

MINUTES

Date of Meeting: 23rd June 2015
Time: 18:00-20:00
Venue: Carmelite Chambers, 9 Carmelite Street, London, EC4Y 0DR

UKDS15.1 **Attendance**

UKDS15.1.1 **Present**

Philip Gerrard – PG (Chair)
Jonathan Reid – JR (Trustee)
Piers Martin – PM (Trustee)
Graeme Knight – GK (Trustee)
Josef Baines – JB (Trustee)
Vincent Dickson – VD (Trustee)
Danny Lee – DL (Trustee)
Gordon Hay – GH (Trustee)
Paul Huggins – PH (Trustee)

UKDS15.1.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)
Lesley Freason – LF (Director of Finance and Administration – Royal Association for the Deaf) for finance section only.
Peter Shilston – PS (interpreter)
Donna Rubin – DR (Interpreter)

UKDS15.1.3 **Apologies**

Craig Crowley – CAC (Honorary President)
Richard Hill – RH (Trustee)

UKDS15.2 **Declaration of Trustees Interest**

UKDS15.2.1 PG and GH is an employee of Deaf Direct.
PM is involved with Para Swimming Performance Pathway Group for British Swimming,

UKDS15.3 **Finance Update**

RECEIVED & NOTED Management Account (MA) for April 14 – March 15 (including 1 page summary) representing a full financial year.

UKDS15.3.1 LF presented the Management Account to the board for information.

UKDS15.3.2 The Management accounts are broken down into four areas; core costs £3,890 c/f £206, Inclusive Sport (£2,818) c/f £18,398, Talent Development £6,189 c/f £6,189, IS underspend £412 c/f £412. Overall surplus figure £25,565 (restricted £62,660 and unrestricted £567).



Board of Trustees

- UKDS15.3.3 Core costs are now in surplus funds. Funding has been received for Talent Development in excess of expenditure to date. All funding due has been received.
- UKDS15.3.4 The Board enquired on level of difficulty in preparing Management Accounts for UKDS. LF confirmed that the preparation of the Management Accounts is straightforward and transactions are at manageable levels. Bespoke financial reports to funders require further preparation.
- UKDS15.3.5 The Board noted its concern at the lack of sufficient Management charges within the project funding. Full running costs of UK Deaf Sport are therefore not covered as a consequence.
- AGREED** Governance costs to be clear and management charges to be applied at all times.
- UKDS15.4.1 **Project Finance Overview**
- RECEIVED & NOTED** Expenditure by project
- UKDS15.4.2 LD presented the project finance overview for the period Oct 2014 to March 15 comparing to budget for Oct 2014 to September 2015.
- UKDS15.4.3 The board felt the overview helped to gain a greater understanding on the current state of the funds in relation to the grant agreements currently held. It supported the finance monitoring process at board level.
- UKDS15.5 **Finance procedure**
- RECEIVED & NOTED** Handbook that outlines the finance procedures for the company.
- UKDS15.5.1 LD presented the finance procedure document.
- UKDS15.5.2 The document outlines the required way to process payments and account for income to ensure that UKDS records are as accurate as possible and that checks are build into the system to ensure that all major transactions are authorised by two signatories. Within the document financial limits have been set for each level of the business.
- APPROVED** The board approved the document subject to the following changes;
8.1 section to be re-written into plain english.
The document need to be proof read.
Signing cheques authorities to cover all methods of payments i.e BACS.
Cheque signing powers to be within agreed budget and company objectives.
- UKDS15.5.3 LF left the meeting upon completion of the finance items.
- UKDS15.6 **Minutes of last meeting**
- RECEIVED** Unconfirmed minutes of the meeting 24th February 2015
- APPROVED** The minutes were approved as an accurate record of the meeting with the following amendments made;

UKDS15.6.1	Add 'Graeme Knight' to attendance list and remove 'Richard Hill' from attendance list.
UKDS15.7	<u>Business plan overview and report</u>
RECEIVED & NOTED	Business plan executive summary by LD Operational business plan by LD
UKDS15.7.1	The report showed the status of targets within the plan to date. with red meaning that action require attending and at risk of falling off track and Green meaning progressing as plans or successfully completed. Red 11% (22%)*, Amber 27% (34%)* and Green 62% (44%)* *denotes previously reported percentages.
UKDS15.7.2	Board members monitored the progress on the business plan.
UKDS15.7.3	LD reported t that the CRM project is due to be completed three months earlier than planned and the website redesign is shortly to be completed. This therefore means that a new professional image, ability to engage and gather data will be available to us .
UKDS15.7.4	The Board is pleased to hear of the successful of 'reDEAFining deaf sport' conference held on 15/16 May with over 70 engagements. The feedback had from attendees had been positive.
UKDS15.7.5	The Board noted the success of the national research project on deaf participation. Over 1,500 people completed the survey. The findings will be analysed and shared with National governing bodies and networks.
UKDS15.7.6	UKDS office hosting arrangements had been confirmed for 2015-2016.
UKDS15.7.7	The Board considered the challenges mentioned within the report including the progress of talent development and its financial future. A dialogue is on-going with UKDS team and Sport England as one option to address the challenges.
UKDS15.7.8	PG and LD had met with EFDS Chairperson and CEO as part of keeping in touch approach to build up relations.
AGREED	Priorities must be placed with building engagement with Sport England and UKDS team – LD.
TASK	LD to provide an overview of previous business plan for both achievements and not achieved / Add column to plan on source of resources / one page summary of new business plan. This information will also form the basis of the annual report.
UKDS15.8	<u>Talent Development and performance strategy</u>
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Signed:*P.P. Cairns*.....

