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## Board of Directors

### Minutes

Friday, 24 September 2021, 11:00

**Hybrid meeting** The Priory Meeting Rooms, Birmingham &  
Via Teams



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**Board attendees in person:** Scott Collier (SC); Peter Hart (PH); David Rosen (DR); Pauline Tryner (PT); Drew Vanbeck (DV);

**Board attendees remotely:** Ruth Beale (RB); Darren Bernstein (DBern); Lauren Pagé (LP); Andy Robinson (AR);

**Apologies:** Laura Kaye Tomlinson (LKT); Duncan Birtwistle (DBirt);

**Guests:** Peter Brooke;

**Minute taker:** Peter Hart

### 1. Meeting Administration

The Chair welcomed everyone to the meeting.

The Chief Executive informed the meeting that a recording of the meeting would be held on his computer in a personal drive and would be deleted when the minutes were approved.

All attendees agreed for the meeting to be recorded.

#### 1.1. Apologies:

Apologies were received from Laura Kaye Tomlinson and Duncan Birtwistle.

#### 1.2. Declarations of interest

No additional declarations were made.

#### 1.3. Any other business

The following item was raised:

- Attendance at the Junior World Championships in Turkey

#### 1.4. Minutes of Board meetings 21 July 2021 and 4 August 2021

The minutes of the above meetings were adopted without any further changes.

#### 1.5 To review the actions from previous meetings

The Chief Executive talked through the action points.

##### a. Strategy for hosting of Major Events and IOF representation

Following a discussion and feedback, it was agreed that the document should focus on Major International Events such as the World Orienteering Championships, Junior World Championships and World Masters Championships.

Action: The Chief Executive would review this in early 2022.

##### b. Diversity Action Plan

The Chief Executive informed the meeting that the Diversity Action Plan was being reviewed by Laura Kaye Tomlinson. However, we were waiting for further guidance to be issued by the Sports Councils in late autumn.

The Chief Executive also informed the group that Laura Kaye Tomlinson had agreed to Chair the Competition Equity Working Group. There was a discussion regarding the membership composition of the group.

**c. Audit Committee Training**

It was agreed that Laura Kaye Tomlinson would join the audit committee. Laura Kaye Tomlinson indicated that she would look into the feasibility of some basic financial training for Directors.

**d. Strategic Refresh**

On Agenda.

**e. Board Appraisal**

On Agenda.

**f. MapRun Project**

Peter Brooke updated the Board on the recruitment of the Project Officer.

**g. British Orienteering Articles**

The Chair gave a verbal update.

He thanked David Rosen and Lauren Pagé for the effort had invested in drafting the proposed changes to the Articles.

The Board agreed that the Articles are not something that should be changed frequently unless it was to comply with legislation.

It was agreed that we should submit one change at the next AGM to take into account virtual meetings and gender neutrality and that a more substantive review of the Articles should take place in 2023 following extensive consultation.

**h. Refund Policy**

The Chief Executive informed the Board that further work on these was still required.

## **2. Finance**

### **2.1 Management Accounts**

The Treasurer brought to the attention to the meeting the Management accounts for the end of August. He highlighted that the income from Membership, Levies and Commercial was significantly higher than had been forecast in January 2021 which will impact the end of year forecasted deficit.

Commercial activity was much greater than anticipated which has resulted in higher income and expenditure figures with a net surplus greater than forecasted. The commercial income did not include the income from the eLearning programmes.

The expenditure was in line with forecast except for staff salaries, which were lower than forecast as a result of departing staff not having been replaced, and expenditure on performance, which was slightly higher than forecast at this point in the year due to the timings of international competitions.

### **2.2 Sport England – Funding**

Following the submission to Sport England (Phase 1) for the funding period 2022-2027, British Orienteering had been invited to tender for a grant of up to £1,214,190. Phase 2 of the submission had to be submitted by 4 November 2021. This £1,214,190 was in addition to the funding (approx. £200K) that British Orienteering had already secured for the three-year MapRun project.

The Chief Executive informed the meeting that Sport England had indicated that they would consider a funding bid for two specific areas; British Orienteering's systemic and our governing body roles.

Sport England would not provide specific funding for the Talent Programme, although Sport England recognised that it was a role of a governing body to prepare and send teams to international competitions. The Chief Executive informed the meeting that at this stage there was no indication that the funding was targeted at the Talented athlete age group.

### **3. Governance**

#### **3.1 AGM 2022**

Following a discussion, it was agreed to enable hybrid AGMs to encourage greater engagement.

It was agreed to hold the AGM in June 2022 alongside the British Sprint Championships, providing that an appropriate venue with the required facilities could be found.

### **4. Monitoring Reports**

#### **4.1 Matters of Significance:**

##### **4.1.1 IT Security Breach update**

The CEO updated the Board on the IT security breach in August.

