



MANAGEMENT COMMITTEE
REPORT TO COUNCIL (14/06/06)

Meeting of the Management Committee held on **Wednesday 14th June 2006**
at the NEW National Office, Matlock commencing at **11:00**

Council is asked to NOTE:

1. Process of preparing for the AGM
2. £15,000 of set aside Start funds to be made available in the 2006 budget for the international programme.



Management Committee Minutes (14/06/06)

Meeting of the Management Committee held on **Wednesday 14th June 2006**
at the NEW National Office, Matlock commencing at **11:00**

Attendance, apologies and Chairman's opening remarks

Attendance

Neil Cameron (NC)	Chairman
Peter Christopher (PC)	Vice Chairman
Malcolm Duncan (MD)	Hon Treasurer
Lyn West (LW)	Vice Chairman
John Morris (JM)	Councillor
Ed Nicholas (EN)	Councillor
Chris James (CJ)	Councillor (Observer)
Mike Hamilton (MH)	Chief Executive
Amy Sarkies (AS)	Executive Officer Administration

Specific agenda items:

Hilary Palmer (HP)	Development Manager (for item 7)
Derek Allison (DA)	Programmes Director (for items 8 and 9)
Jannette Blunden (JB)	Accounts Manager (for items 8 and 9)

Apologies

None

Chairman's opening remarks

1. The Chairman thanked the whole committee for attending the meeting and welcomed Chris James as an Observer.
2. The Chairman pointed out that there was an error on the agenda, item 5.1 should read 'Event Operations Committee – 3 June'; Development Committee reports directly to Council not Management Committee.
3. There was a discussion regarding which staff should be invited to attend Management Committee. It was concluded that staff be invited when a specific agenda item required their expertise. Staff should be made aware of agenda items that cover their area of work.

Declaration of Interest

4. All forms for Management Committee had been received and are open for members to view upon request.
5. Once all Committees' forms have been completed it is intended that they are held at BOF Office and each committee Chair has a copy of those relating to their group.
6. It is important that the declaration of people's interest does not take over a meeting; the key to this exercise is awareness at the meeting of each committee member's interest outside of the meeting.

Minutes of Meeting 19 April 2006

7. Given a small correction in item 7, the removal of 'for identification' at the end of the paragraph, the minutes were accepted as a true and accurate record of the meeting.
8. No matters were identified as arising that are not included on the agenda.

Notification of any other business

9. EN asked that he could report back on a recent meeting he had with Derek Casey about the 2014 Commonwealth Games.
10. PC asked that the issue about people delivering activities when they are not accredited be discussed.
11. MH asked that the issues of appeals and work programmes be discussed; papers had been circulated for both.
12. The Chairman asked for all of these issues to be dealt with under AOB.

Reports from Committees

Event Operations Committee (03/06/06)

13. The relevant items from the minutes were duly noted.
14. LW reported that it was obvious during the discussion that volunteer strategy/workforce is key to the ongoing development of event organisation. In every area, volunteers need to be developed and that a plan is required to coordinate this development. Who will do the training, where and when? The Chairman commented that Development Committee were working on this.

Updates

Action List

15. Actions 33, 45, 46, 48, 49 have all been actioned and therefore deleted from the list.
16. JM commented that action 11 has not changed since February. The work on the Memorandum and Articles of Association will have to be completed in two stages. Firstly, correct all typo's and remove irrelevant clauses in an

attempt to simplify it. Secondly, complete a final draft once the governance structure has been confirmed. Both drafts will need to be approved at an AGM.

17. Actions 44, 47 and 50 have been actioned and will be discussed as agenda items.

18. Action 43 had been actioned by NC, a paper had been brought to the meeting and will be discussed under AOB.

Chief Executive's Report

19. MH commented that an opportunity had arisen through natural staff wastage to bring the cost of staff salaries in line with the plan for 2007.

20. Alex Ross will be leaving at the end of June and MH proposes to change existing staffs' work programmes in order to try to cover gaps created from Alex's departure.

21. The staff review/appraisal process has been a very worthwhile exercise for all those involved, in order to clarify roles and establish what members money is being spent on (with regard to staffing). The aim now is to focus staff roles and priorities.

22. Discussions followed as to whether the Federation could afford to replace Alex Ross and Peter Bylett and also whether the Federation could afford not to. It was concluded that MH's recommendation not to replace Alex and Peter immediately would be accepted but that the issue would have to be revisited at the next Management Committee meeting in September to see how the Federation is coping and whether any gaps in the service to the membership need to be filled.