RECEIVED & NOTED Talent Development and Performance Strategy 'Silence is Golden' 2015 – 2027

UKDS15.8.1 LD presented the strategy to the Board.

UKDS15.8.2 In order to develop a longer term vision of what is needed in terms of talent and performance development, the strategy was created. The strategy document can be used to engage partners and demonstrate UKDS long term view and approach within Deaf Sport. The Board asked that the title and document need some further consideration.

UKDS15.8.3 Underpinning the strategy document will be a 4 year plan with specific strategic direction of the work. Within that, an annual delivery plan will identify operational actions.

UKDS15.8.4 This approach allows UKDS to effectively plan in relation to the ever changing levels of resources that are available whilst staying focused on the long term position that UKDS would like to achieve by 2027.

UKDS15.8.5 The board discussed the contents of the strategy document. The board considered whether the performance strategy should be about deaf and hard of hearing athletes achieving podium places whether at the Olympics, Paralympics or Deaflympics.

AGREED Elite Performance Committee (Sub ommittee of UKDS) to note the board's comments and review the strategy document. The Committee to provide oversight on behalf of the board and report to the board accordingly.

UKDS15.9 **Moore Stephens Independent Audit Report**

RECEIVED & NOTED Onsite Audit Report for Sport England on UK Deaf Sport by Moore Stephens

UKDS15.9.1 As one of the conditions of the new Inclusive Sport Funding, UK Deaf Sport were required to go through an independent audit to assess the governance structure. The audit was carried out by Moore Stephens on behalf of Sport England.

UKDS15.9.2 UK Deaf Sport has been recommended for the second highest level of Green Amber meaning that 'While some weaknesses had been identified, overall there is an adequate governance, finance and control framework in place to support the organisation in pursuing its objectives and ensuring Sport England/UK Sport funding is properly managed and accorded for.

UKDS15.9.3 The Board noted the report and accepted our response to the report recommendations.

TASK The Board to monitor implementation of the recommendations at the next board meeting.

APPROVED Acceptance of the report and its recommendations.

UKDS15.10 **Elite Performance Committee**

RECEIVED & NOTED Elite Performance Committee Terms of Reference

UKDS15.10.1 The function of sport science and Deaflympics for GB team all falls under the auspice of this Committee along with providing strategic guidance for all talent development and performance areas of the business. This will be done in line with the talent development and performance strategy 2015-2027.

UKDS15.10.2 The board discussed the terms of reference for the committee and noted further additions; expertise of welfare / coaching / high performance to be brought into the committee.

UKDS15.10.3 The board will monitor level of resources to support the function of the committee as many functions would require considerable resources that UK Deaf Sport currently does not have.

UKDS15.10.4 The board requested that a minimum of 3 board members sit on this committee during its early stages and is open to other board members to attend if they want to gain a greater understanding of the workings of the group.

APPROVED The board approved the Terms of Reference subject with the amendments put forward.

UKDS15.11 **Matters arising**

UKDS15.11.1 All matters arising are logged onto a table monitoring purposes.

UKDS15.11.2 Digital fundraising by JR to be included in the fundraising working group discussions (GK, DL and LD). LD will take the lead on this task.

UKDS15.12 **Any other business**

UKDS15.12.1 LD updated the board on the progress of UK Deaf Sport / Wales Disability Sport and Wales Deaf Sport.

LD updated on the media coverage with the BBC and World Deaf Tennis Championship and that UK Deaf Sport and the Tennis Foundation will be included in the Wimbledon coverage following filming with Mike Bushell (Sport Reporter and Presenter on BBC Breakfast).

UKDS15.13 **Review of meeting**

UKDS15.13.1 The board is keen to see further progress with sub committees to conduct work in between board meetings.
The agenda was very tight.
Informative meeting.
Good to see Accountant presenting the finance section.

The meeting closed at 8.15pm

Signed as an accurate record of proceedings
By Philip Gerrard, Chair

Signed
Dated

P.P. Gerrard
22/07/2015