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## Management Committee Meeting

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**DATE:** 14<sup>th</sup> July 2016

**Venue:** Ramada Leicester Stage

**Start Time:** 1830 hrs.

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### **LRU Minutes on the Management Meeting held at the Ramada Leicester Stage – 14<sup>th</sup> July 2016**

Attendees: Steve Rice, Kevin Whitcombe, Richard Green, Brian Hesford, Paul Green, Peter Howard, Pauline Harding, Kim Swift

Apologies:

#### **Agenda**

##### **1.0 Apologies for Absence:**

1.1 Brian Welford, Dean Toon, Richard Hickson

##### **2.0 Election of Chair of the Committee**

2.1 The Hon Sec had received only one nomination for chair of the Committee – Steve Rice proposed by Dean Toon and seconded by Peter Howard. No other nominations were tendered at the meeting

2.2 Steve Rice was unanimously elected as the 2016 – 2017 committee chair.

2.3 Steve Rice addressed the committee regarding his manifesto (Attached) for the season. Steve stated that it was his 5th year as chair and is proud to do so. This season is one of achievement rather than speaking - there needs to be less of the fine words and more action.

2.4 This season we need to modernise and change. The latter has started as we have already voted in several changes. This season the management committee need to be clear on what we want to achieve in terms of the structure of the CB - The Woman and Girls game needs equality in relation to the Men's game, they are performing well and need our support – we need to hold a club's conference.

2.5 Structural change is a process that should be put into action over the season. Our accounts and PFR process needs to be reviewed and in relation to any volunteer succession plan we need to build relationships with the spirit of rugby team at Loughborough University - The union should look to more youth involvement.

##### **3.0 Minutes of the meeting held on 01<sup>st</sup> of June 2016.**

3.1 Issues raised in respect of minute 5.9 this needs to be amended to show no vacancy on the committee, and the proposals raised at the AGM need to show as an addendum to the minutes as a vote.



3.2 Brian Hesford raised the issue of distribution of rugby balls. This had been noted at 11.6 along with Brian's offer to distribute on his travels as President. Dean Toon and Simon Chaperon to carry out a stock take and provide details of those clubs already in receipt

3.3 Subject to the amendments and the minutes to be recirculated the minutes were agreed proposed and seconded by Paul Green and Brian Hesford

#### **4.0 Matters/Actions arising from the minutes of the meeting held on 01<sup>st</sup> June 2016**

4.1 The RWC breakdown needs to remain as an ongoing action

4.2 In relation to 7.14 the new website - an email has been received re 5 or 6 a local company looking to carry out the work, further meetings with them will be required – However the committee wish to see at least two alternatives as it would be prudent to get further quotes – The committee was asked that If anybody has any contacts to let Dave Bonser and Dean Toon know.

4.3 Pauline Harding recalled an approach to a company some time ago who were based at Bosworth Hall – Pauline to research the details and forward as appropriate. The CB need to deliver this project as it is high on the agenda- Dave and Dean possibly need a little help with the proposal.

4.4 In relation to 11.5 the criteria re Privileged Person there was an extensive discussion regarding the fact that Malcolm Ross had not be granted PP status - Peter Howard gave an overview of the latter. The RFU nominations committee will be reviewing this and their deliberations will be made known in October. Clearly if the decision is still no then they will have to publish their rationale. Once the decision is known and should the decision still be "not granted" then the CB will consider writing to the RFU

4.5 The CB are supportive of Malcolm – Is there an award that Malcolm can be nominated for!

4.6 Pauline Harding was curious as to the new rugby team the Leicester and Rutland Light Blues. This is a team from the Freemasons however before they are accepted as members to the CB they have been asked to provide details of a Proposer and seconder along with their constitution. They will start training in August and play other masonic teams. The question arose whether these teams are the affiliated too other CB's, these teams may appear in the club register – They currently have a fixture list of 12 Games but may look to play more. All documentation for the Light Blues should be in place for our next meeting.

4.7 The action to speak to Kim re his intentions as the Hon Sec – Kim wishes to remain with the CB at present.

#### **5.0 Hon Secretaries Report**

5.1 The Hon Sec had nothing to report at this stage – However the most pressing item at present is the LRU Handbook. Clubs have been written to in relation to any personnel changes and the majority have written back. The question is should we spend £800 on producing the handbook or do we look to put it on the website.



