
Board of Directors

Minutes

Monday, 6 February 2023 @ 19:00

Via Teams



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

Guests: Peter Brooke;

Apologies: Lauren Pagé

Minute taker: Peter Hart

1. Meeting Administration

1.1. Welcome and introduction.

The Chair welcomed the Board members to the meeting.

The Chair informed the meeting that a recording of the meeting would be held on the Chief Executive's 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:

Lauren Pagé sent in her apologies.

1.3. Any other business

The following additional items were raised:

- i. EOC Recognition

1.4. Declarations of interest

Scott Collier declared an interest in the discussions on the English Orienteering Council (EOC).

No further declarations of interest were made.

2. Minutes of Board meetings 8 December 2022 and Action Points

2.1. Minutes of the Board meeting on 8 December 2022

The minutes of the meetings of 8 December 2022 were adopted without any amendments.

2.2. Actions from the last meeting

2.2.1. Strategy for hosting Major Events & IOF Representation

No further action.

2.2.2. Diversity Action Plan

The Chief Executive informed the Board that the period for submitting the Diversity Action Plan to Sport England had been extended for a further 12 months.

2.2.3. Membership Review

The Chief Executive informed the meeting that the first working group meeting was held in the previous week with wide club and members representation. A survey will shortly be going out to all members to understand their views on membership.

David. Rosen requested clarification if this group was looking at the autumn renewal challenge. The Chief Executive informed him that the Terms of Reference for the group were very similar to the one presented to the Board last year and included the autumn renewal issue but also covered a much wider remit.

2.2.4. Committee Structure

The Chief Executive informed the meeting that no further work had been carried out on this and that he had received some communication from E&CC requesting the Board to look at this as a matter of urgency.

It was agreed that this was a priority area of development and that the Chief Executive was requested to set up a series of meetings to agree on any new structure and give those involved in E&CC further direction and guidance.

2.2.5. Staffing

The Chief Executive informed the meeting that Natalie Weir had submitted her resignation so that she could take up an offer of a paid PhD. Kay Hawke had been promoted to her position after an internal interview process.

The role of the Find Your Way Project Officer was currently being advertised and the Communications Officer role was being interviewed on 7th February.

2.2.6. Membership Complaint

The Chief Executive informed the meeting that a response had been sent to the complainant rejecting their appeal for a full investigation of a historical complaint. No further communication had been received.

Ruth Beale joined the meeting.

3. Financial matters.

3.1. Management accounts.

The Treasurer referred to the previously circulated end-of-year unadjusted management accounts.

He highlighted that our income was just over £30K below the forecast, primarily, due to the reduced income in membership and levies as had been previously reported at Board meetings. He went on to inform the Board that the reduced income was offset by the higher-than-expected income from the major events programme, for which a very conservative budget had been set.

On the expenditure, in most areas, this was in line with the forecast. He highlighted that no activity had taken place against the budget allocated for a marketing plan, which reduced the expenditure by £40K. Expenses have been lower than forecast but this reflected the changes in ways of working following the pandemic. He highlighted that on the finance line, the fees for the audit are still not shown and therefore this will come very close to the budget forecast for this line.

Overall, the deficit for the year was £26K against a forecast deficit of £76K. He went on to inform the Board that following adjustments it is likely that the deficit will be around £40K at the end of the year against a forecast £76K deficit.

3.2. Payroll Budget Recommendations 2023

The Treasurer introduced this item as the payroll budget line represented a significant figure in the overall expenditure.

He reminded the meeting that as previously agreed, at the December Board meeting any increase would be back-dated to the 1st of January 2023.

The Chair, Treasurer and Chief Executive had reviewed a number of different published figures, including inflation, salary increases in the private and public sectors, other governing bodies' salaries, the forthcoming increase in the minimum wage and current living wage.

Following the discussion, the recommendations were:

1. British Orienteering should, as a minimum requirement, pay the real Living Wage (at the rate set by the Living Wage Foundation) to all employees.
2. The Board approved an overall 6% increase in the overall payroll budget for 2023. However, the Board needs to recognise that for some staff their salary increase would be greater than this to bring them up to the Living Wage.
3. The Chief Executive to investigate British Orienteering becoming an Living Wage Foundation employer.

Following a discussion, the Board approved the above recommendations.

3.3. CEO remuneration.

The Chief Executive and Operations Manager left the meeting.

Recording of the meeting was stopped.

The Chair presented a proposal to the Board regarding the Chief Executive's salary and working hours.

Following a short discussion, the Board agreed to the proposals.

The Chief Executive and Operations Manager re-joined the meeting, and the recording was restarted.

3.4. 2023-25 Budget

The Treasurer referred to the previously circulated paper on the budget for 2023 through to 2025.

He explained that the key assumptions made were that the membership would be 9,000 members and that there would be approximately 130,000 paid levy runs.

Following a discussion on the 2023 budget, the Board approved it as presented subject to some small changes in the allocation of expenditure against British Orienteering and Sports Council income.

In respect of 2024, there was recognition that there was a requirement for further development and a full discussion on membership and levy income. It was agreed that the budget submitted was a working document and that further discussion on the 2024-25 budget should take place at the next face-to-face meeting.

Ruth Beale requested that the budget could be presented to demonstrate the budget allocation for each theme of the strategic plan. The Chief Executive agreed to look into this.

