
Board of Directors

Minutes

Saturday, 24 September 2022 @ 08:30



Teams meeting

Board Attendees: Ruth Beale; Darren Bernstein; Duncan Birtwistle; Scott Collier; Peter Hart; Lauren Pagé; Andy Robinson; David Rosen; Laura Kaye Tomlinson; Drew Vanbeck.

Guests: Peter Brooke; Kay Hawke; Terry Smith.

Apologies: Pauline Tryner;

Minute taker: Peter Hart

1. Meeting Administration

1.1. Welcome and introduction

The Chair welcomed everyone to the meeting.

The Chair and the Board noted the passing of HM Queen Elizabeth II and thanked the Board for the preparation they had done at the last meeting regarding the communications to members and approving competitions.

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.

1.2. Apologies:

There were no apologies.

1.3. Declarations of interest

Darren Bernstein declared a new interest. He informed the Board that he had recently enrolled in a PhD and the project is likely to review the relationships and role of the national and regional associations.

1.4. Any other business

No further business was raised.

2. Operations - MapRun/Find Your Way Project

The Chairman welcomed Kay Hawke, Find Your Way Project Officer, to the meeting.

Kay gave an overview of the project including the change in focus from school delivery to a community delivery model, current achievements and challenges. Kay highlighted some of the wider partnerships that had been created by the project and the associated clubs. As part of her presentation, she covered the current delivery outcomes against the contracted Sport England targets.

Kay went on to inform the Board of the plans for the second year of the project and how she intends to share the wider learnings to member clubs.

There were a number of questions about detailed specifics of the project from Board members.

The Board requested a better understanding of how the targets set within the contract with Sport England aligned with those agreed at a previous Board meeting. The Chief Executive informed the meeting that he was not aware of why this was and would look into it.

David Rosen questioned whether the project was delivering good value for money and whether it should continue. The majority view of the Board was that the project should proceed. The Board acknowledged the efforts of the staff and volunteers delivering the project.

David Rosen suggested that the project should consider changing the technology platform that the project was based on. Following a discussion, it was agreed that the MapRun remained the most appropriate technology to use for this project and that this was a decision that should be made at the operational level.

Kay highlighted that the project is influencing the way that the participating clubs operate and that they could see the benefits of engaging with wider partners as well as reviewing the way they market and recruit.

The Chair thanked Kay for her presentation and for the work that she had delivered in the last 12 months.

Kay Hawke left the meeting.

Scott Collier suggested that hearing from the staff directly of their work was useful in understanding the work and challenges that staff were facing. It was agreed that where appropriate that there would be future such presentations to the Board.

Terry Smith entered the meeting

3. Competition Rule Review Group

The Chair welcomed Terry Smith, the Interim Chair of the Competitions and Events Committee(E&CC) to the Board meeting.

Terry presented an overview of the work of the Review Group and had previously submitted a paper which included a number of recommendations.

The first recommendation was to appoint a Rules Group with the authority to manage British Orienteering rules including ensuring that they are aligned with the Strategic Plan. Terry went on to explain how the rules Group could deliver this.

The second recommendation was to extend the remit of the Event Officials Group and to ensure that it is adequately resourced. The main role of this group would be to:

- Improve the communication of rule changes
- Develop feedback mechanisms.
- Develop a system to review the performance of officials including the reporting of near misses, incidents and accidents
- To improve the sharing of experiences of organising major events and
- Provide centralised training and development and resources for all event officials.

Following a discussion, the board supported the two key recommendations and requested that Terry Smith work with the CEO to implement them.

The Chair thanked Terry Smith and the group for their input and also thanked Ernie Williams for his contribution towards Chairing the Event Officials Group.

Terry Smith left the meeting.

4. Minutes of Board meetings 21 July 2022 and Action Points

4.1. Minutes of the Board meeting on 21 July

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

4.2. Actions from the last meeting

4.2.1. Strategy for hosting Major Events & IOF Representation

No further action.

4.2.2. Diversity Action Plan

The Chief Executive informed the meeting that Sport England were behind in their timetable to appoint consultants to support this piece of work and therefore the deadline had slipped to after Spring 2023. However, independently we intend to start work on this during the autumn.

