



BOARD MEETING (3)

Location:	Quay West, Trafford Wharf Road, Manchester, M17 1HH	Date & time:	Friday 16 th March 2018, 11:00
Present:	Nigel Wood (Director), Andrew Honeyman (Director), Stuart Cain (Director), Stacey Knight (Director), Mike Perls (Director), Jane Allen (Director), Brian Barwick (Director), Jon Dutton (CEO)	Chairperson:	Nigel Wood
In attendance:	Esther Britten (Observer) David Collier (Observer) Michelle Gibson (Company Secretary designate) Stephen Brown (part) Rob Graham (part)		

Item number	Agenda item	Action
1.0	<p>Welcome</p> <p>NW welcomed Board members to the meeting.</p> <p>There were no declarations of interest relevant to the meeting; however, NW confirmed that he would take up the role of RLIF CEO from 1st June 2018, when DC stepped down from this position. Consequently, NW would relinquish his chairmanship of RLWC2021 from 1st June, but would retain a position on the Board as the RLIF's representative.</p> <p>The RFL Board had nominated BB to take up the role of RLWC2021 Chairman from 1st June and would also nominate a director to replace BB.</p>	
2.0	<p>Minutes</p> <p>2.1 Minutes from previous meeting The minutes from the meeting held on 15th December 2017 were approved as an accurate record and there were no matters arising. The updated action tracker was noted.</p> <p>2.2 Board Sub-Committees The Board received the minutes from the Project Board meeting held on 16th February and the Risk & Audit Committee on 21st February 2018. It was noted that AH would chair the Risk & Audit Committee going forward.</p>	
3.0	<p>Commercial</p> <p>3.1 Commercial Strategy JD presented an overview of the proposed commercial strategy produced by The Sports Consultancy. The Board was asked to adopt the strategy and discuss the next steps going forward.</p>	

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	The draft strategy was approved by the Board.	
3.2	<p>Charity Partner Proposal The Board considered a proposal from a global charity to become the RLWC2021 official charitable partner.</p> <p>The Board was supportive of the proposal in principle, subject to further clarification.</p>	JD
4.0	<p>Operations & Business</p> <p>4.1 FOREX Policy Further to the previous meeting, the Board discussed the proposed FOREX policy to maximise the exchange rate with the Australian Dollar and mitigate the risk associated with the RLIF rights fee.</p> <p>NW and DC opted to leave the room for this session due to their involvement with the RLIF. SC chaired the remainder of item 4.1 as Senior Independent Director.</p> <p>The Board mandated JD to negotiate a forward contract.</p>	JD
4.2	<p>Management Accounts The meeting was joined by Robert Graham, Finance Manager, who summarised the main points from the RLWC2021 management accounts.</p> <p>An audit was due to commence shortly for the 2017 accounting period. Draft accounts would be issued to the Risk & Audit Committee in May, before being signed off by the Board at the next meeting in June.</p>	MG/RG
4.3	<p>2018 Budget Further to the paper circulated, the Board discussed the key budget variations, with particular reference to the legacy programme.</p> <p>It was proposed that a sum of the legacy budget be allocated to the RFL to deliver the capital programme over a four-year period. A Programme Manager would also be appointed to manage this process and a subcommittee, comprising the RFL, RLWC2021, Sport England and DCMS, would be established to oversee its delivery.</p> <p>The Board approved the funding the RFL to assist with the management and administration of the capital legacy programme.</p> <p>The Board noted the amendments to the event budget layout.</p>	
4.4	<p>Staffing JD outlined the proposed staffing structure for the tournament. Recruitment would commence at the start of the year/early 2019 for four senior directors covering the areas of commercial, customer, operations and communications/digital, together with a Business Manager, all of whom would report into the CEO.</p>	
5.0	<p>CEO Report JD summarised the key points from report circulated to the Board.</p>	



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	<p>A series of official dinners had taken place with aspirant host cities. MP and SK were thanked for their recent attendance. Details of further dinners and opportunities for Board members to participate would be circulated in due course.</p>	JD-CM
6.0	<p>Host Process</p> <p>SB joined the meeting to present an update on the host city bid process. It was noted that there were now 38 interested parties.</p> <p>Host agreements were due to be circulated at the end of March, with applications received by 31st July, when hosts would be assessed by their account managers for compliance. Compliant applicants would then be given the opportunity to refine their bids for submission by November, when they would be independently verified and submitted to the Board in December for approval. It was noted that a further Board meeting would be required in January 2019 for final confirmation of hosts.</p> <p>The Board requested an initial indication for the next meeting as to what prospective hosts may wish to bid for.</p>	SB
7.0	<p>Governance</p> <p>7.1 Board Induction Pack The Board noted the amendments to the induction pack circulated by MG.</p> <p>7.2 Stakeholder Map The Board noted the stakeholder map presented by SB.</p> <p>7.3 Governance Code SB provided an update on compliance with the Code for Sports Governance. Two outstanding areas had yet to be addressed before the company was fully compliant.</p> <p>7.4 Risk Register The Board noted the updated risk register.</p>	
8.0	<p>Any Other Business</p> <p>8.1 Company Secretary The Board approved the change in Company Secretary from JD to MG.</p> <p>8.2 Chairman The Board thanked NW for his significant contribution during his tenure as chairman and throughout the bid process.</p> <p>8.3 Date of Next Meeting 15th June 2018, 11.00 to 14.00</p>	
	<i>There being no further business, the meeting closed at 13.45.</i>	