

LANCASHIRE COUNTY RUGBY FOOTBALL UNION

Minutes of the Board Meeting

Monday 3rd July 2023

Present: Mr D Clarke in the Chair, & Messrs, J.T. Hughes, K. Andrews, H. Hughes, P. Deakin, M.J. Worsley, K. Bennetta, T.L. Coffey, C.A. Baker, G.A. Burns & M. Downs.

In Attendance: Mr B.H. Stott.

The Chairman welcomed the newly appointed directors, Kate Bennetta (KB) and Tracey Coffey (TLC) to the meeting.

Apologies: Messrs, Mr A. Soutar.

CB Relationship Managers Report.

No Report.

Minutes of the last meeting.

The minutes of the Board meeting held on Monday 5th June 2023, (previously circulated) were accepted and signed as a correct record.

Matters arising.

MJW – Asked how much of the County reserves had been spent on the three County Championship campaigns.

PD – is currently working on the final accounts.

MD – Questioned if we were getting extra funding for taking part in the finals. DC – had no response from Paul O’Leary on the subject.

RFU Report.

DC reported that there was Council Meeting scheduled for 17th July with only 2 items on the agenda.

Structure Review. (Appendix 1)

BHS proposed a structure review of the County Board as one had not been done previously. This would include each role and the Board make up. It was further proposed that this should be repeated on a 5 yearly cycle.

1. DC agreed with the proposal, PD asked if there was a model of good practice. KA will collate information and check with RFU for models.
2. MJW – Some clubs he has contact with are not happy and don’t care about the Board.
3. MD – Speaks to many clubs some on a daily basis and does not see negative feedback from them. GAB also confirmed this as clubs being positive when she has visited.
4. HH – Clubs need to keep on top of their GMS updates so that communications improve from the RFU. He believed that 99% of clubs are happy with the league communications.

Structure Review was approved, BHS to proceed.

Volunteer Database. (Appendix 2)

GAB proposed a County volunteer review that will sit just below the Board Review and provide a structure for the second tier. Also the compilation of current volunteers. This will also include role descriptions that will hopefully attract future volunteers.

1. DC – still awaiting job descriptions for representative teams, coaches and management from AS.
2. HH – on the County representative side we have a few teams who are staff heavy. His proposal is for 5 staff per squad which would be 1 Team Manager, a Lead Coach, 2 Coaches and a Physio. It would be good to get each squad sponsored.
3. PD – Proposed that Team Managers should be budget holders.
4. PD – All matches should be paid entrance.
5. HH – Squad staff should be a fixed 2 year term with the option of a 3rd year.

Volunteer Review was approved, GAB to proceed.

Correspondence.

None appertaining to this meeting.

New Members.

1 new Club Member The College of Rugby. Approved

MD explained that TCOR were in an unusual position as the RFU Colleges had requested that we treat them as a club rather than a further education college.

1981 County Championship Painting.

MD reported that he had collected from the RFU a painting presented to the RFU from the County in 1981 as part of the Centenary season. The painting, a commission by Harold Riley, was no longer displayed at Twickenham and was to be put into storage.

Initially it was thought to display the painting in a member club but the size and potentially insurance value would be off putting.

MD proposed that the painting could be sold and the funds raised be put towards our schools project. This was agreed by the Board.

PD to check the most tax efficient way to sell the painting.

MD to investigate ownership and report to the Board.

50:50 Draw

July 23	Value
P Sanders	£54.90
PE Hughes	£9.15
D Welsh	£9.15
BH Stott	£9.15
GA Burns	£9.15

Date of next meeting.

Next Meeting: 6:30 pm on Monday 4th September 2023 at Liverpool St Helens.

Any other business.

BHS – Proposed to invite Brian Hurst (SVP) to Board meetings.

Agreed.

JTH – The NOWIRUL AGM had been held at Leigh.

KB – requested details of her liability as a new Director. It was explained that the Company is limited by guarantee and that the liability was £1.

CAB – Proposed a Presidents Tie, and Ladies Cravat design.

Approved.

TLC – will apply for £70k from Hargreaves Trust for Mixed Ability Rugby Project.

Approved.

GAB – Report of the Honda Volunteer of the Year Awards (Appendix 3)

DC – Ian Spivey, PD & DC had attended a meeting at Sale Sharks. Also in attendance was Robbie Jones and John O’Ryan from the Schools Committee. Sale want to facilitate a schools project.

Meeting ended at 7:50pm



Chairman

Date 4/9/23

Structure Review

Introduction.

I am suggesting A strategic review. Of the. Setup of the Lancashire board. As with any organisation. It is important. That's on a regular basis. A review of each operating procedure is conducted. As far as I can trace. No such. Review has ever been conducted.

I am making this proposal for the following reasons.

- I am an advisor to the Board and therefore not a director.
- I am a member of the governance committee.
- I can work on it without it affecting the Board's Day to day function.

Proposal.

I am proposing. That I conduct. A review of. The setup of the Lancashire board. This will look at all areas of operation. This will. Fall into four phases.