5.2 Discussion showed that the book is useful in respect of the contact details but may contain too much content e.g. the rules and regulations. The latter could be taken out and placed on the website.

5.3 The list of contacts could go into an A5 Aide Memoire – The proof is held by mile choice. Helen is the contact.

5.4 There was a brief discussion in respect of LRU Promotional boards in clubs – This was supplemented by the fact that we have no advertising hoardings around clubs, we do not advertise and this needs to change – Consideration should be given to investing in advertising boards at clubs.

## **6.0 Hon Treasurers Report**

6.1 No report received for this meeting, the accounts for the season 2015 – 16 are being finalised and will be submitted to Dowcett and Moore in the coming weeks.

6.2 There was a general discussion in respect of the position of our current treasurer who wishes to remain. The Hon Sec has met with Kim and he is aware of the difficulties in relation to the presentation of the accounts, to that end it is suggested that the accounts potentially mirror the cost centres within the PFR. A meeting with Dowcett and Moore is required to discuss how we want our accounts presenting and if possible an accountant to attend and present on our behalf. The latter of course may have a cost implication but it would enhance the way the accounts are presented to the membership.

6.3 It is apparent that Kim needs assistance and now is the time to find a deputy/assistant treasurer. The issue is that volunteers in this arena are generally hard to find, we should advertise around the wicket and again it may be that we may have to pay someone in this role.

6.4 The Hon Treasurer the Hon Secretary and Chair to meet with Dowcett and Moore and clarify what our requirements are and to ascertain if they have the rugby feel for the way our accounts are presented. It was felt that they should have as they were appointed by the previous Hon Treasurer.

6.5 On another issue concern was raised that we may be falling behind in payments, we can ask the question but Richard Green responded that as a counter signatory he is aware that cheques are being signed. Any problems need to be resolved as quickly as possible it may be necessary to meet the Hon Treasurer potentially on a weekly basis.

6.6 It will be necessary to re-educate our budget holders in respect of providing fiscal management information to Kim in order for him to keep the accounts up to date. Where Invoices are received with no detail of the spend code they it was felt should be sent back. Kim should not be rummaging around trying to resolve the issue.

## **7.0 Appointment of Sub Committee Chairs**

7.1 The chair asked if everybody currently chairing a sub-committee was remaining, nothing had been received to the contrary, suffice to say that Craig Marshall has stood down as he is moving out of the County. The following appointments were made subject to agreement



7.2 Director of Rugby – Mark Powell, Mark will continue for another year and has a succession plan in place (Graham Dawe). Paul Walsh and Dozzer may also be standing down as senior coaches, again a succession plan is in place with Tom Lemon and Mike Holford. All other areas are working well. Mark also added that this group do not have stipulated meetings but do come together in relation to the season strategy.

7.3 PFR Group – The chair should be the Hon Treasurer however this has never happened. The Hon Sec/Chair usually lead this group. Further discussion took place regarding the necessity for management information to be submitted to this group. It was felt that Steve as Chair of Chairs should lead and take the PFR as a standing item to the Sub Committee agendas. The Chair of Chairs group should potentially be created as a sub-committee

7.4 Governance and Discipline the chair will nominally be Richard Green - although this will be a rotating chair - following recent attendance on a chairs course the CB now has sufficient qualified personnel to do the latter

7.5 Tasking Group former resilience committee – It is felt that the Pres Elect chair this group as a portfolio role – This is a critical role. The support team for this group will consist of the President, the RFU Council member anyone else as necessary to resolve a club's issues. The first task for this group will be Aylestonians – The current problems facing Aylestonians were discussed. Correspondence will be forwarded to the Pres Elect who will make contact with the club. The what happens if they are not salvageable question was asked – The answer is to bring details back to committee, we do need to show what assistance has been given. A Financial breakdown will be required.

7.6 Youth Committee - Dean Toon, Dean has been asked to suggest a reorganised structure putting him at head of youth – Les Vernon as discipline and vice chair. The latter prompted a debate into the question what does Les do. Moreover, the last led to a discussion on Les as a discipline chair – He will be given his chance.

