

Meeting of  
**MANAGEMENT COMMITTEE**  
Wednesday 19<sup>th</sup> April 2006 at the National Office, Matlock.

Council is asked to APPROVE:

1. Establishment of a workgroup to consider governance
2. Budget procedures

Council is asked to NOTE:

3. The vacant RDO positions will not be filled until the 2007 budget position is clear
4. The commitment to meet the 31 October 2006 deadline for completion of the Preliminary Level of the Equity and Inclusion Standards.
5. The acceptance of the Sport England and UK Sport Award offers.
6. The closure of the BOWC 2005 company.

Minutes of the meeting of  
**MANAGEMENT COMMITTEE**  
Wednesday 19<sup>th</sup> April 2006 at the National Office, Matlock.

**PRESENT:**

Neil Cameron (NC) (Chairman)	Chris James (CJ) (Councillor)
Malcolm Duncan (MD) (Treasurer)	John Morris (JM) (Councillor)
Peter Christopher (PC) (Vice Chairman)	
Lyn West (LW) (Vice Chairman)	

**In attendance:**

Mike Hamilton (MH) (Chief Executive)	Derek Allison (DA) (Programmes Director) for items 9 and 10
Alex Ross (AR) (Executive Officer)	

**1 Apologies and Courtesies**

Apologies from Ed Nicholas. The Chairman expressed his gratitude on behalf of the membership to Bob Roach, the previous Chairman, for his effort and commitment. The Chairman then outlined some of his priorities for his tenure. These included:

- The need for officers and staff to make a difference
- The need to develop and re-state the vision for orienteering followed by the priorities, objectives and subsequent use of finance
- The value of the club
- Pride in membership

**2 Management Committee Communication**

Criteria for the conduct of meetings and communication between meetings were discussed. A protocol for inclusion in e-mail discussions needs developing to include interest, the receipt of opinion and necessary actions. Decisions reached between meetings will be confirmed at the next meeting. A procedure for the production of minutes to include a draft to the Chair before wider publication was agreed.

**3 Minutes of Meetings of 15/02/06**

**3.1** Given small corrections in 06/13b (06/21f to 06/12f) and 06/09 (find

to fund), the minutes were accepted as a true record.

### **3.2 No matters arising.**

## **4 Notification of Any Other Business**

The following were added: Action 11 (Item 7); Junior Ad Hoc Relay (Item 12); Sport England Assurance (Item 6.2) and Corporate Image (Item 12)

## **5 Reports from Committees**

**5.1 Event Operations Committee (25/02/06)** Relevant items from the minutes were duly noted.

**5.2 Coaching Committee (11/03/06)** Relevant items from the minutes were duly noted.

It was confirmed that the proceedings of Management Committee could be discussed at Committee and Group meetings provided no breach of confidentiality occurred

## **6 Updates:**

**6.1 Action list:** Actions Deleted: - 26, 28, 30, 31, 32, 34, 35, 36, 37, 38 and 39.

Actions Continuing: - 11, 19, 29, 33, 40, 41 and 42.

**6.2 CE Report:** There was discussion regarding the proposed agreement with the Woodland Trust. Concern had been expressed regarding the value to BOF of the agreement and as to whether the fund could be used in a more advantageous manner. It was appreciated that the negotiations had been on-going for some time and to change the approach could be embarrassing. It was agreed the issue should be taken to Council.

Office move: Staff were congratulated on the cost saving compared to previous estimates. Members were to be warned about the potential disruption to service during the actual move period.

Staffing: It was agreed that the RDO positions vacant should not be advertised until the budget for 2007 had been resolved. There was recognition that staff morale had been low as a result of the 2006 budget discussions taking an extended time and as a consequence of the membership proposal debate. Members were invited to talk with staff to form their own opinions. RDOs have had work priorities established namely clubmark and junior club membership.

Chairman/CE meeting: recognised as important to the smooth running of the Federation, and now happening weekly by phone and monthly face-to-face.

Membership management system: Concerns were raised regarding the technical specification. MH requested the formation of a small group of 2 or 3 people to assess the tenders. It was agreed that the Chair and MH should put forward names for the group.

The rest of the issues raised were on the agenda.

**6.3 Funding Agreements:** Papers provided. The obligations resulting from signing up to the agreements were recognised, and concerns and reservations expressed. The agreement is a standard one and if NGBs want the funding there is no alternative. There are a number of KPIs associated with the agreement, and although there may be some scope for negotiation they must be delivered. It was agreed to accept and sign. MC attention was drawn to the Assurance Statement required by both Sport England and UK Sport. It was agreed the circulated draft is a fair reflection of the BOF position and the CE was instructed to return the form.