4.2.3. Survey post European Youth Orienteering Championships

The Chief Executive informed the meeting that a short survey had been sent to a number of European nations to understand their decision-making process about whether to compete in the European Youth Orienteering Championships and the Junior World Championships in 2021 and will feedback results at the next meeting.

4.2.4. Membership Review

Timetabled to be completed in autumn 2022

4.2.5. Trans Policy

On the agenda.

4.2.6. Steering Group review

To be actioned during the autumn

4.2.7. Making the most of WOC 2024

The Chief Executive informed the meeting that Scottish Orienteering Association had readvertised the WOC 2020 Project Lead role and early responses look promising.

Interviews were due to be held in October and that British Orienteering would be represented.

4.2.8. Marketing Plan

The CEO informed the meeting that Chris Lines from Rightlines had been engaged to work with Steve Cram to publicise his involvement with the sport and to provide an exclusive set of images that showed the sport being delivered to young people and the wider community. It was likely that photographs will be taken in the Southeast of England associated with the MapRun project.

4.2.9. Membership Terms and Conditions.

The Chief Executive informed the meeting that this had been sent to clubs. There had been one small amendment from the document that was agreed by the Board at their last meeting. The change was around the ability of the member to seek redress through the courts in the jurisdiction within which they reside providing this is within the United Kingdom.

4.2.10. Performance Pathway report.

The Chief Executive informed the meeting that this has been delayed until December's meeting to allow time for the Performance and Talent Steering Group to review the proposed programme.

5. Governance.

5.1. Annual General Meeting (AGM) 2023.

The Chief Executive referred to the previously submitted paper about potential dates for the AGM in 2023.

Following a conversation, it was agreed to approach the London clubs about holding the AGM in September 2023 alongside the London City Races. This would again be a hybrid meeting.

It was agreed that the Annual Report and draft accounts will be published once agreed by the Board.

5.2. Board meeting dates 2023.

The Chief Executive referred to the paper which proposed the Board meeting dates for 2023.

Following a discussion, it was agreed that further consultation with the Board members was required including reviewing the venues and dates. The Chief Executive was requested to send out a survey to the Board members to enable the best attendance.

5.3. Appointment of the Chair and Independent Director.

The Chair and Lauren Pagé left the meeting.

Scott Collier took over the Chair of the meeting.

Scott Collier referred to the Report from the Appointments Panel regarding the reappointment of Drew Vanbeck as Chair and Lauren Pagé as one of the three Independent Directors.

Following a discussion of the report and recommendations the Board agreed to the reappointment of Drew Vanbeck and Lauren Pagé as an Independent Director for a further term of office.

Scott highlighted the valuable contribution from the Chair of the constituent Association on the Appointments Panel, Peter Woods (EAOA).

The Chair and Lauren Pagé were invited back into the meeting.

Scott welcomed both Drew and Lauren back to the meeting and thanked them for their commitment and contribution to the sport and informed them of their appointment.

Scott then handed the Chair back to Drew.

5.4. Board Operating Procedures.

The Chief Executive referred to the draft Board Operating Procedures. He highlighted the key change which was to include the appointment process for the Senior Independent Director.

He also highlighted one further small change in the appointment of the Vice Chair and Treasurer and had deleted the requirement for a member of an Association as part of the Appointments Panel as these positions were nominated and approved within the Board.

The Board approved the new Operating Procedures.

5.5. IOF Trans Policy

David Rosen informed the meeting of the IOF meeting where they were discussing the IOF Trans Policy. He highlighted that the IOF, following the recommendation of the International Olympic Committee (IOC), would consult with all members before developing their Policy. He went on to inform the meeting that the IOF were preparing a questionnaire to all member federations with a request to promote this with their membership. It was likely that the new IOF Trans Policy would not be approved by the IOF General Council until early in the New Year for implementation in the 2023 season.

Laura Kaye Tomlinson, who was also in attendance at the IOF meeting, reflected on the discussions. She felt that the discussions at the meeting were interesting especially given the different cultural challenges for each member nation.

The British Orienteering Working Group had prepared a set of questions which would be sent to all British Orienteering members independently of the IOF questionnaire. Laura Kaye went on to say that one of the biggest challenges would be to obtain feedback from those under the age of 18 due to GDPR/safeguarding restrictions.

