
Board of Directors

Minutes

Thursday 21 July 2022 @ 11:00

Hybrid meeting: The Priory Meeting rooms, Birmingham
and via Teams



Board attendees in person; Duncan Birtwistle; Pauline Tryner; Drew Vanbeck;

Board Attendees virtually: Ruth Beale; Darren Bernstein; Scott Collier; Peter Hart; David Rosen;
Andy Robinson; Laura Kaye Tomlinson.

Guests: Peter Brooke;

Apologies: Lauren Pagé

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 on a personal drive and would be deleted when the minutes were approved.

It was agreed for the meeting to be recorded.

1.1. Apologies:

Apologies were received from Lauren Pagé due to work commitments.

1.2. Declarations of interest

No further declarations were made.

1.3. Success at World Championships

The Board noted and congratulated all the athletes for their recent successes at the FootO, Mountain Bike Orienteering and Master's World Championships.

1.4. The Award of the IOF Gold Pin

The Board noted and congratulated, David Rosen, David May and Clive Allen on being awarded the IOF Gold Pin for their contribution to the IOF at the recent IOF General Assembly meeting.

1.5. Any other business

The following item was raised:

- 1.5.1. Request for the Board to receive some training on the use of the Board SharePoint site and Microsoft Teams. It was agreed to conduct this after the formal conclusion of the meeting.

1.6. Minutes of Board meetings 12 May 2022

The minutes of the meetings of 12 May 2022 were adopted without any amendments.

The Chair informed the Board that the minutes would be circulated after the meeting in a timely manner.

1.7. Actions from the last meeting

1.7.1. Strategy for hosting Major Events & IOF Representation

No further action.

1.7.2. Diversity Action Plan

The Chief Executive informed the meeting that Sport England had problems engaging contractors to support governing bodies therefore the deadline has been shifted by Sport England. However, independently we intend to start work on this during the summer.

1.7.3. Refund Policy

The Chief Executive informed the meeting that a draft was circulated to a number of clubs and two entry and results providers for consultation. Following some small amendments, it will be promoted to clubs in the next CEO newsletter.

1.7.4. Survey post European Youth Orienteering Championships

Still to be actioned

1.7.5. Equity in time/distances between men's and women's courses

On agenda.

1.7.6. Membership Review

Timetabled to be completed in summer/autumn 2022

1.7.7. Steering Group review

To be actioned during the summer

1.7.8. Making the most of WOC24

The Chief Executive informed the meeting that SOA has received funding from Sport Scotland for the initial scoping phase of this project. An advert has gone out for recruitment.

1.7.9. Strategic Plan

It was agreed to have a small working group to develop the detail on the targets and the CEO was requested to update the document for further discussion.

1.7.10. Marketing Plan

The CEO informed the meeting that a tender document had been circulated and responses would be considered in the next month. He thanked Darren Bernstein for his assistance in the development of the tender document.

2. International Issues

2.1. IOF General Assembly

Scott Collier gave a verbal report from the IOF General Assembly. He informed the Board that he raised over the process for the suspension of Russia and Belarus, while supporting the outcome, and that the IOF had agreed to review this ahead of the next General Assembly meeting. He informed the Board that the General Assembly had approved a new Membership Fee criteria which would result in British Orienteering paying a reduced annual subscription.

2.2. IOF Trans Policy

David Rosen informed the meeting that the IOF were reviewing the IOF Trans Policy with a deadline to present a recommendation to the IOF General Council in November 2022 to be implemented in 2023.

The Board discussed the approach of reviewing and developing British Orienteering's Trans Policy. It was agreed that a small working group should be formed to review it to enable a timely response to any IOF consultation. Laura Kaye Tomlinson, Pauline Tryner and David Rosen supported by a member of staff volunteered for the group with a draft reference of "*preparing to consider revised IOF guidelines through the consideration of available evidence and other consultation and input*"

2.3. IOF Gender equality in FootO winning times

The IOF General Council approved the proposed changes to the FootO Long distance target times with a staggered implementation for the increased distances for the women's events.

The target times for the Masters distances is still under consideration by the IOF.

