

# Board of Trustees



Reg. Charity No. 1111776

## MINUTES (CONFIRMED)

Date of Meeting: 4 May 2013  
Time: 11:00 to 17:00  
Venue: IBIS London

### UKDS13.1 **Attendance**

#### UKDS13.1.1 **Present**

Philip Gerrard - PG (Chair)  
Stuart Harrison - SHa (Vice-Chair)  
Jonathan Reid - JR (Trustee)  
Gordon Hay - GH (Trustee)  
Kevin Whalley - KW (Trustee)  
Josef Baines - JB (Trustee)  
Vincent Dickson - VD (Trustee)  
Sharon Hirshman - SHi (Trustee)

#### UKDS13.1.2 **In attendance**

Lee Dolby - LD (Inclusive Sport Manager)

#### UKDS13.1.3 **Apologies**

Caroline Hurley - CH (Trustee)  
Bryan Whalley - BW (Trustee)  
Jemima Buoy - JB (Governance Volunteer)

### UKDS13.2 **Declaration of Trustees Interest**

UKDS13.2.1 GH – Employee of Deaf Direct, an organisation that provides finance work for UK Deaf Sport as part of Service Level Agreement between two organisations.

### UKDS13.3 **Minutes of last meeting**

UKDS13.3.1 The minutes of 9<sup>th</sup> & 10<sup>th</sup> February approved with one typo change. SHa proposed, and KW seconded.

### UKDS13.4 **Strategic Plan – A (PLAYING)**

UKDS13.4.1 LD presented part of his report, with further questions and clarifications from the Board with regard relationships with certain NGBs.

UKDS13.4.2 Due to further re-structuring in terms of staffing, a team of staff will have further resources to collaborate further with NDSOs in developing relationships with certain NGBs.

UKDS 13.4.3 Whole Sport Plan has been released by Sport England (April 2013), and current sports receiving support from UK Deaf Sport in terms of planning to achieve targets for the Inclusive Sport project. LD is starting to link up the

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Signed: ..... *P.P. Gerrard* .....

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existing plans with NGBs and the Whole Sport Plan. Further update will be provided at the next Board Meeting.

### UKDS13.5 Strategic Plan – B (PERFORMING)

**RECEIVED & NOTED** Sport Science Committee Operational & Financial Plan

UKDS13.5.1 JB summarised the Sport Science Committee Operational & Financial plan via PowerPoint presentation. Questions and clarifications were discussed.

UKDS13.5.2 The plan is aimed at the National level, and it is clear that we now have a target to ensure that athletes receive support to maximise the potential.

**ACTION** LD and JB will liaise further to see which areas within the Sport Science can be part of the existing projects (until September 2014). The Board also needs to create UK Deaf Sport's Operational Business Plan for annually from 2014 to 2017 to include parts from Sport Science plan as part of the strategic plan.

**ACTION** LD to liaise with JB to;

- Agree actions of the Talent Officer in connection with the Sport Science plan for inclusion in the Talent Officer work programme for the next 18-month which will be managed by the Director of Development.
- Create an "elevator pitch" – document outlining the vision in one page for approval at the next Board Meeting.
- Develop an engagement plan identifying key partners roles and responsibilities and who we need to engage with. An update will be provided by the Sport Science Committee at the next Board Meeting.

**RECEIVED & NOTED** Deaflympics 2013 Update Report

UKDS13.5.3 Some members of the Board expressed concerns about not receiving the proposal from Canoe (PR company) who will be delivering the PR for Deaflympics 2013.

UKDS13.5.4 The proposal/contract will be distributed among Board of Trustees for their viewing.

UKDS13.5.5 There was a discussion about the cost involved for the PR company. The Chair acknowledged that due to timescale, it is not always possible to arrange something short notice and needing the Board's contributions toward the proposal. The current arrangement is that S2013 Lead Person (GH) is to be able to make decision on behalf of Trustees.

### UKDS13.6 Strategic Plan C – (PEOPLE)

UKDS13.6.1 BID and Doncaster – no Service Level Agreements in place, but have meetings with them to develop programmes. We need to ensure that we have clear

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Signed: ..... P.P. Cerrera .....

message as to what to expect.

