



UK Deaf Sport

Minutes of the UK Deaf Sport (UKDS) Board meeting held at Stifel, London

Wednesday 26th April 2017 at 16.00

Approved by the Board at the meeting on the 12th July 2017

<u>Present</u>		
Piers Martin	Executive Chair and Director	PM/Chair
Vincent Dickson	Director	VD
Philip Gerrard	Director	PG
Gareth Hunt	Director	GHT
Graeme Knight	Director	GK
Danny Lee	Director	DL
Lara Lill	Director	LL
Christof Niklaus	Director	CN
<u>Also in attendance (non-voting)</u>		
Valerie Copenhagen	Head of Participation	VC
James Dixon	Athlete Representative	JD
Interpreters x 2		
<u>Apologies for absence</u>		
Craig Crowley MBE	Honorary President	CC
Gordon Hay	Director	GH
Claire Stancliffe	Athlete Representative	CS

REF	MINUTE	ACTION
63.	CHAIR'S WELCOME	
63.1	The Chair welcomed the Board to the meeting and thanked GHT for arranging the room.	
63.2	The Board noted apologies as recorded above.	
63.3	The Board thanked Paul Huggins who has decided to step down from being on the Board due to work commitments but he was happy to support on any legal issues where possible. PM has communicated thanks to him.	
64.	CONFLICTS OF INTERESTS	
64.1	The Chair noted no new conflicts and no conflicts in relation to the Agenda.	
65.	MINUTES FROM THE LAST MEETING	
65.1	56.5: Correction – it was noted that VD is still the Honorary Vice President of UKDS and has not stepped down from the Board.	
65.2	The minutes of the last Board meeting held on 22 nd February 2017 were considered by the Board and <u>were agreed</u> .	
66.	MATTERS ARISING	
66.1	There were no matters arising.	
67.	ACTIONS OUTSTANDING	
67.1	55.5: Risk Register will be added as a standing item for July's Board meeting. PM and PG to lead but supported by other members of the Board.	PM, PG
67.2	55.7: This had not been completed. It was agreed that following ICSD Congress in July that a summary would be produced by communication will be planned and carried out as soon as	

	members of the Congress are back in the UK. It was noted CC would no longer be attending ICSD Congress in Turkey this July.	
67.3	57.1: PM met with Barinder.	
67.4	57.3: GHt not GH. To be looked at in July's Board meeting.	GHt
67.5	58.2: PM has spoken with Amplifon. No agreement has been signed as it was agreed the partnership would not be a sponsorship agreement per se, rather Amplifon would choose UKDS as their Charity of the Year.	
67.6	59.3: Covered on the agenda.	
67.7	60.6: Notes had been sent to Team Managers. CN to circulate to members of the Board before next meeting.	CN
67.8	60.9: Covered under Performance on agenda.	
67.9	60.10: Funding for DeaflympicsGB – PM updated the Board on approaches to DCMS. It was felt by the Board that it would be positive if JD and CS support PM to Tracy Crouch to discuss this further. PM also asked JD to discuss with CS about the role of Athletes in approaching Government.	PM, JD
67.10	61.2: DBS Checks – <u>It was agreed</u> all members of the Board would go through a new DBS check. PG clarified the process and it was agreed that VC would look into this for all members before the next Board meeting in July.	VC
67.11	61.6: Covered under Performance on agenda.	
68.	RISK REGISTER	
68.1	PM presented a draft Risk Register and highlighted some key issues to be formalised by PM and PG to be presented at July's Board meeting: <ul style="list-style-type: none"> - Finance – Sustainability and Organisation (High Risk) - Loss of staff and funding (High risk) - Governance issues (Amber report – self assurance) with lots to be actioned (Medium risk) - Deaflympics GB – Finance risk (low), Financial threat to organisation in terms of liability (e.g. terrorist attack) (Medium threat but low risk) - Key partners pulling out of UKDS work (Low Risk) - Threat to be taken to court (Medium risk) - Lack of partnership and sport contacts (medium risk) 	PM, PG
69.	CHAIR REPORT	
69.1	The Chair reported to the Board on activity since the last meeting, specifically focusing on the following key points:	
69.2	<u>Key Partners:</u> We have and continue to develop good strong links with our key partners which include Sport England, EFDS, British Blind Sport (BBS), NDCS and others. The Sensory Alliance established BBS had met and closer links with them had been proposed. New links have been established with Sports Leaders, Youth Sport Trust. PM thanked VC for work undertaken on rebuilding damaged relationships.	
69.3	<u>Finances:</u> PM updated the Board on Unity Bank and had now established dual authorisation. After a review of the current JustGiving processes it had been decided not to continue with this for external organisations post Deaflympics 2017, due to the administrative capacity of UKDS. <u>The Board agreed</u> and VC to liaise with relevant organisations on this.	
69.4	<u>Board Development and Appraisal:</u> PM noted that following the resignation of Paul Huggins, the Oversight Committee would need another member. GK agreed to join PG and CC. PM also noted that the group needed to undertake a performance review of PM role as Executive Chair of UKDS. LL and PM are working on several documents for the Board, including a skills matrix and recruitment proposal, for the July Board. This will be a good opportunity to review the existing skill set of the Board and ensure that there is an appropriate balance of skills and gender, specifically given the new Code of Governance from Sport England/UK Sport.	PG LL, PM
70.	FINANCE	