The Interim Chair of the E&CC had been informed of the IOF's decision and asked to formulate a response.

2.4. IOF Diversity & Inclusion Committee

Scott Collier informed the meeting that the IOF were setting up a Diversity and Inclusion working group and are keen to have a British representative on the group. It was agreed that the Chief Executive would promote this to see if any members were interested in becoming members.

3. Governance

3.1. AGM Review

Following a discussion, it was agreed that where possible offering a virtual option for holding the AGM is the preferred option as it enables greater participation. There was a further discussion regarding linking it with the JK and it was agreed that this was not the most appropriate event to link the AGM with.

It was also recognised that presenting the Annual Volunteer Awards at the main JK prizegiving had worked well and should be the preferred option in future.

3.2. AGM Minutes

The draft minutes were approved, and it was agreed to publish these as draft minutes on the website.

3.3. Re-appointment of Independent Directors

The Chair left the room and the Vice-Chair, Scott Collier led the meeting

There was a discussion regarding the re-appointment of the Chair and Lauren Pagé. Scott Collier highlighted the process in the Board Operating Procedures. The Board agreed that the appointments panel should be chaired by Scott Collier and consist of Pauline Tryner, Darren Bernstein and the chair of a Constituent Association (to be identified according to . Scott Collier requested all Directors provide him with any comments that they wish the appointments panel to take into account.

The Chair returned to the room

3.4. Review of Board Operating Procedures

Laura Kaye Tomlinson suggested that the Board Operating Procedures should be reviewed to include the recruitment and appointment of the Senior Independent Director

3.5. Membership Terms & Conditions

Peter Brooke referred to the circulated Terms & Conditions. He thanked Lauren Pagé for her assistance in the development of the document.

He highlighted that Lauren Pagé suggested that the clause on the requirement of members to abide by the UKAD Anti-Doping Rules throughout their membership and for 12 months from the cancellation or expiry/non-renewal of their membership was not required. Peter Brooke informed the meeting that this inclusion was at the request of UKAD and a requirement for us to be compliant.

The Board noted the above comments from UKAD and approved the Membership Terms & Conditions. The Board further agreed that unless there were any substantial changes further amendments would not be required to be approved by the Board.

Scott Collier offered to lead a review the Privacy Policy to ensure that it aligns with the Membership Terms & Conditions.

3.6. Passing of a member of the Royal family

The Chief Executive referred to the previously circulated paper. The Board noted that the Policy was flexible to reflect the mood of the nation at the time, but that it was advisable to have prepared an overall policy in advance.

Following some minor editing, the Policy was approved with flexibility for further changes to the Policy at the time by the Vice Chair and Chief Executive providing the content is directionally the same. It was further agreed that the Policy would not be made public.

4. Adult Safeguarding Policy

Peter Brooke referred to the circulated paper. He informed the Board that there were changes to an earlier paper to recognise devolved powers.

The Board approved the Policy.

The Chair thanked Lauren Pagé and Bird & Bird for their help in preparing the Adults Safeguarding Policy and British Orienteering's Safeguarding Policy..

5. Finance

5.1. Management Accounts

The Treasurer apologised for the late delivery of the management accounts. He highlighted that the income for membership and levy was lower than forecasted and that the income for major events is higher than expected. However, he explained that the host Association for the JK had not received their payment for hosting the event yet.

In terms of the expenditure on the Performance Programme, this was higher than forecasted. This was because British Orienteering underwrites the costs and then reclaims costs from the athletes after the competition. Therefore, the figures are a little misleading since the invoices to the athletes have not yet been issued.

Except for the above, there were no areas of concern.

5.2. Bank Mandate

The Chair referred to the circulated Bank Mandate. He informed the Board that there were no changes to the sign off amounts or signatories.

This was approved by the Board.

6. Safeguarding

6.1. Anne Whyte Report on abuse in gymnastics

Peter Brooke referred to the paper previously submitted to the Board which summarized the final report by Anne Whyte on the abuse in gymnastics and highlighted certain areas and our current position.

There was a discussion in respect about whether the Board has full assurance in respect of how well safeguarding is successfully cascaded and embedded in clubs and the wider activities of the sport.