5.6. Trust Registration Service (TRS)

The Chief Executive informed the Board that HMRC had recently introduced some new legislation. which may impact a number of our clubs. The new legislation may require some, if not all, clubs to register with the TRS. However, at the moment, the guidance is not clear if it will impact on voluntary sports clubs or how it will impact on those clubs that are registered as Community Amateur Sports (CASC) or Scottish Community Interest Clubs (SCIOs). Further guidance has been requested from the Sport and Recreation Alliance, Sport England and the Office of the Scottish Charity Regulator (OSCR) as it impacts all sporting clubs around the UK.

The Board noted the the situation and asked to be notified of any significant changes.

6. Financial matters.

6.1. Management accounts.

The Treasurer referred to the circulated management accounts.

He highlighted that our income on membership and levy is below forecast and the major event competitions are higher than forecast although this is expected to be lower when it is next reported as there was a repayment due to the Welsh Orienteering Association for their contribution to the JK in line with the partnership agreement.

On the expenditure side, staffing costs were higher, although these will be offset by delayed appointments. The Performance Pathway Programme will be higher than forecasted at the end of the year but there will be further adjustments as the athlete's contribution to international events is not fully showing.

The revised forecast deficit for the end of year is £62K, which although high is less than the budgeted £76K.

7. Strategic Plan

7.1. Strategic Plan update

The Chief Executive referred to the previously circulated paper which highlighted the areas of work that were currently being delivered by the staff that were aligned to the strategic plan.

The paper was noted by the Board.

7.2. Membership Review.

The Vice-Chair, Scott Collier referred to the circulated paper on the Membership Review.

He informed the Board that the objective of the Review would be to have a membership structure that supported the delivery of the objectives of the Strategic Plan.

Having previously agreed that the AGM in 2023 will be in September it was accepted that this gave us a better opportunity to carry out a full consultation with the members before voting at the AGM.

It was suggested that we needed to create a Working Group with a Chair who was independent of the Board. The Working Group should consider the structure within other comparable governing bodies and the balance of income between membership charges and event levies.

The Board Approved the Terms of Reference for the Membership Working Group.

8. Welfare and Safeguarding

8.1. Incidents

Peter Brooke, Lead Safeguarding Officer informed the Board that there were no new incidents to report to the Board.

8.2. Board Training.

The Chair thanked everybody for attending the safeguarding training delivered by the CPSU earlier on in the week and hoped that all attendees found it useful in terms of understanding their responsibilities as Directors.

8.3. Anne Whyte Report on abuse in gymnastics

Peter Brooke referred to the paper previously submitted to the Board which outlined various workstreams that were required to support the Action Plan developed in response to the Anne White report on abuse in gymnastics.

Peter Brooke informed the Board that he would prepare a further paper for consideration by the Board to look at the resources required to implement the Action Plan.

The Board fully supported the Action Plan and recognised the risk to the sport if we did not ensure that safeguarding was embedded in all areas of operations.

9. Matters of significance.

The CEO informed the board that there no matters of significance.

10. Monitoring Reports

10.1. Operational Plan & Performance Indicators:

The Chief Executive reported that the current membership total was 8,613.

The breakdown of the membership was 6,949 seniors and 1,664 juniors.

Members between the ages of 16-40 were 1,830 (21.2%)

Participation was currently reported at 85,890 with 12.7% 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.

11. Standing Items

11.1. Sub-committee/groups/associations reports

11.1.1. Talent & Performance:

The Chief Executive informed the meeting that the Performance Director will make a presentation to the Board at the next meeting in December reflecting on this year's performance and on the planning for next year.

11.1.2. TrailO

Scott Collier asked if there has been any progression in finding a new Chair of the Selectors for TrailO. Chief Executive informed the Board that an advert had gone out but to date there had been no responses.

12. IOF Matters

12.1. IOF Mapping Committee.

The Chief Executive informed the Board that we had been approached by the IOF to nominate a member for the IOF Mapping Committee as they saw the benefits of having an English-speaking member.

An advert had been sent out and we were awaiting nominations.

12.2. IOF Diversity and Inclusion group.

The Chief Executive informed the meeting that Laura Kaye Tomlinson had joined the IOF Diversity and Inclusion Working Group.

The Board congratulated Laura Kaye.

13. Closing business

13.1. Any Other Business

No matters were raised

14. Future meetings

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

The meeting closed at 11:31