Action: *Monitor the service the Federation provides after Alex has left and report back to Management Committee (MH 23 August)*

23. The Office move went well, thank you to John Dalton and Amy Sarkies for their work in this respect.

24. The atmosphere and working environment has improved greatly since the move.

25. The IT specification was sent out for tender earlier this year. MH had recently started in his role as Chief Executive and was uncomfortable as to where we were with regard to our requirement for a new database and our reasons for needing a new one. After discussions between NC/MH a holding letter was sent to the companies that sent in a tender until we have decided exactly what it is we need.

26. MH reported that, following the Communications report's recommendations, a high priority had to be the development of the Federation's website. We have to ask ourselves whether we want to develop the existing website or get a new one.

27. The meeting agreed that the website was a high priority and that the staff should continue in their work investigating costs to improve the existing site and the establishment of a new one. The relationship between the website developer and the Federation is important.

Action: Continue investigating priorities and requirements for improving the website and report back to Management Committee (MH, 23 August)

Sports Council Reports

28. Since the distribution of the papers, we have been appointed with a Sport England Sports Liaison Officer. She is a senior client manager and her name is Cathy Hughes.
29. MH is currently looking into the relationship between the Federation and the CCPR. Robin Field sat on two of the three CCPR committees while he was Chief Executive. The CCPR are now keen to have people sitting on their Sports Unit and Outdoor Activities Unit who are able to contribute to meetings. MH will sit on the committees initially in order to establish their requirements and look to appoint members into the roles with the appropriate expertise.

Action: MH to work with NC to identify needs and to recruit members with the appropriate skills and knowledge to sit on the CCPR committee (MH & NC, ongoing)

30. MD reported that he attended a CCPR forum on finance and funding. MD found the forum very worthwhile and will continue to attend their future meetings.

Child Protection

31. MH reported back from the CPSU meeting he attended earlier in the week. The Federation needs to sell the whole idea of Child Protection to the membership as there will be massive ramifications for the future.
32. Alex Ross has done a lot of work to ensure that we met certain requirements/standards. However, we now need to change the culture of orienteering.
33. We are currently behind plan and will not meet the required standards by the required time, March 2007, but should be on schedule by the end of 2007.
34. There is now a requirement for club welfare officers; the role is about awareness and the passing on of any issues to the appropriate authority.
35. Event organisers and controllers may need to be CRB checked in the future.
36. Orienteering is required to meet child protection statutes and must be positive in embracing the need for cultural change in this regard. JM suggested that to make it the norm all committee members are checked. The big question is how we get the systems in place, not if.
37. MH will put together an action plan which will include the requirement for a Child Protection Steering Group.

Action: Child Protection action plan to be drafted ready for the next meeting (MH, 23 August)

Action: A Child Protection Steering Group be formed (MH, 23 August)

38. PC commented that declarations are required of juniors involved with coaching under 18s. This would directly apply to initiatives such as the Young Leader Award.

Action: *MH to investigate requirement for juniors to complete a declaration (MH, ongoing)*

Equity and Inclusion

39. No questions were raised regarding this item.

Action: *Equity & Inclusion action plan to be drafted and circulated for Management to discuss (MH & PB, 23 August)*

Governance Review

40. A working group was established following the last Management Committee meeting and the approval of Council last meeting.
41. The working group consisted of Neil Cameron, John Morris, Mike Hamilton and Lisa Broadest YHOA & AIRE (stand in for her husband Martyn Broadest who was unavailable for the first meeting).
42. The work group met earlier this week and discussed various issues. It was decided that their following actions would be:
- To review British Orienteering's practices against the NCVO Good Governance Code of best practice.
 - Once the initial review has been piloted, a wider group (staff, former Chairman etc) will be asked to complete the review.
 - Create an induction and training programme for existing officers/councillors
 - write an article selling the advantages of a governance review to the membership to gain their support.
43. It was noted that members are welcome to join the group and/or be included in email conversations about the initiative.
44. The link to the Good Governance Code should be made available on the website <http://www.governancehub.org.uk/downloads/Gd-Gov-FINAL.pdf>

Community Sports Coaches

45. The primary issue is whether British Orienteering should be involved with the employment of the CSCs or just the steering of them.
46. After some discussion it was recommended that British Orienteering does not get involved with the employment but does get involved with the steering of the role.
47. It was also recommended that British Orienteering should encourage local steering groups to get involved but for them to use our guidelines for work programmes and pick and choose depending on what's appropriate.