70.1	<u>DeaflympicsGB</u> : it was noted that the majority of the EFDS finance support had been allocated to the admin and finance management of DeaflympicsGB, specifically urgent payments and invoicing. <u>It was agreed</u> that an element of the DeaflympicsGB budget would be allocated to support this but to wait until after the event to ensure capacity. It was noted that this support requirement would reduce after the Deaflympics.	
70.2	<u>Leadership income</u> : It was noted that there is very little income coming into Leadership and yet spending (eg. Board, AGM and Congress) was high. This was a risk to the sustainability of the organisation and <u>it was agreed</u> this needed to be addressed by a clear budget for Leadership agreed by the Board. PM raised the fact that UKDS relies heavily on the funding provided by Sport England and so future plans must include the discussion of commercial and other investment streams and to identify commercial skills for the Board. This was agreed.	
70.3	<u>Cash flow</u> : The Board were presented with a new budget and cash flow forecast template for Board reporting. GHt, VC, PM will update this and present to the Board for the July meeting.	VC, PM
70.4	<u>Membership</u> : The Board discussed membership to UKDS and who pays for international memberships and subscriptions. It was agreed by the Board that a further discussion around membership to UKDS (particularly from an Athlete's perspective) would be considered after the completion of the Deaflympics 2017.	
70.5	The Management Accounts previously circulated were <u>approved by the Board</u> .	
71.	GOVERNANCE REPORT	
71.1	PM reported back on the Sport England Governance report previously circulated which gave UKDS an Amber status. Any future funding would be reliant upon a new Governance Action Plan agreed with Sport England. The Board agreed a working group (PM, GHt, LL, PG and GK, supported by VC) was agreed to work on the priority areas within the report. This included looking and updating the relevant policies such as the UKDS Finance Policy.	PM, GHt, LL, PG, GK
72.	INTERNATIONAL RELATIONS	
72.1	PG updated the Board on plans for Congress. <u>The Board agreed</u> that UKDS needed a clear strategy which included outcomes of attending Congress and any other International meetings. PG agreed to provide the Board with a summary of objectives for the July Board meeting. It was noted that CC is no longer attending Congress this July but PG, PM and CN will be attending (PM and CN already there with DeaflympicsGB).	PG
73.	PARTICIPATION	
73.1	VC updated the Board on the recent meeting held with Sport England. She reported that she felt the meeting was positive and showed UKDS had built a stronger relationship with Sport England.	
73.2	The timescales for the submission for further funding from Sport England is as follows: <ul style="list-style-type: none"> - 5th May – Submission templates are sent out to NDSO - 2nd June – Submission sent to Sport England - End of June – Sport England will confirm with individual NDSO what funding has been awarded. The role of the Board will be to add comment and agree the final submission. The Board will send all comments and feedback VC.	
74.	PERFORMANCE	
74.1	DL and CN briefed the Board on DeaflympicsGB preparations, which was the clear priority for the Performance Committee: <ul style="list-style-type: none"> - All selective policies have been agreed for the individual sports - Flights have now all been booked - Athletes day went very well. Swimming had a separate event which also went well. - A media officer has been appointed to support the media and communication of Deaflympics GB whilst out in Turkey and also in the lead up to the Games. - BBC See Hear have been in touch and will be attending the games filming the Athletes and also competition. There will be special edition later this year. 	

	- Signature want to be involved in the communication of the games too. CN is in touch with them to discuss this further. VC suggested the inclusion a story or article about the Deaflympics in Deaf Awareness Week, May 2017. VC to follow up with CN and DL before the week.	VC
75.	ANY OTHER BUSINESS	
75.1	There was no other relevant business.	
76.	DATE OF NEXT BOARD MEETING	
	The date of the next Board meeting is agreed as: 12 th July 2017, 16.00-19.00, Sport Park, Loughborough.	
77.	CLOSE	
77.1	There being no further business, the Chair closed the meeting at 19.00.	

P. Martin

12th July 2017
Piers Martin
Chair