

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference  
on Wednesday 6<sup>th</sup> October 2010 at 7.15pm

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Present: Peter Stratton Director  
Jennifer Denning Finance Director  
Nigel Matthews Director  
Karen Richardson Director

Tim Fawke Chief Executive  
Peter Heath Company Secretary

Apologies: Barry Spouge

At the request of the Chairman Barry Spouge, who was unable to attend, Peter Stratton chaired the meeting.

**814 Declaration of Interests**

No new interests reported.

**815 Approval of Minutes**

The minutes of the Board meeting held on 1<sup>st</sup> September 2010\* were confirmed as a true and accurate record thereof and will be signed by the Chairman at the next meeting.

**816 Matters Arising**

**Actions from last meeting:**

797e Child Protection training – Tim to arrange for the 29<sup>th</sup> January Board meeting.

798 Strategy - on agenda

799a Update reserves policy/requirement – outstanding

799c VAT position re invoices from BSS. Tim to discuss with Robin Kellen.

807c. Board applications – on agenda

809e Accounts reporting in Sage – outstanding

813 Meeting dates – on agenda

**817 CEO Report**

**a) ESC Skiers Foundation**

Tim sought approval to release the £5k in the budget to the Skiers Foundation. It was agreed to defer a decision until the November Board meeting when we should have a clearer picture of the likely year end position.

\* inserted into the minute book for record purposes.

#### **b) Future Jobs Fund**

Tim reported that he had applied for a grant from the Future Jobs Fund to fund the part-time employment for six months of a long-term unemployed person. If approved, the post will be used to support the Development Officers with their admin and to update the web site. There is no requirement to continue their employment after the grant period.

#### **c) Confidential item**

#### **d) Renewals and Registrations**

800 processed to date – coming in a steady flow, but likely to peak towards the end of October. Tim to identify renewals & new registrations separately so that we can determine the numbers not renewing. With a number of new clubs joining this year, total club affiliations are likely to increase significantly next year.

#### **e) Insurance**

Tim referred to the highlighted sections of the notes of his meeting with Perkins Slade. Most claims are now related to club social activities – BBQs etc. Perkins Slade are working with a number of Governing Bodies and will liaise with ESC to provide guidelines to clubs in respect of the risk management of non-sporting activities.

Perkins Slade have reported that a few recent claims have been for over £5M and are recommending that liability cover be increased to £10M per event. The Board agreed to raise the cover for claims against ESC to £10M (additional premium £525) with immediate effect, and to assess the additional membership fees which would be required next year to provide £10M cover for all clubs, members and instructors (additional premium £5775 this year) with effect from November 2011. Clubs may also be able to limit their liability by becoming incorporated as Limited Companies. Perkins Slade are working with ESC to provide appropriate advice for clubs.

Abuse Cover. Perkins Slade have advised that the current policy includes cover for ESC, its member clubs and regions who are successfully sued for failure in their duty of care in respect of abuse. However, this cover does not extend to individual members or instructors accused of abuse. It was also noted that the club officers responsible for employees/volunteers may commit a criminal offence if they fail to ensure that persons working with children or vulnerable adults are safe under the terms of the Safeguarding Vulnerable Groups Act 2006.

Perkins Slade have provided details of legal expenses cover for Club Committee members and named officers (including club umpires and coaches) in respect of unproven allegations of abuse. The Board agreed that the additional cover should be provided and asked Tim to obtain a quotation before a final decision is made.

(Post Meeting Note: Legal Expenses cover for clubs regarding abuse allegations – premium £1743 – with a strong recommendation from Perkins Slade to accept)

#### **f) Key Performance Indicators**

Tim proposed that monthly KPI reports be produced for each Key Committee, comparing actual attendance at events, registrations etc against monthly targets to be set as part of the annual budgetary process. These would help the Board and KCs to understand the level of activity, give early warning of changing trends and contribute to Sport England's assurance requirements. Much of the information can be provided by the office staff, but it will be up to the KCs to propose their targets.

The Board supported the proposal in principle but urged that the targets and reporting should be kept simple, make as much use of existing reports as possible, and that we should consider quarterly reporting rather than monthly. Tim to continue discussions with each KC to agree the relevant KPIs for each.