**ACTION** LD to follow up with BID and Doncaster.

UKDS13.7 **Strategic Plan D – (PLACES)**

UKDS13.7.1 Not yet achieved due to a number of consultations with deaf people done and our partners have not progressed as LD would have liked. LD had a meeting with a deaf media company to discuss about quotes and possibilities for IFI accredited leisure centres to improve accessibilities for deaf people, in order to increase their membership.

UKDS13.7.2 LD will liaise with JB and few others as to which to identify leisure centres with potential clients' base (no's of deaf people in an area).

**ACTION** LD and JB will identify partners and report back to the Board within LD's report.

UKDS13.8 **Strategic Plan E – (POLICY)**

UKDS13.8.1 There is a discussion about the delay with recruiting 2 posts. We received a number of applications with the 1<sup>st</sup> deadline, we felt that we have not advertised widely, and we have extended the deadline. This has resulted in a huge amount of requests for job pack from the public.

UKDS13.8.2 JB offers to assist with the shortlisting along with SHa and LD. JB will discuss the matter with LD outside the Board Meeting.

UKDS13.8.3 UK Deaf Sport has appointed Lee Dolby as its Director of Development as part of re-structure.

**ACTION** A press release is needed for the appointment of Lee Dolby.

UKDS13.8.4 A review of capacity building structure has been completed.

UKDS13.8.5 3 targets – 2 completed – 1 code of governance training, completed on 10<sup>th</sup> Feb. Certain trustees have received training outside the Board meeting. Further 4 trustees need to have this training. SHa will arrange time for 3, and LD for 1.

**ACTION** LD and SHa to complete internal training to remaining Trustees.

UKDS13.8.6 A proposal to appoint PG for Code of Governance lead person has been approved.

UKDS13.8.7 Finance structure has been written, and all recommendations from the report have been approved. KW, GH & LD will proceed with changes with RAD which will have significant changes in reporting.

UKDS13.8.8 MoU – there are concerns that BOA has not signed their part of MoU. There is an agreement that UKDS is to identify potential partners.

**ACTION** LD will look into identifying potential partners for long term planning/support.

UKDS13.8.9 The Trustee pack has been approved.

UKDS13.8.10 The Hub (where Trustees access secure electronic files), has not been completed, there are 2 outstanding tasks, one is to finalise instructions on how to use the Hub and remaining 3 Trustees has not registered fully yet.

**ACTION** Remaining Trustees need to be registered fully ASAP.

UKDS13.8.11 There was a brief discussion on Risk Registers – 3 risks highlighted from the UKDS' Operation Business Plan are to be presented at each Board Meeting. The only missing thing is to state who will be keeping their eye on each risk. It has been agreed that the whole risk register to be present at every Board Meetings and highlight 3 each time, this will enable Trustees to browse on remaining Risk Registers.

UKDS13.9 **Matters Arising (Action Plan Log)**

UKDS13.9.1 Action Plan Log has been passed on and there were some actions done.

UKDS13.10 **President leaving present & replacement**

UKDS13.10.1 There are discussions and considered present such as frame with and invite a famous athlete to present to the outgoing President at the next AGM.

UKDS13.11 **Suggestion Venue for AGM – 30<sup>th</sup> November**

UKDS13.11.1 KW suggested Friends House in London. The information will be passed to JBu to explore.

**ACTION** JBu to confirm the venue for the AGM on 30<sup>th</sup> November.



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UKDS13.12                    **AOB**

UKDS13.12.1                It has been noted that LD and SHa are contact persons to liaise with DSPY, to avoid any further confusion for other Trustees.

UKDS13.12.2                SHi explains about the changes in DBS (known as CRBs) procedure and it has been agreed to have a presentation by SHi on the DBS procedure to assist Trustees to refresh their understanding of the procedure.

The next meeting is to be at Birmingham on **13<sup>th</sup> July**.

Signed as an accurate record of proceedings by Philip Gerrard, Chair.

Signed: ..... *P. P. Gerrard* .....

Date: ..... *13/07/2014* .....

Signed: ..... *P. P. Gerrard* .....