He informed the meeting that the ICO have closed the case and concluded that *“regulatory action is not required”*

All staff have now had Multi-Factor Authentication enabled on their accounts and permissions to access folders have been reviewed.

The staff are undergoing further training including recognising phishing emails.

He informed the Board that he was aware of one payment had been made to an incorrect recipient by British Orienteering.

#### **4.2 Operational Plan & Performance Indicators**

The CEO informed the Board that the current membership figures were 8,802 (as of 21 September 2021). The budget forecast had been for 7,000.

Participation currently recorded was 41,444 as of 21 September 2021. The end of year target that had been used is the budget was 40,000.

#### **4.3 Future Performance Figures**

There was a discussion regarding what performance information the Board would like to review at Board meetings. It was agreed that these should reflect the key targets in the Operational Plan once it was agreed.

Pauline Tryner asked if the provision of monitoring figures to individual clubs could be reintroduced. Peter Brooke informed the meeting that this is planned to be circulated at the end of the year subject to staff resources.

The Chair suggested that the MapRun Project figures should be reported in addition to those of the Operational Plan as the targets in the funding agreement were potentially challenging.

### **5. Standing Items**

#### **Steering Group and Committee Matters**

##### **5.1 E&CC:**

##### **5.1.1 British Open Relay Competition 2022**

The CEO informed the Board that Forth Valley Orienteering Club had offered to hold a Club Relay Championships in the autumn of 2021. The event would be a Men’s and Women’s Open Relay event due to be held in November.

The E&CC were happy to support the event given the challenges faced in 2021 due to the pandemic and would review the success of this competition afterwards.

### **5.1.2 JK22**

David Rosen requested an update on the JK22. The Chief Executive informed the Board that the event was being held in South Wales. There were still some challenges on permissions but the event currently was on target to be delivered.

## **5.2 Talent & Performance Steering Group**

### **5.2.1 Attendance at international competitions in Talent & Performance:**

The CEO updated the Board on the survey on attendance at international competitions carried out with other governing bodies in the UK. The results demonstrated that British Orienteering faced similar challenges and that the decision not to send Junior teams to international competitions was in line with many other British Governing Bodies.

### **5.2.2 Withdrawal from Junior World Championships**

Andy Robinson suggested that we should formally minute that we withdrew from the World Junior Championships in Turkey as the country was on the government's "red" list for travel and therefore we were unable to meet the requirements agreed at a previous Board meeting (12 March 2021).

Following a discussion, it was agreed that the Board would review the process for deciding whether to send GB teams to international competitions during the Covid-19 pandemic, ahead of the 2022 international season. The review should look at the decision-making process and communications to athletes and (for junior competitions) parents.

The Chief Executive was asked to inform the athletes that were due to attend the European Youth Orienteering Championships and Junior World Championships and their parents of the review.

## **6. Welfare & Safeguarding**

Peter Brooke updated the Board on two cases that are currently being reviewed by the Case Management Group.

1. A member/coach whose DBS check had returned evidence of a criminal offence. Following a further review, the Case Management Group recommended that the member/coach was able to continue to coach.
2. A member continues to be suspended whilst under review by the Case Management Group.

## **7. International Matters**

### **7.1 IOF Taskforce 3000**

The Chair informed the meeting that he had been invited to contribute to the IOF Taskforce 3000. The Taskforce's objective was to raise €300,000 for the IOF. He had accepted the invitation and would assist the IOF and update the Board on any developments.

### **7.2 President's Conference**

The Chair sought nominations from the Board to represent British Orienteering at the IOF President's Conference.

David Rosen and Scott Collier subject to work commitments were happy to attend.

## **8. Future meetings**

Following the review of Board members availability, it was agreed that future Board meetings should be a combination of evening and full-day meetings.

In respect of the full day meetings to assist with attendance at least one in four of the meetings will be at the weekend.

It was agreed that the next meeting would be on Thursday, 28 October from 19:00 with a focus on reviewing the Sport England Phase 2 submission.

The next full meeting would be in London on Thursday, 9 December.

## **9. Board Review 21**

Following a discussion, it was agreed to postpone this to the December 21 meeting.

## **10. Strategic Plan**

### **Strategic Refresh**

The Chair and Chief Executive gave a brief overview of progress.

It was agreed that any Sport England support should complement the plan and not drive the targets.

The Board agreed that the structure and membership of British Orienteering's committees and steering groups must be aligned with the outcomes in the final plan.

Following the conclusion of the Focus Group meetings, it was agreed that there would be a need for the Strategic Refresh Steering Group to review the feedback received and to incorporate this into developing specific outcomes. Once this had been completed an open forum should be considered to consult with clubs and a full communications and transition plan would be required.

Meeting Closed at 15:50