

# Board of Trustees

## MINUTES (CONFIRMED)

Date of Meeting: 5 October 2013  
Time: 11:00 to 17:00  
Venue: Sport Park, Loughborough

### UKDS13.29 **Attendance**

#### UKDS13.29.1 **Present**

Philip Gerrard - PG (Chair)  
Stuart Harrison - SHa (Vice-Chair)  
Jonathan Reid- JR (Trustee)  
Gordon Hay – GH (Trustee)  
Kevin Whalley – KW (Trustee)  
Sharon Hirshman - SHi(Trustee)  
Josef Baines - JBa (Trustee)  
Bryan Whalley – BW (Trustee)  
Jemima Buoy – JBu (Governance Volunteer)

#### UKDS13.29.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)  
Bill Baille – BB (Talent Development Officer)

#### UKDS13.29.3 **Apologies**

Vincent Dickson – VD (Secretary)

### UKDS13.30 **Declaration of Trustees Interest**

UKDS13.30.1 None received

### UKDS13.31 **Minutes of last meeting – 4<sup>th</sup> May 2013**

UKDS13.31.1 UKDS Staff should be under “In attendance” not under “Present”.

UKDS13.31.2 Minutes Approved. SHa proposed – KW seconded.

### UKDS13.32 **Minutes of last meeting – 13<sup>th</sup> July 2013**

UKDS13.32.1 Gordon Hay not listed under apologies. Typo error in line UKDS13.18.5, last word should read findings.

UKDS13.32.2 Minutes Approved. SHa proposed, JBa seconded.

UKDS13.32.3 Thanks to LD for booking the venue at Loughborough for today’s meeting.

### UKDS13.33 **Strategy Plan plus work staff programme update**

**RECEIVED & NOTED** Overall Business Plan Report

UKDS13.33.1 The actions in red are now slowly progressing onto amber and green mainly due to having 3 staff in place working for UKDS.

The progress report shows info on current progress along with individual comments on each section of the strategy.

UKDS13.33.2 JBa asks for clarification on what is happening with A1 area. LD says the report was written about 2/3 weeks ago but since then BB has been working hard in this area especially schools and youth sport contacts. BB has approached the Youth Sport Trust to establish statistics of how many children are there out there. They are now interested and wants to meet with us. We also have contacts with NDCS as well. Hopefully this will pave the way for A1 to become green shortly.

**ACTION** PG is hoping to meet with BW shortly regarding Youth Sport Group within UKDS and see where this will now go from here.

UKDS13.33.3 JBa queries on area A.4.2 since we have a relationship with Action on Hearing Loss (formerly the RNID). LD confirms there will be a meeting with them this week to pave the way forward with the new CEO (Paul Breckell) and see how they can help in this area of influencing.

PG explains that our stakeholders have been asking about our strategy and business plan. PG confirms that there will be a meeting with the SMT (Senior Management Team) on this.

UKDS13.33.4 JBa asks what is the policy to receive from other sports bodies such as their action plans. LD: There is no specific tasks from each body but each one has their own action plan as regards to working with UKDS. They are all committed to the action plan that they have created in conjunction with us so we are communicating with them.

**ACTION** LD to email a sample action plan to the board in the next few weeks.

UKDS13.33.5 JBa: What about those who aren't committed to the action plans? LD: Our staff are monitoring all action plans and make regular meetings with our partners and can action on those who aren't able to resolve. We aim to try to encourage them and to increase participation. Remember this isn't linked to asking for funding but to keep in touch and to work with them to achieve their action plans.

**ACTION** JBa and BB to meet to discuss performance plans in terms of linking with the sport science.

UKDS13.33.6 PG is delighted with the way things are going and is good to see things are going well in the progress report.

UKDS13.34 **Sofia 2013 Project Report**

**RECEIVED & NOTED** S2013 Report (September)

UKDS13.34.1 GH reports that S2013 Deaflympics went well with its up and downs. He will give a full presentation at the next board meeting.