It was agreed that the Board needed to fully understand the effectiveness of the implementation of the safeguarding policy and the level of risks carried in some aspects of the sport.

Action: The Board requested Peter Brooke to prepare a paper for consideration at the next meeting including an outline of any additional resources that may be required.

David Rosen left the meeting

Ruth Beale joined the meeting

6.2. Suspension of a member

The Board received a paper from the Case Management Group with recommendations regarding the suspension of a member.

The Board supported and approved the proposal made by the Case Management Group.

Action: Peter Brooke to inform the member.

6.3. First Aid Providers to orienteering events

Peter Brooke gave a verbal report on an incident where a First Aid provider used personnel who were on the sex offenders' register and banned from working with children to provide first aid cover at an orienteering event. The individuals were due to attend court on the 14 July as a result of breaching the ban, but we have been unable to find out any information regarding the outcome.

He informed the Board that there was no evidence of any harm to young people at this event and that he had informed all clubs of the name of the First Aid Companies that they were known to be trading under (see notes after meeting closed) and asked if any of the clubs had used this company in the last two years. No further clubs had informed him that they had engaged the identified First Aid Provider.

(Post Board note: The court case has been adjourned until 17 October 2022).

7. Strategic Plan

The CEO gave a verbal update on the progress of the implementation of the strategic plan.

He informed the Board that he had started the re-structure of the staff and had internally recruited two members of staff for the roles of Change Manager and Club Support Officer. Further discussions were ongoing with the remainder of the staff about their positions and roles.

8. Monitoring Reports

8.1. Matters of Significance:

The Chief Executive informed the meeting of an incident at JWOC where British athletes had set up an Instagram account which had been used to post some inappropriate content. The intent is to deal with this matter in a measured, thoughtful manner.

He informed the Board that the Performance Pathway Programme were investigating further social media training for the athletes on the programme.

8.2. Operational Plan & Performance Indicators:

The Chief Executive reported that the current membership total was 8,459.

The breakdown of the membership was 6,839 seniors and 1,620 juniors.

Members between the ages of 16-40 were 1,776 (20%)

Participation was currently reported at 62,915 with 13% of this figure being non-members.

Current predictions are that it is likely that we will struggle to reach our budget target of 9,500 members by the end of the year and the forecast for participation is 125,000 against a target of 140,000.

9. Standing Items

9.1. Steering Group and Committee Matters

9.2. Sub-committee/groups/associations reports

9.2.1. Rules Group

The Chief Executive informed the meeting that the Rules Review group were due to hold their first meeting to review the competition rules and format.

9.2.2. Talent & Performance:

9.2.2.1. Update on Performance Development Manager

The Chief Executive informed the Board that Tom Bray had started with British Orienteering on the 24 July and had spent the first month travelling with the teams.

Duncan Birtwistle asked if the Performance Manager could present a report at a meeting later in the year and give an update on his findings and future thoughts. This was agreed.

9.2.3. TrailO

Scott Collier informed the Board that the TrailO Steering Group were requesting assistance in the recruitment of an independent Chair of selectors for TrailO. The Chief Executive agreed to support an open advert and recruitment process for this role.

The TrailO Steering Group had also proposed that British Orienteering purchase an trophy for a TrailO competition in recognition of the contribution to the sport made by Anne Braggins.

The Chief Executive agreed to liaise with the Chair of the TrailO Steering Group over both matters.

10. Closing business

10.1. Any Other Business

To respond to any significant, pertinent business raised by Board members

No matters were raised

11. Future meetings

There was a discussion over the meeting of 24 September and it was agreed to hold this virtually.

Key Dates	Key Dates	Day/Evening/Type
Saturday, September 24, 2022	Board Meeting	Virtual
Thursday, December 8, 2022	Board Meeting	London - Hybrid

The meeting closed at 14:34

After the meeting the Board undertook some training on the use of the Board SharePoint site.

Further Notes

The First Aid Companies that Wayne Pearson was trading under are:

- Coast Ambulance
- Coast Medical
- Ambulance and Medical
- Coast Ambulance and Medical 2
- Ambulance and Medical
- Coast Ambulance Medical
- First Case Ambulance Service