7.7 Development - Craig Marshall standing down – A new chair is required with no candidates at present – It was observed however that most of the work in this area was carried out by the professional staff – This group only had one meeting last year, it appears to be all about course. Discussion place as to whether Luke Green would be interested – We need to ask the RFU

7.8 Competitions - Dave Bonser and Henri Ginvert, we have received no notification to say they are not standing, although some time ago Henri stated he was considering his position. Last season this group coordinated with youth comps and as a larger collective did resolve a number of issues. Dave needs to report into the management committee.

7.9 Terms of Reference need to be reinforced with the sub-committee chairs at a chair of chairs meeting - Ground rules explained and a culture change is required.

7.10 Squad Management - Team managers, Mark Powell will own this group as part of his role. It was felt that this group should meet to forge closer relationships with other managers, and hold a regular budgetary meeting.

7.11 Facilities - Richard Hickson

7.12 Safeguarding and Welfare – Liz Mackinder was discussed and an email that had been circulated by Liz in relation to being bullied by Dean was raised by the President -



Liz deals with safeguarding and welfare across all ages – Liz is in fact responsible to the Hon Sec. Further discussion took place re the reporting mechanism – there have been major issues re organising courses etc. etc. The chair and Dean had met with Liz and it was felt to be an amicable meeting. All issues should be seen by the Hon Sec and in relation to safeguarding the RFU are the arbiter of any appointment.

7.13 The chair observed that Volunteers are hard to come by, but it was also discussed that we need to be very careful that we don't have too many people trying to lead

## **8.0 Meetings Diary**

8.1 The seasons meeting diary was discussed – The days of the week were discussed with Wednesday's considered as the traditional day, but it did not suit everyone particularly when representative sides were playing, - Thursday's were a good day for some of the group but not all.

8.2 It was proposed to hold the AGM on Wednesday the 28<sup>th</sup> of June 2017 – This did not impact on the accounts presentation as one the year end was the 30<sup>th</sup> of June and they would not be presented until the September SGM.

8.3 Management Meetings, the inaugural meeting is today the 14<sup>th</sup> of July, a number of options were discussed. The 19<sup>th</sup> of December was considered as to close to Christmas and any June meetings were potentially too late. The meeting dates were agreed as follows:

- Thursday 8<sup>th</sup> September 2016
- Thursday 12<sup>th</sup> of January 2017
- Thursday 4<sup>th</sup> of May 2017

8.4 The SGM meetings will be held on Wednesday the 21<sup>st</sup> of September 2016 and Wednesday the 22<sup>nd</sup> of March 2017

8.5 The General Clubs meeting will be held on Wednesday the 24<sup>th</sup> of November 2016 – Amended should read Wednesday the 23<sup>rd</sup> of November 2016.

8.6 The remainder of the diary is to be populated by the sub-committee chairs.

## **9.0 PFR Update**

9.1 The Hon Treasurer had nothing to report as he has had nothing from budget holders Budget holders are not reporting back - Richard Green as the former Hon Secretary has gone through the PFR. And the current Hon Secretary reported that he had met with Alan Royer and Jenna Bonser regarding the PFR, what is presented is a draft document submitted in order to meet a deadline. The PFR needs to be reviewed in order to become the seasons working document.

9.2 In a lot of areas last season we did not spend the allocated budget. The PFR is now the bible for the CB, tracking our spending and making people accountable – It is important to know what we are spending our budget on.

9.3 The former Hon Secretary knows more than most the problems in populating the PFR, but in short the PFR will require £112460 in order to meet its objectives, on this basis the CB will have an overspend of £4409. £25000 has been committed from CB reserves. We do however still hold the option to decide on what we need to spend, the



RFU is more flexible in vying from one cost centre to another – they are not so judgemental

9.4 In relation to the loan scheme the committee requested a report outlining the format and proposal – The loan scheme if accepted should not be for architect's fees etc. this should be factored into a club's capital build funding, this is potentially the season of the club and assistance could be offered for example a loan of 2k for painting and decorating.