Phase One

Review of the current structure this will include.

- Director's Roles and/or Departments
 - Terms of Reference
 - Aims and Objectives
 - Areas of Responsibility
 - What is its function?

Phase Two

What do our clubs and the game need.

- What areas of concern are there in the game?
- Is there something our clubs need.

Phase Three

A suggested structure and rationale for the Board to discuss and consider.

Phase Four

If Phase Three is accepted in full or in part a review of any changes to the Rules and Regulations.

Timetable

Phases One and Two

- Questionnaires out to all Director's by 31-07-2023
- Replies to be returned by 31-08-2023.
- Club information assembled by me by 31-08-2023.

Phase Three

- Initial structure or structures with rationale by 31-12-2023

Phase Four

- If needed by 31-03-2024



STRENGTH IN UNION

Proposal from Gill Burns - Director responsible for Volunteers

In May 2023, at the Club & Community Meeting, I proposed that I would like to collate a list of all volunteers who work for the County. As Volunteers Coordinator even I do not know how many volunteers we have, who most of these people are and who they report to; this needs to be rectified. I am also aware that I should be looking for potential volunteers to help make Lancashire Rugby more efficient. We also need to remove the conception that being involved in Lancashire Rugby is a closed shop.

I hope to get job descriptions for all volunteer roles so that should we lose a volunteer, for any reason, the replacement will know what the job entails, know the relevant Board member to report to and know where to source information regarding the role. This will also be useful should the volunteer, currently in position, not be fulfilling their duties. We would then have grounds to look for a replacement.

I am very aware that Board Members work really hard and the prospect of replacing them would be daunting for anyone from outside. Perhaps all Board members could look through their own role and responsibilities and find an area where they could use an assistant then volunteers may agree to help. This time limited assistance may encourage people to join the Lancashire team. This is a form of succession planning and those involved may want to step up when they have more time in the future.

In June 2023 Brian Stott, Assistant Secretary, said he would like to sort this for the members of the Board so I will concentrate on all those volunteers in the County who are not Board members.

July/August 2023

Collate list - Names, contact details, job title, job description.

Initial email to be sent to all Board members to ask for a list of their contacts who report directly to them and detail of the job descriptions if they already exist.

Once I have contact details I will email (possibly using a google form) to ask if there is anything the volunteers would add to their existing job descriptions - perhaps labelled as "Additional responsibilities". If there is no job description then they will need to be put together once I have the relevant information.

Once the details are collected the document will be drafted and presented to the Board.

Hopefully in due course the details of all volunteer positions will be accessible to all on the website.



HONDA VOTY Awards 2023

The Honda Volunteer of the Year Awards is a nationwide initiative that gives anyone involved in rugby the opportunity to nominate a volunteer at a grassroots rugby club, or wider rugby family, who they think deserves recognition for their commitment to the game over the last 12 months, and have been made possible thanks to the partnership with Honda UK.

Lancashire had 106 people nominated.

The Lancashire judging panel comprised of Ken Andrews (RFU Council Member), Carol Baker (Safeguarding & Governance), Arthur Crabtree (Did. Toc H and last years national Honda VOTY Award winner) and Gill Burns (Director responsible for volunteers) and the four of us looked through the nominations and made a short list. Each nomination was ranked and then the four judges scores were all added to determine Lancashire's Top 10 Award Winners.

The top 5 nominations were sent to HQ for the National Panel to look at. They then chose our two best Lancashire nominees who will be invited down to Twickenham for a celebratory 'Value the Volunteer' event in the autumn.

We decided to hold two events to celebrate our volunteers this year due to the numbers nominated. The majority of winners were invited to the first of our Lancashire County celebration event, which will take place at Liverpool St.Helens Rugby Club on Sunday 21st May 2023. Following the Presentations the Lancashire Women's team played, and beat, Yorkshire in the County Championships. All recipients were welcome to stay to watch the game. Each winner was sent a copy of their citation and high resolution photographs of their presentation to share accordingly.

The second Lancashire County celebration event, for our best nominations, will take place at Bolton Rugby Club on Friday 7th July 2022. There will be a dinner and presentations from Katy Daly-McLean, England's World Cup winning captain from 2014. Citations and photos will be forwarded after the event.

All members of the Board and the Club and Community Committee were invited to come along and help celebrate with the volunteers.

On 21/5/23 Lancashire representation came from President Brian Stott, who presented the awards, Tracey Coffey, Malcolm Worsley, Dave Clarke & Ken Andrews.

On 7/7/23 Lancs reps. include immediate PP Brian Stott, who will resent the awards with Katy, Dave Clarke, Ken Andrews, Paul Deakin, Mark Downs, Kate Benetta, Tracey Coffey, Carol Baker along with Arthur Crabtree of the Lancashire judging panel.

Thanks to all Lancashire Board members and Volunteers, who have helped to show that we really do value the work done by volunteers in the County.

Gill Burns 2/7/23