**6.4 Child Protection:** A paper expressing concerns over what to put in place was discussed. It was agreed that the concerns should be raised at Council. AR was asked to produce a paper outlining the requirements of the standards and the roles and responsibilities of Welfare Officers.

**6.5 Equality & Inclusion:** The Equality agenda is being driven by Sport England but MC agreed it does need promoting. The importance was recognised and reaching the required standards in the timescale required would require urgent effort.

**6.6 Declaration of Interest:** The Declaration of Interest Register was agreed to be important for good governance, In time this had to be rolled out to involve Council and all its Committees and Groups. It was also being required by Sport England. MC Members were asked to complete the forms by the end of April 2006 and return them to the office.

**6.7 Internal Communications:** Chris James reported that only one response had been received and that he will report to Council.

**6.8 BOWC 2005:** The winding up of BOWC 2005 was duly noted.

## **7 Governance**

A paper was provided. It was agreed to recommend this to Council.

## **8 Membership Project**

Item deferred to next meeting.

## **9 Budgets**

**9.1 2006 Budget:** DA was welcomed to the meeting. It was noted the 2006 Budget had now been approved.

DA expressed his unhappiness over the cut in the international budget and asked Management to assist him in making cuts. The Chair confirmed that it is DA's responsibility to determine cuts and to agree them with MH.

DA presented his rationale as to the evidence regarding the 2006 budget being a substantial cut to his budget. It was agreed that the situation was unenviable and there was frustration at not being able to answer

some of the queries raised regarding 2004 and 2005. It was agreed that there is little point investing time and energy in rebuilding the accounts for those years in order to resolve these issues.

Members agreed that they are available to support DA in whatever way he feels is appropriate during this difficult period. DA to contact members for support as he requires it.

**9.2** A paper on budget processes provided by the Chief Executive was accepted. Details of the budgetary process will be provided to Council for approval.

**9.3** Meetings have taken place involving the Budget Group, key budget holders and the Treasurer. It was felt that the terms of reference for the budget group may need to be widened to it being a 'finance workgroup' and should not go to Council in the current form.

The underpinning principles for the paper on the 2007 budget were identified and discussion of possible scenarios had taken place.

Members discussed the proposed cuts and make good cases for most being left in the budget. MH highlighted the need for cuts to be made.

It was agreed that CE and MD work up the notes and budget for the next Council meeting. There was a discussion regarding the format of the budget and agreement that the figures needed simplifying.

The Chair offered his thanks to MD and MH for progressing the 2007 Budget at such short notice.

**9.4** As the prioritisation for the Strategic Plan has yet to take place, no progress has been made.

## **10 Finance**

**10.1** Income and expenditure 2006: Because the budget was only very recently agreed, a simplified version was reviewed.

**10.2** Budget vs actual with variance explanations: Not available because budget was only very recently agreed.

**10.3** Profit and Loss: as 10.1.

**10.4** Balance Sheet: There was discussion over the adequacy of the reserves and further discussion was deferred to the next meeting. It was agreed to conduct an e-mail debate to produce a proposal.

**10.5** Cash flow forecast: Not available yet.

**10.6** Analysis of Creditors and Debtors: reviewed.

## **11 Annual General Meeting**

Items on the process of preparing for the AGM and the logistics at the meeting itself were deferred to the next meeting.

## **12 Any Other Business:**

Items raised earlier under item 4 were deferred to the next meeting, or where appropriate would be progressed by e-mail.

**13 Reporting and Actions**

Item deferred.

**14 Dates and Venues of Future Meetings:**

June 14 <sup>th</sup>	National Office	Matlock	11:00 am
September 20 <sup>th</sup>	National Office	Matlock (tbc)	11:00 am
December 13 <sup>th</sup>	National Office	Matlock (tbc)	11:00 am
February 7 <sup>th</sup>	National Office	Matlock (tbc)	11:00 am

**15 Chairman's Closing Remarks**

Item deferred.

## ACTIONS

11	05/53	Investigate scope for reviewing Memorandum and Articles.	JM/ MD
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
33	06/08	Collate responses on Communications Report for discussion at Council.	CJ
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

### 19 April 2006 Meeting

43	2	E-mail protocol to be developed for communications between members	End May	NC
44	6.2	Establish workgroup to assess BMS tenders	12/5	MH/NC
45	6.3	Complete & sign Sport England Award acceptance	End Apr	MH
46	6.3	Complete Sport England Assurance Statement for 2005	End May	MH
47	6.4	Produce briefing paper re requirements of Child Protection standard	End May	AR
48	6.6	Declaration of interest form completion	End Apr	All
49	6.6	Compilation of register of interests	Ongoing	MH
50	9.1	Update 2006 Budget for international area	Asap	DA
51	9.1	Members to support DA as required	As req	DA