3.5. Grant aid from Sport Northern Ireland 2023-2024.

The Chief Executive informed the Board that we had received an indicative offer of £55K for the period 2023-2024 from Sport Northern Ireland. The offer was an increase of 17K on the current figure. The staff were currently developing the submission around this figure.

The Chief Executive went on to inform the Board that during the summer we will be submitting a longer-term submission for support from the Northern Ireland Sports Council.

4. Governance/Operations

4.1. Strategic plan.

Following the meeting in December 2022, the Chief Executive informed the Board that the presentation for the outcomes of the strategic plan was being presented in line with the wishes of the Board.

The Chief Executive went through the presentation which showed the historical membership and participation figures as well as the current figures for membership and participation.

He went on further to explain the progress in each of the four themes.

4.2. Trans Policy update.

David Rosen updated the Board on the IOF discussions on their Transgender Policy. He highlighted that it is unlikely that the IOF will be in a position to publish its policy at the March 2023 IOF General Council meeting.

The Chief Executive presented the overview of the draft British Orienteering Trans Policy. He highlighted that ideally, we need to wait for the IOF to publish their Policy to ensure alignment.

Given the delay to the IOF policy, the need to develop detailed guidance to support a new British Orienteering policy, and the limited time remaining until the 2023 JK and British Championship events, the Board agreed not to make any changes to the Trans Policy at this time. The Board agreed to aim to issue a new policy in mid-2023 to take effect from January 2024.

It was agreed given the time since these discussions had started that a communication should be sent to all members to update them of the situation. A small working group was set up to agree on the wording which would be sent to the membership.

4.3. Access update.

The Chief Executive updated the Board on a meeting earlier in the day regarding the Forestry England contract.

He indicated that Forestry England was intending on implementing a new and more automated permissions system this year. The Chief Executive felt that this may have a detrimental impact on our clubs accessing Forestry England land.

Further discussions are ongoing with Forestry England.

5. International Matters

5.1. IOF Consultation on neutral teams.

The Chief Executive referred the Board to the IOF consultation on neutral teams at Senior World and Junior World Championships. The Chief Executive informed the Board that the British squad athletes had been sent the consultation documents and he was awaiting their response.

There was a lengthy discussion regarding the consultation and potential implications for our athletes and the World Championships in 2024.

It was agreed that the Chief Executive would draft a paper for circulation to a group from the Board for review before a formal response is sent to the IOF.

6. Welfare and Safeguarding

6.1. Vulnerable adults - Ann Craft Trust's safeguarding framework

Peter Brooke, Lead Safeguarding Officer informed the Board that he had spent considerable time completing the Adults Safeguarding Framework to ensure that we are compliant with the policy and also the Code of Sports Governance.

Once completed he would circulate it to the Board Safeguarding Champion for review.

6.2. Update on a case.

Peter Brooke updated the Board on recent developments on a case that had been previously discussed at a Board meeting.

He confirmed that there were no physical safeguarding allegations made involving orienteering.

7. Matters of significance.

The CEO informed the Board that there were no new matters of significance that were required to be raised with the Board.

8. Standing Items

8.1. Sub-committee/groups/associations reports

8.1.1. E&CC

The Chief Executive informed the Board that the Rules Committee were currently recruiting members and as previously mentioned the E&CC were seeking further direction and guidance from the Board in terms of the committee structure and appointment process.

8.1.2. Coaching Steering Group

The Chief Executive informed the Board that following an approach, Judith Holt had agreed to Chair the Coaching Steering Group.

The Board Approved her becoming Chair and thanked her for volunteering.

8.1.3. Performance Pathway.

The Chief Executive informed the Board of the agreement signed with Trimtex EU to be the exclusive clothing supplier for the GB Foot O Team. The agreement covered the supply of clothing to an agreed amount each year to the team and was budget-relieving.

8.1.4. Trail O.

The Board was informed that Neil Cameron had kindly agreed to Chair the selectors for TrailO.

The Board thanked Neil for volunteering and the position was approved by the Board.

9. Closing business

9.1. Any Other Business

9.1.1. English Orienteering Council

Scott Collier informed the Board that due to money laundering regulations imposed by EOC's bankers, EOC was seeking formal recognition of the relationship between the EOC and the British Orienteering.

He informed the Board that there was a planned EOC general meeting in the near future where this would be discussed and a proposal will be brought forward to the Board for consideration.

No further matters were raised.

10. Future meetings

The Chair informed the Board that at the request of the Chief Executive the Board meeting on 17th April could be moved to the following week and held on the 24th April.

This was approved by the Board.

Key Dates	Face-to-face / Teams (Teams meetings will be evenings)	Purpose
Monday, 6 February 2023	Teams (evening)	Standard Meeting
Monday, 24 April 2023	Birmingham/hybrid	Standard Meeting
Monday, 22 May 2023	Manchester/hybrid	Standard Meeting Agree on Draft proposals for AGM

		Agree and Approve Accounts
Monday, 7 August 2023	Teams (evening)	Agree on AGM Handbook
23 August	AGM Handbook to be sent to members	
Saturday, 16 September 2023	AGM	
Proposed - Monday 25 September	Teams	Standard Meeting
Proposed - Monday 11 December		Standard Meeting - London

The meeting closed at 21:03