9.5 It was requested that the Leics TV Offer be removed – Agreed

9.6 The Defibrillator strategy was discussed with only 2 clubs interested at present Cosby and South albeit South were not wanting to pay the ongoing costs. We had ring fenced 14k but should look to set aside 10k from this seasons budget. The AED strategy is to be relaunched at the start of the season and It was reported that Bosworth are looking to get a defib - especially following the death of John Ward

9.7 The AED strategy will attract 50% funding for clubs taking the CHT route with an outside mounted box with the club paying the on cost.

9.8 The 5k for a CB Administrator was queried as to what we are looking for, with many of the roles within the CB becoming more complex it was held that they might assist with general admin diary and PFR updates etc. We were informed that the CB had someone before but the tasking was fragmented. There is possibly a case for a Minutes Secretary as production of the minutes is the main issue and we do need minutes circulated and actioned as soon as possible - paid hourly - IT needs supplying

9.9 It was observed that we are one of the few CB's who don't have an administrator but we are also one of the smallest. Minutes were the main issue as we do need minutes as soon as possible. This role could attract an hourly rate.

9.10 The PFR was agreed in principle subject to the following the loan scheme needs presenting as a paper. There is an existing loan scheme for emergency purposes and maybe this needs tweaking – also Richard may wish to research other loan schemes The Leics TV offer should be removed and the PFR Group need to meet at its earliest opportunity to formalise the budget.

## **10.0 Constitutional Review (Standing Item)**

10.1 The chair expressed that the constitutional review was the seasons meaty issue, we have had a number of meetings and agreed to create a board of director's under the cooperative and communities' benefits act 2014, replacing the officers. We are looking for outstanding personnel to sit on the board. Personnel with specific skill sets in areas of our business are required, for example financial, competitions, youth and playing. This group will be strategic and work with the CB President and RFU rep. Who are these people and where and how do we find them?

10.2 The chair continued with an appeal that we need to work between meetings and not leave actions until the next meeting. There was further discussion regarding the board of director's, it was held that there had been no formal agreement to do this but it was discussed as part of the constitutional review. The audio of our last meeting and the minutes reflect a number of changes had been discussed in particular that this current group be reduced from 7 to 4 and becomes the board of directors/executive. The root





and branch review needs to be carried out to determine if we need to change. We do and this is agreed need to modernise the way we operate.

10.3 A further conversation on the likely structure took place and the following was discussed:

- The officers/board becomes strategic
- The Chair of Chairs group becomes the committee and operates very much like the former CBRDP although fiscal issues were referred back to the board
- The Club LRU Reps meet on their own terms to discuss issues to bring to committee. This meeting will need to be facilitated, possibly by the Pres Elect

The Pres Elect understood that in effect we were looking at a work place structure similar to a board of governors, senior leaders and middle leaders.

10.4 Further recollection concerned the proposal of a straw man presentation concerning the what do we want. We are not the first to do this and it was suggested that we look for existing structures amongst our most similar CB's and formulate our proposal. Oxfordshire and Bucks were considered to be within our most similar CB – RFU available templates may be too complicated. Future changes in the national governing structure were discussed and asked do we need to do this if we may change in a few years' time. Regardless of the last we do need to modernise, we do need a robust reporting process and we do need a culture change.

10.5 The chair asks that any observations and ideas be fed back to the Hon Sec and Paul Green

## **11.0 Any Other Relevant Business**

11.1 Paul Green updated the meeting in respect of the LRU Conference proposal, (update report attached) we are currently looking at two dates the 25/09 and the 02/10 with all clubs being invited. The date was discussed and settled on as Sunday the 25<sup>th</sup> of September 2016

11.2 Venue quotes from the Ramada and College Court have been requested with only two clubs being interested in hosting, Hinckley and Belgrave. The cost was likely to be in the region of 1200 to 1500 pounds

11.3 The format of the conference at present has no overarching theme, it will be a 1/2 day with lunch – opening welcome by the chair a close out session and an open room format. If we have breakout rooms then this will increase venue costs! The content should include a range of subjects that includes and highlights our key objectives, committee structure and GMS etc. etc. The format may also look to include a Q and A panel with questions being posed from the floor or from a flip chart/post its being populated through the day. The conference needs to be interactive.

11.4 The next steps include the imminent receipt of venue quotations, a further letter to the clubs regarding conference items with a view to agreeing content by mid-August. Agenda content will need to be discussed and there needs to be ownership in relation to presentation material. There will be a last marketing opportunity at the SGM of the 21<sup>st</sup> of September.