- ACTION** GH will give a full presentation at the next Board meeting.
- That will give comparisons to 2005 and 2009 as well for various reasons, all in readiness for the Turkey 2017 Deaflympics in Ankara. Financially we will know in the next 2 weeks how we are in the finance area for S2013.
- ACTION** We will need to decide whether to have a Team GB reception at the AGM or a separate event. *[NB – see below for decision]*
- UKDS13.34.2 GH is hoping that there will be a public report on S2013. JR asks do we really need one. GH: For Melbourne there wasn't one and people asked which showed that there was a demand for it and at the 2009 Taipei Deaflympics, it was a success.
- LD explains that it could be possible to disseminate the info without a public report. We could use it as a wider resource i.e. to other bodies and not just deaf community and deaf athletics i.e. a blog or something.
- UKDS13.34.3 JBa confirmed that his sports science medical team had to cancel their recent meeting due to financial reasons - however he will be bringing everything electronically for GH in terms of report and information.
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- ACTION** Future lead of SSC will be discussed at SMT
- ACTION** Trustees to comment on S2013 report either by email GH or at the presentation during the board meeting.
- UKDS13.34.4 Doing a full presentation at a board meeting may be an issue - do we do a 2 day board meeting to allow for this? Is this possible financially?
- PG: Are we comfortable allocating resources i.e. the SMT to support GH's S2013 work including recommendations and budgeting for A2017.
- ACTION** All agreed unanimously to have the SMT resources allocated to support S2013 and GH. It is also recommended that the presentation is to take place at the next board meeting (S2013 report no 6 & 7) - details will be confirmed shortly.
- UKDS13.34.5 LD: What about the AGM will we do a report on Deaflympics? PG agrees that people will expect to have something to do with Deaflympics but it is not within the annual report year of 2012-2013. Remember that our original plan was to launch the strategy plan at the AGM. So that is more important than the Deaflympics.
- JBa suggests that consultation could be made with the public in engaging with them regarding S2013 and then in AGM 2014 could have a proper full presentation. A discussion followed on whether to include something on S2013 at the AGM or not.
- ACTION** To ask Fiona Brookes to present S2013 at AGM? We could use GH's report no 1-5 on S2013 report plus profit and loss report.



**ACTION** Team GB reception has been agreed for July 2014 as a 1 year anniversary and to inform athletes the same.

UKDS13.35 **Trustee Skills Review**

**RECEIVED & NOTED**

1. Board member skills matrix
2. Skills we would want
3. Induction Evaluation Form
4. Recruitment Checklist
5. Trustee Application form
6. Exit form for outgoing Trustees

UKDS13.35.1 PG explains the importance of skills review and recruitment of trustees. SHi is pleased to see matrix skills review and hopes that it will work for the next few years. JBa asks what if no-one answers our advertisement for new trustees. PG: This is a new idea and this recruitment pack is now starting so we will have to see how that goes. SHi: What about external persons i.e. EFDS, UK Sport, etc. PG: This will be done at a later stage. BB We can approach specific people with specific skills etc. i.e. from UK Sport and also deaf sportspeople themselves.

UKDS13.35.2 LD: Regarding the skills that we want for our trustees - could this be converted into a job description so that we can recruit the right people with the right skills - all agreed.

SHa: As part of interviewing potential trustees we could bring in the business plan to review and to match the new person's skills within that business plan. SHi: Don't forget the gender issue as I am leaving the Board and that leaves no female on the board.

UKDS13.35.3 PG: On the issue of deaf/hearing trustees - do we go for deaf-led Board or recruit hearing potential trustees if they have the right skills? A discussion followed with pros and cons of having a mixed deaf/hearing Board.

PG: We are comfortable with the skills we are looking for, and also we need to safeguard the deaf/hearing balance at board level.

**ACTION** Propose that we release the specified trustee job description with the AGM papers when we send them out ASAP.

UKDS13.35.4 Recruitment of new trustees will take over the next year but we do not want to get this rushed just for this AGM. Expectation of 1 or 2 new trustees according to recruitment procedures by this AGM if at all possible.

UKDS13.36 **Media Coverage Report Sofia 2013**

**RECEIVED & NOTED** Deaflympics Media Report  
Full Press book (emailed to all trustees)

UKDS13.36.1 JR proposes the press book be a hard copy at UKDS as it is too big to be emailed out. Media statistics were more than expected so it was a very good run of getting media involved with S2013.

**ACTION** Copies of the press book will be at the AGM.

UKDS13.36.2 JR will have a debrief with Canoe. SHa asks if the statistics are a fact? JR confirms these are the official statistics from Canoe.