Development

48. Hilary Palmer was welcomed to the meeting.

49. JM raised the query as to what funding should be spent on if development funding was limited. HP replied that we should be helping all clubs put in place a development plan establishing where they want to go. Some clubs require help for this and some do not. We need to help to bring all clubs up to the same standard. Localised development should help to attract new members.
50. We need to ask, what is a club and what is a healthy club? Some clubs see their purpose is to just organise events rather than to bring a social side to orienteering and developing orienteering.
51. There was discussion about what is in place/initiatives for the development of orienteering within universities.
52. MH commented that 'development' was a very general term and currently is focused on club development through clubmark and increasing junior membership. In the future it is likely that workforce development (volunteers) and the promotion of orienteering are added. In order to see some progress we need a strategic plan.
53. A lot of work is being completed everywhere but with no strategy. We need a strategy to enable us to be able to put some ticks in boxes.
- Action:** MH and HP to work together to establish what we mean by 'development' (MH & HP, asap)
54. There may need to be a review of the role (or name) of the Development Committee in order to clarify the confusion between the development programme and the Development Committee.
55. MH and NC are visiting Northern Ireland on 27th June to discuss, amongst other issues, whether British Orienteering can afford to match the SCNI grant given to the NIOA to help fund the Junior Squad and the Development Officer.
56. British Orienteering have made it clear that we can not afford to put in more than £2,000 per year, however before we are able to commit the funds we need more information from NIOA about their plans for contributing to the match-funding.

Budgets

57. Hilary Palmer left the meeting and Derek Allison and Jannette Blunden were welcomed to the meeting.

International Budget 2006

58. EN asked whether the changing structure of the World Cup for next year would reduce the amount required by the international programme. DA replied that, although we knew the events, we did not yet know how many athletes we could enter and until we do, it is difficult to know the financial implications. The programme could always spend more, for example on pre-race training camps, a female coach etc
59. There were no objections to the paper and it was agreed that up to £15,000 will be available to be used by the international programme from set aside Start funds, however they are to note that once the funds have been spent

they cannot be spent again. What is not spent will be available again next year for international programmes only.

Budget 2007

60. Next stages: MH, JB and MD will meet to work on 2007 budget and for a paper to be circulated to Council members by email before the end of June. If changes are required the Budget Workgroup will meet in July and discuss further changes. Final paper will then be circulated to Council members in time for the next meeting. Paper will have a note on mentioning that it could change slightly at the next Management Committee meeting which is scheduled to be held 4 days before the next Council meeting.

Action: MD, MH and JB prepare the 2007 budget for distribution to Council by email before end of June

Action: Council members to send any comments back regarding the 2007 budget to the budget working group

Action: Budget work group to meet in July if further changes to the 2007 budget are required by Council

Action: Final draft of the 2007 budget to be sent to Council in August as a paper for their September meeting and for a note to be added mentioning that the budget could slightly change after Management Committee meet in the week before the next Council meeting

Financial Reserves Policy

61. There was discussion as to how many months reserves would be appropriate. It was thought that 3 months may be too little. Need to look at why we are holding reserves and whether there is any way of anticipating when the situation arises where the reserves are required.
62. Whatever is decided there needs to be reasoning behind it, otherwise people may ask why the funds are not being spent on other things. We probably do not have the capability to build up 6 months reserves so need to be realistic. We are unable to build reserves from government funding, it would have to come from membership fees and event levies.
63. MD, MH and JB will discuss this at their next meeting and bring forward to the next meeting.

Strategic Budget

64. We need to decide on a strategic plan/vision and then we can work on the strategic budget.
65. This will be discussed at the next meeting.

Action: Project plan with regard to the strategic plan/budget to be prepared for next meeting (MH, 23 August)

Finance

66. A depreciation policy needs to be agreed and brought to the next Management Committee meeting for agreement.

Action: Depreciation policy to be agreed and a report be prepared for the next meeting (MD, MH & JB, 23 August)

67. MH proposed that MD, JB and himself considered the issue of commitment accounting along with update the nominal ledger codes within Sage.
68. It was noted that there may be reduced income from the JK.

Annual General Meeting

Process of preparing for the AGM

69. AGM agenda and papers to be drafted and to be passed to the Officers before they are published. The procedural paper was discussed and accepted.

2006 AGM Review

70. Paper put together with CEO and staff observations of this year's AGM. Comments also added from members. This paper is not to be used as guidelines but for useful hints.

Silva Award selection procedures

71. Procedure needs to be put in place so that dates are well publicised for nominations to ensure a wide selections of candidates.
72. A full list of all those who have been nominated for the award and those who have been awarded the award needs to be publicised.
73. A standard nomination form being made available on the website might encourage people to make nominations.
74. Presenting the award at a major event prize giving rather than at the AGM might be more appropriate.