11.5 The Under 20's has been discussed with Victor Uzuma at the RFU who are keen to have Leicestershire involvement in the programme. Mark Powell has discussed our under 20 rationale. It will be prudent to put any intention to the clubs although Mark has

already arranged to meet with the top clubs. Although there is a financial inducement connected to the under 20's it should not be the underlying reason for our entry, we need to field a competent side. Anything less would only set back any aspirations the CB holds in respect of the under 20's.

11.6 Brian Hesford informed the meeting of the Under 20 competition held at Melton. As a result, 3 further dates have been set at Christmas, Easter and August targeting students in an attempt to return them to the game.

11.7 Paul Westgate was discussed in relation to his offer of improving our county coaching through master classes. The DOR stated that Paul Westgate has been to a couple of recent coaching sessions and his proposals have been discussed on a number of previous occasions and his offer does involve remuneration. We will need Paul Westgate to submit an outline of his business case before any further discussion takes place.

11.8 The chair suggested that our meetings should be targeted on actionable objectives not merely discussion.

**12.0 Confidential Matters – To consider if any matters previously discussed should be treated as confidential**

12.1 There were no items in the minutes deemed to be confidential to the committee

**Meeting Closed 21:10hrs**

**Signed**



**Dated**

**08<sup>th</sup> September 2016**



### Actions To Be Completed

New/ Ongoing Actions		Responsible	Completion Date	Action Result/Outcome
1	Complete the planning and delivery of the LRU conference	Paul Green	21 <sup>st</sup> Aug 2016	
2	RWC Breakdown of Expenditure Required	Kim Swift	21 <sup>st</sup> Aug 2016	
3	Any Website Design contacts to be forwarded to Dave Bonser/Dean Toon	Committee	21 <sup>st</sup> Aug 2016	
4	Content of LRU Handbook to be reviewed as at item 5.0	Hon Secretary	21 <sup>st</sup> Aug 2016	
5	Accounts to be submitted to Dowcett and Moore as at item 6.1	Kim Swift	21 <sup>st</sup> Aug 2016	
6	Arrange to meet Dowcett and Moore as at item 6.4	Kim Swift	21 <sup>st</sup> Aug 2016	
7	Advertise for a Deputy/Assistant Treasurer as at item 6.3	Hon Secretary Chair	21 <sup>st</sup> Aug 2016	
8	Arrange meeting of all sub-committee chairs as at item 7.0	Hon Secretary Chair	21 <sup>st</sup> Aug 2016	
9	Advertise for Development Committee Chair as at item 7.7	Hon Secretary	21 <sup>st</sup> Aug 2016	
10	Circulate meeting dates as at item 8.2 8.3 8.4	Hon Secretary	21 <sup>st</sup> Aug 2016	
11	Sub-committees to submit meeting dates as at item 8.6	Hon Secretary	21 <sup>st</sup> Aug 2016	
12	Submit written proposal re the loan scheme as at item 9.4	Richard Hickson	21 <sup>st</sup> Aug 2016	
12a	Research other loan schemes as at item 9.10	Richard Hickson	21 <sup>st</sup> Aug 2016	
13	Ensure 10K is ring fenced re the AED Strategy as at item 9.6	PFR Group	21 <sup>st</sup> Aug 2016	
14	Amend PFR as at item 9.10	Hon Secretary	21 <sup>st</sup> Aug 2016	
15	Arrange meeting of the PFR Group as at item 9.10	Hon Secretary	21 <sup>st</sup> Aug 2016	
16	Arrange to meet re Root and Branch review of the constitution as at 10.4	Hon Secretary	21 <sup>st</sup> Aug 2016	
17	Any Observations/Feed Back re Constitutional change to Hon Sec/Paul Green as item 10.5	All	21 <sup>st</sup> Aug 2016	
18	Mark Powell to meet with Clubs re the U20 strategy as at item 11.5	Mark Powell	21 <sup>st</sup> Aug 2016	



**LEICESTERSHIRE  
RUGBY UNION**

<b>19</b>	<b>Paul Westgate to submit a Business Case re delivery of Master Classes to County Coaches as item 11.7</b>	<b>Brian Hesford to Contact</b>	<b>21<sup>st</sup> Aug 2016</b>	
<b>20</b>				