UKDS13.37 **Update on Grant Situation**

**RECEIVED & NOTED** Grant Situation Report

UKDS13.37.1 LD presented a paper on Sport England Grant application.

This will amount to the release of around £50,000 that will improve the cash flow, but has not had a positive response for UKDS if we keep missing deadlines. It was highlighted that we are the most progressed National Disability sport organisation.

Focus should now be around Inclusive sport. Sport England was incredibly encouraged around the Mass Participation project that will be covered in Item 7. LD has also made a request to Big Assist for £7,000 for support with governance.

LD is now confident we are back on track and can meet the deadlines.

UKDS13.37.2 SHa thanked Lee and the team for all their efforts. PG reinforced this and hoped the board are more settled with this.

UKDS13.38 **Influencing and Lobbying Discussion**

**RECEIVED & NOTED** Excel table of topics for influencing strategy

UKDS13.38.1 PG updated on the framework and operation of the SMT consisting of LD, PG and SHa.

Management structure is SHa who manages LD who in turn manages BB and Clive Breedon.

Next SMT meeting will be 24<sup>th</sup> Oct in Worcester; others may be involved in SMT meetings dependant on the meeting topics.

UKDS13.38.2 Discussion on choosing the top three topics for influencing strategy.

PG pointed out the 3 priority areas are in green and 1 orange, others are quick wins or already happening.

LD added clarification that this is a long term plan, and explained what information is in each column, and stressed the importance of this campaign.

- UKDS13.38.3 JR asked why not lobby for all of them? LD & BB explained why we may lead on some and are supportive on others and gave an example around accessibility issues that may be led by other groups.
- UKDS13.38.4 JBa raised a question around number 10 does this meet our Mission and Vision? As well as having a vision for sports excellence, health is an important issue to support this. LD: Firstly is the health message deaf friendly? So there is a need to address this to not cut a massive part of the deaf population. Secondly financially Health has a massive budget and we need to look at galvanising the work we do in lobbying the health issue. Thirdly Clive Breedon has a skill set in influencing and securing funding via health.
- UKDS13.38.5 PG highlighted the need to focus on the Strategic plan and asking the right questions and being clear. PG asked if we have the capacity to do this.
- LD explained that we have to agree what we can lobby for, as a member of the Sports and Recreation Alliance they will help us write a lobbying document. SMT will write up the plan, once agreed, on how we will do this.
- UKDS13.38.6 SHi asked if we are working with Sainsbury's. LD explained that Sainsbury's are linked with the school games and we are collating data from this in partnership with YST.
- UKDS13.38.7 JBa: Should 11 and 12 be linked together? It would make sense to cover things like communication costs. SHa explained that Sport England had announced a further £8m extra funding for disability sport, £7m for development and £1m for equipment, this is where we can access support for communications costs. However, no. 12 is already underway and happening.
- UKDS13.38.8 JBa asked for clarification on no. 6. LD: We only need to build the networks with the 4 partners no need for massive lobbying campaign. SHa: This is a relationship building campaign.
- UKDS13.38.9 JR asked if No 5 was really an issue. SHa & GH gave examples of why this was an issue. PG: The actual numbers missing out are quite high nationally and Internationally.

**ACTION** Board agreed to adopt top three (nos. 2, 5 and 10) as areas of lobbying. The next step is to raise at SMT meeting and to bring back to next board meeting how to go about lobbying these three areas followed by a written paper for the April board meeting.

**PROPOSAL** February 2014 Board meeting to show how we can meet the capacity and will have an influence on the new work programmes, and networks we can influence.

## UKDS13.39 Company Finance Update & Discussion around options for shortfall

UKDS13.39.1 PG: There are no management accounts that can be presented due to Deaflympics income/expenditure, Grant situation; it would not have made



sense. We do know that there will be a deficit and the minutes need to reflect that, what we do not know is the size of the deficit.

PG spoke to RAD, last management accounts were from May, and we need to know where we are at the moment. RAD stated the accounts are nearly ready. The annual accounts are to be sent to the auditors in 3 weeks' time.

Some discussions have took place around what may need to should there be a shortfall, and looking at cost cutting methods.

LD: RAD are working hard to balance the books while there was also a Deaflympics going on and this put a lot of strain on the system. RAD have been fantastic and supportive at getting this back on track.

