as an honorary member at this year's AGM.	NC	End of Feb
20. MH to submit the best Talent in the Community application he could within the timescales.	MH	30 Jan
21. AS to organise a 40 <sup>th</sup> anniversary celebration to take place after the AGM at The Speech House Hotel.	AS	7 April
<b>Dates and Venues of Meetings</b>		
22. AS to find an alternative venue for the Council meeting on June 2.	AS	asap

## ACTIONS

Arising or continuing from previous meetings of Council

April 06 15. Proceed with the WOC76 agreement with the Woodland Trust	MH	Ongoing
April 06 30. Possible WOC bid to be discussed by Development Committee	EN	27Sep
Sept 06 1. AS to ensure all Council members' Declaration of Interests' papers are up-to-date and to circulate blank forms to those yet to complete one.	AS	Ongoing
Sept 06 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
Sept 06 3. MH will more widely communicate the Child Protection action plan.	MH	Ongoing
Sept 06 5. MH to complete as quickly as possible preliminary level of E&I in order to try and meet the next deadline.	MH	asap
Sept 06 12. MD to progress the setting up of The Orienteering	MD	asap

Foundation.		
Sept 06 13. Send out communication regarding details of reports that can be exported from BMS to event organisers.	AS	asap
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	All	2 June