**g) BSS**

The HNs and BARSC have submitted a proposal to BSS to establish a joint organising committee with delegated responsibility to run the British Alpine Championships for the next three years. This will be considered by the BSS Board on 14<sup>th</sup> October. Under the proposal, BSS will negotiate the commercial terms of the resort contract and underwrite the event, but the joint organising committee will be responsible for promoting and running the event.

The BSS web site: [www.teambss.org.uk](http://www.teambss.org.uk) is due to go live in the next few days.

UK Sport require a new Governing Body to provide two years of trading accounts, acceptable governance and constitution before they can be considered for recognition and receive grant aid. BSS has accepted SSE's offer to receive and transfer UK Sport grants direct to British Team athletes in the interim - this is now to be proposed to UK Sport. Administration of the WCPP grants would be minimal, but there would be some costs involved in administering the monthly claims for TASS grant, which should be charged to BSS.

The BSS Board have discussed the proposed consultation process for a new structure, but no details are available yet.

**h) Approval of Documents**

Customer Charter – Tim to circulate for approval

**i) Proposal to BARSC**

Tim has provided answers to a number of queries from BARSC. To be considered by the BARSC Board, but a decision is unlikely before next year. Tim may need to visit one or two clubs to explain the benefits in more detail.

**j) Facilities Strategy**

A discussion paper for the meeting held on 29<sup>th</sup> September was received – no discussion.

**k) Equality Audit**

Tim tabled an analysis of SSE's membership by gender, ethnicity, disability and age – based on the information provided by clubs, instructors & performers. This is required for the Sport England Assurance process. Many members have not provided the necessary information this year, so the data is incomplete, but various other sports have a similar level of response. We will seek to increase the proportion of declarations in future.

**818 Strategic Plan 2011-2014**

Nigel and Peter reported that they had completed their consultation and would report shortly. Other groups still had work outstanding. Members were asked to send in their reports no later than 18<sup>th</sup> October, after which Tim will contact them to fill in any gaps and collate what information is available in time for the November Board meeting.

**819 Finance and Admin**

**a) Management Accounts to 31<sup>st</sup> August 2010**

The accounts continue to show an overall surplus ahead of budget. However, as the trial balance report was missing from the pack, Jennifer was unable to verify the accuracy of the reported reserves. She planned to analyse the accounts shortly and would report back if there are any issues.

**b) English Alpine Championships Equipment.**

The organising committee has submitted a list of equipment required for the Championships and is seeking the Board's approval to purchase these in the current financial year. The Board approved this, subject to verification by Tim with Kev Webb on the list in detail.

**c) Budget 2011**

Jennifer to contact Tim and Peter H to initiate the budget process for 2011.

**d) Risk Register**

As part of the assurance process this is to be a standing item on the agenda and reviewed quarterly. The risk associated with the Sport England grant will be reviewed when the outcome of the Government's Spending Review is known. No other changes were considered necessary.

**820 Key Committees**

Minutes of the following meeting were received:

Schools and Youth – 5<sup>th</sup> May 2010

Nordic – 18<sup>th</sup> May 2010

Any comments or queries should be made to Tim or the KC Chairman as appropriate

**821 British Ski and Snowboard**

Barry has circulated a short report on the 8<sup>th</sup> September meeting with Colin Moynihan. Papers have also been received for the September BSS Board meeting.

Clubs have expressed frustration at the lack of information coming from BSS. Hopefully, this will improve with the launch of their web site, the proposed quarterly meetings with the HNGBs and BARSC, and the recent provision of Board papers.

**822 Board Applications**

Following the last Board meeting, Directors had ranked the applicants independently on the four areas previously identified, based on their CVs. After some discussion on their relative merits, the Board agreed a shortlist for Peter to contact by telephone. Subject to his recommendations, three will be invited to attend the November Board meeting at Rugby.

**823 AOB**

**a) Web Site**

Tim reported that he had secured the services of a consultant to prepare a brief for a new web site. This will be ready in the next few days to put out to tender.

**b) Freshers Ski Week**

Peter to discuss with Tim our proposed involvement in a market research survey to be carried out promoting ski holiday weeks for first time skiers.

**824 Next Meetings**

Saturday 13<sup>th</sup> November at 10.00am Hotel Ibis, Rugby East

Saturday 29<sup>th</sup> January at 10.00am Hotel Ibis, Rugby East

Wednesday 9<sup>th</sup> February at 7.15pm – telephone conference  
– to be deferred to late February if possible

There being no further business, the meeting ended at 9.30pm