**ACTION** Management accounts will be released shortly and the annual accounts will be approved electronically by the board after sign off by KW.

**ACTION** This will then be circulated to Board members when ready immediately and for the board to approve electronically in readiness for the AGM.

UKDS13.39.2 JBa asked if there was any funding to help with this. LD explained how we can build the funding pot, using small grants, to build an unrestricted funding pot, and explained what funding protocols that are being looked at to manage the funds better.

PG: It is not the best situation but it is what it is. PG Gave some suggestions around cost cutting to help with the shortfall, cutting cost of board meetings, Fund raising, and cost cutting and asked for other suggestions.

GH: Could membership be a solution? LD stated membership is not a solution. We should be giving this away, and ultimately what are we giving them? What are the commitments from the board members around doing something to generate funds?

SHa: We have to do something tangible and if possible keep it local as that in my experience works well.

There were a lot of discussions around potential plans to raise funds.

SHi gave examples of what she has done for the women's football.

**ACTION** SHi to share an example of her letters that she sent to universities for her womens football fundraising to LD and board.

SHa: It would be good to know what the shortfall is to know what we need to raise.

UKDS13.40 **Development Item – Mass Participation Product**

**RECEIVED & NOTED**

1. Mass Participation Briefing Note
2. Mass Participation Presentation

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Signed:  .....

- UKDS13.40.1 LD gave a presentation on a Mass Participation Product.
- UKDS13.40.2 JBa Asked if the dates will go to the board. LD: Yes, all dates will be made available as well as the ambassador's involvement we would like the board members to get involved.
- ACTION** JR there may be a branding issue with a deaf theatre group. LD will look into this.
- UKDS13.40.3 SHi had some concerns about the aspects of Community involvement and some area missing out. LD explained the mapping and how it will work and that we have to understand that we may miss some groups.
- UKDS13.40.4 JBa asked if it was linked to local Authority Sports Development units. LD: Yes it is.
- UKDS13.40.5 SHa: Are they sports festivals or one sport events, because the deaf community know what that is and understand that it works.
- PG delighted with the project.

**ACTION** All to email LD/BB their local contacts for this project i.e. where the local deaf sports groups or deaf communities are.

UKDS13.41 **Conversion to Charitable Company**

**RECEIVED & NOTED** Charitable Company cover note

UKDS13.41.1 JBa: Regarding the constitution - should it be ratified at the AGM?

UKDS13.41.2 PG: We are trustees of the charity and directors of the company. We need to bring both together so we end up with one body.

LD: Who are the directors? PG: It is everyone – the current trustees – on the Board.

**ACTION** Circulate the UKDS company M&A to the Board.

UKDS13.42 **Matters Arising**

UKDS13.42.1 **ACTION** JBu to email action points to Board immediately.

UKDS13.42.2 PG the minutes will be more robustly produced.

UKDS13.42.3 JBu Send out action log – they should be signed off. GH: Action Log is very good and the list should be up to date. JBu: We need a review of the action log to see if it is working.



**ACTION** Action log to be updated to include today's actions and past two Board meetings.

UKDS13.43 **AOB**

UKDS13.43.1 JBa what date is the next meeting? PG: It has not been agreed yet, waiting on SMT. It was not agreed if it would be a day or evening but midweek was agreed.

JR Will further meetings be here? PG: That has not been agreed yet, SMT to make the decision.

**ACTION** SMT to clarify and confirm meeting dates for 2014.

UKDS13.43.2 **ACTION** SHa to circulate live streaming details on coach breakfast at Manchester (SHa will not be there in person but has an interpreter there to interpret for SHa!)

Next meetings for 2014 has been agreed and proposed by the SMT board as follows:

1. **Structure Agreed**
  - **Second Tuesday evening in London 6 – 8 PM**
2. **Dates**
  1. **February 11<sup>th</sup>**
  2. **April 8<sup>th</sup>**
  3. **June 10<sup>th</sup>**
  4. **September 9<sup>th</sup>**
  5. **Nov 15<sup>th</sup> - AGM**
  6. **December 9<sup>th</sup>**

Please put these in your diary now.

The AGM will be on 30<sup>th</sup> November 2013, venue to be at UKDS, Sport Park, Loughborough.

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

Signed: P. P. Gerrard

Date: 11.02.2014