Company Annual Report

75. Noted.

Any Other Business

76. NC commented that it is the Federation's 40th anniversary in 2007 and the British Orienteering Federation Limited will also be 25 years old. How should we be noting/celebrating these anniversaries? Various suggestions were put forward.

77. Needs to be discussed further and by a wider group of members.

Action: *Discuss how to celebrate the Federation's 40th Anniversary at the next Management Committee meeting (NC, next MC meeting)*

78. There are some inadequacies in the current appeals process which need reviewing.

79. At this stage we need to pool together information from the various committees who are currently responsible for the appeals and from people whose decisions might be appealed.

Action: *Write to the relevant committees/people regarding the appeals process (MH, ongoing)*

80. An article should be written for the next edition of Focus regarding unqualified people running courses.

Action: Article to be written for the next edition of Focus regarding unqualified people running courses (MH, 31 July)

81. Work programmes for staff are to be written and publicised so that members can see what their money is being spent on.
82. NC has produced a paper detailing areas where new or reinvigorated activity is planned by BOF from mid-2006 to mid-2007 and beyond. This is a work in progress.
83. EN reported back from a meeting he had with Derek Casey regarding the Glasgow 2014 Commonwealth Games and the prospect of getting orienteering included within the programme. The programme is full however other initiatives were discussed e.g. including orienteering in the Commonwealth championships.
84. NC had produced a paper detailing email protocol. It was decided that this protocol be adopted.
85. Orienteering honours, it needs to be decided as to whether the Federation should be nominating people for honours or whether this should come from individuals or Clubs.

Dates and Venues of Meetings

86. Next meeting to be held in Derby to see whether it is easier for people to travel to. Commencing at 11:00. Future dates:

September 20, December 20 and in 2007: February 7

The December meeting may start earlier with an extended lunch so that Management Committee can join BOF staff for their Christmas lunch.

Action: Venue to be found in Derby for next meeting (AS, 23 August)

Chairman's closing remarks

87. Members were thanked for their contributions and the Chairman closed the meeting at 16:45.

Management Committee June 2006

Action List

Updates		
1. Monitor the service the Federation provides after Alex has left and report back to Management Committee.	MH	23Aug
2. Continue investigating priorities and requirements for improving the website and report back to Management Committee.	MH	23Aug
3. MH to work with NC to identify needs and to recruit members with the appropriate skills and knowledge to sit on the CCPR committee.	MH/NC	Ongoing
4. Child Protection action plan to be drafted ready for the next meeting	MH	23Aug
5. A Child Protection Steering Group be formed	MH	23Aug
6. MH to investigate requirement for juniors to complete a declaration	MH	Ongoing
7. Equity & Inclusion action plan to be drafted and circulated for Management to discuss	MH/PB	23Aug
Development		
8. MH and HP to work together to establish what we mean by 'development'	MH/HP	asap
Budgets		
9. MD, MH and JB (Budget work group - BWG) prepare the 2007 budget for distribution to Council by email before end of June.	BWG	End of June06
10. Council members to send any comments back regarding the 2007 budget to the budget working group.	Council members	July06
11. Budget work group (BWG) to meet in July if further changes to the 2007 budget are required by Council.	BWG	July06
12. Final draft of the 2007 budget to be sent to Council in August as a paper for their September meeting and for a note to be added mentioning that the budget could slightly change after Management Committee meet in the week before the next Council meeting.	BWG	Aug06
13. Project plan with regard to the strategic plan/budget to be prepared for next meeting	MH	23Aug
Finance		
14. Depreciation policy to be agreed and a report be prepared for the next meeting	MD, MH & JB	23Aug
Any Other Business		
15. Discuss how to celebrate the Federation's 40 th Anniversary at the next Management Committee meeting	NC	Next MC

16. Write to the relevant committees/people regarding the appeals process	MH	Ongoing
17. Article to be written for the next edition of Focus regarding unqualified people running courses	MH	31 July
Dates and Venues of Meetings		
18. Venue to be found in Derby for next meeting	AS	23 Aug

ACTIONS

Arising or continuing from previous meetings of Management Committee.

19 05/69	Provide costed proposal on implementation of UKCC	DA	•
29 06/04	Liaise with Neil Cameron on redrafting of Environmental Aims document and production of good practice guides.	AR	•
40 06/12a	Review list of risks and their priorities for Risk Management Report.	MH	•
41 06/12e	Prepare discussion paper on the structure of meetings within the Federation.	MH	•
42 06/12f	Prepare a plan for dealing with issues raised under Vision and Priorities for Orienteering.	MH	•
51 9.1	Members to support DA as required	DA	•