MANIFESTO FOR THE LEICESTERSHIRE RUGBY UNION FOR  
SEASON 2016 /17

TO RECOGNISE THE GROWTH OF THE WOMEN AND GIRLS PLAYING NUMBERS AND TO GIVE EQUALITY OF FUNDS AND PLAYING KIT AND ALL OTHER RELATED ASSISTANCE THEY NEED TO SUSTAIN AND CONTINUE THE GROWTH. TO ENCOURAGE MANAGEMENT COMMITTEE AND SUBCOMMITTEE AND CLUB ATTENDANCE AT COUNTY EVENTS.

TO HOLD A CLUB CONFERENCE TO ENCOURAGE COUNTY CLUBS TO ENGAGE AND SUGGEST IDEAS FOR PROGRESS WITHIN LEICESTERSHIRE IN TERMS OF THEIR INTERACTION WITH THE CB. ALSO TO PRESENT THE CB IN POSITIVE MODE AS TO WHAT WE DO AND WANT TO ACHIEVE. THE MESSAGE IS TO COMMUNICATE AND ACT WITH CLUB SUPPORT.

TO FINALISE AN OVERHAUL OF THE STRUCTURE AND CONSTITUTION OF THE CB AND PRESENT TO CLUBS FOR APPROVAL.

TO FINALISE A NEW IMPROVED WEBSITE

TO ENSURE ACCURATE TIMELY AND WELL PRESENTED ACCOUNTS AGAINST WHICH SUB COMMITTEES CAN BE MEASURED. THIS MEANS THE PFR SHOULD BE AT THE TOP OF AGENDAS IN MEETINGS.

BUILD STRONG RELATIONS WITH THE SPIRIT OF RUGBY TEAM AT LOUGHBOROUGH UNIVERSITY TO ENGAGE YOUNG PEOPLE IN COMMUNICATION OF THE LRU TO THE CLUBS.

Steve Rice

11July 2016



## LRU Club Conference – Update to Management Committee

July 14<sup>th</sup> 2016

Following feedback from some clubs and discussion amongst the sub group the current situation is as below: -

### **Current Status – for discussion/debate:**

**Date:** – Consensus based upon avoiding registration dates and availability we have a choice of 2 dates for discussion/agreement

### **Sunday 25<sup>th</sup> September or Sunday 2 October**

**Venue** - Quotations have been requested from Ramada Stage Hotel, College Court Conference Centre. Only 2 Rugby clubs expressed interest in hosting, namely Hinckley & Belgrave.

### **Format**

With no overarching main theme for the event, agreed general heading of: -

#### ***“LRU Supporting you and your clubs”***

A half- day session starting with buffet lunch to be provided at the start of the session.

A short formal welcome & introduction presentation to be given by the Chairman through lunch well as a possible summary and close out session at the end (Max 10mins each)

Open room format for “Market stall” type presentations or information stalls.

Break out rooms could also be available- (additional cost)

### **Subject Contents**

Subjects identified to date both from feedback from committee but also now some clubs include: -

#### ***Subjects suggested include:***

*Volunteering*

*Safeguarding our game*

*Club Finances*

*Mini/Junior/youth Rugby*

*Facilities & Funding*

*Playing/Coaching – (including woman/ladies)*

- *Structure/Selection*
- *Proposed fixtures*

*Competition & Leagues*



### *Discipline*

In addition, we should include the “key objectives” of the LRU Management committee, either as a stall or include in the Chairman’s address.

There is also the opportunity to explain and changes to either the Committee structure or roles/responsibilities of sub groups coming out of any constitutional changes.

### **Next Steps**

Quotations due in this Friday – Venue to be agreed by 25<sup>th</sup> July

Communication to clubs of the agreed date and venue to be sent by end of July

Letter to include another reminder for subject matter or topics.

Agenda & content to be agreed – Mid August

Follow up letter to go out to clubs with agenda & contents – by second week in September

Last push & reminder for all clubs – LRU Special General Meeting Thurs 22<sup>nd</sup> September

Paul Green

11<sup>th</sup> July 2016