



Board Member's Pack 2016-2017

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Endurance GB's Office (EGB) and Registered address:

Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2RP (for Sat Nav's use postcode CV8 2XZ)

Tel: 02476 697929

Fax: 02476 418429

General Email:

enquiries@endurancegb.co.uk

Emma Darwood:

emmadarwood@endurancegb.co.uk

1. Contact Details

Contact list:	Email Address
Ann Dark	anndark@endurancegb.co.uk
Constance Newbould (SERC)	constancenewbould@endurancegb.co.uk
Esther Young	estheryoung@endurancegb.co.uk
Harry Ingram	harryingram@endurancegb.co.uk
John Hudson	johnhudson@endurancegb.co.uk
John Robertson	johnrobertson@endurancegb.co.uk
Kerry Dawson	kerrydawson@endurancegb.co.uk
Nicki Thorne	nickithorne@endurancegb.co.uk
Sue Box	suebox@endurancegb.co.uk

Other useful Contacts:

Emma Miller - Accountant	emmamiller@endurancegb.co.uk
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2. Board Meetings

Locations

This will always be specified at the top of the Agenda circulated in advance of the Board Meeting. The normal location is at Abbey Park, Stareton, Kenilworth but other locations may be used from time to time. **The SATNAV postcode is CV8 2XZ – do not use the EGB postcode.**

The room is located within the BHS Building. This building also houses the Endurance GB (EGB) offices.

Directions: from the A46, travel as if towards Stoneleigh Park. However instead of turning into the park go left opposite Stoneleigh Park entrance. Travel about 1 mile, Abbey Park is on the left; almost immediately bear right and the BHS building is on the right inside Abbey Park.

The EGB office is through the reception area to the right. The Board room and big meeting rooms are through the reception area and to the left. The toilets and tea and coffee facilities are also to the left.

Appendix 1 shows the location for Board Meetings, Abbey Park.

Times

Board meetings normally start at 1000hrs and runs through to approximately 1500-1600hrs. Coffee, tea and water is available but please bring your own lunch – sometimes cakes / biscuits are provided – feel free to bring some to share.

Reports

All Sub Committee reports for the Board Meetings should be circulated by the Chair of each committee, by email to the whole Board and be copied to the Secretary **at least seven days in advance** of the Board Meeting to allow all other members the chance to read through the reports (template shown in **Appendix 2**).

Meetings

Usually a Board meeting is held every two months between January and early October (5), the dates are set the previous year and are printed in the handbook.

Some meetings have special roles:

- End Sept/early October – planning of the AGM
- Day of the AGM – a Board Meeting is usually held the morning of the AGM – main priority is to go through anything that may be brought up in the AGM and to go through the nominations to the specific awards chosen by the Board of Directors as highlighted in the handbook
- Day after the AGM – a Board Meeting is usually held the morning after the AGM – main priority is to set the new committees up for the following year.

There may be a need to hold Skype calls during other times, and we would ask that you try and join these where possible.

Conflict of Interest

During any meeting, or email discussion, or at any other time, if a Board Member perceives a conflict of interest then it must be declared and that member should take no further part in that discussion unless otherwise requested.

Annual General Meeting

All Directors are expected to attend the AGM, and the Board Meetings prior to and after the AGM.

3. PROCEDURES

Confidential Information

Members of the Board are volunteers with a keen interest in the sport of endurance riding. Much of the time, business discussed in a meeting or raised in correspondence may be of a sensitive nature and should **NOT** be discussed other than with other Board Members. Wherever possible, the Chair of the Board meeting should indicate if a topic under discussion is 'not confidential', if not stated a topic is 'not confidential', all discussion or emails should be treated as 'confidential'. Any document containing sensitive information should also be marked as 'confidential' by the author. Board members should also apply common sense and exercise discretion when discussing EGB business.

If a vote is taken at any meeting, by show of hands or otherwise, how any member voted should always be treated as confidential. Prospective Board members must sign the Confidentiality Agreement attached as **Appendix 8** before their appointment can be confirmed at Companies House.

Code Red

A 'Code Red' is put in place when a situation arises that requires total containment whilst the situation is addressed. This may be communicated by email with the words 'Code Red' clearly shown in the subject box, or it may be put in place when a sensitive topic is raised during a meeting.

Calling, or lifting a Code Red will be communicated by the Chair (or deputy) to each Board member.

All types of communication in relation to a matter identified as a Code Red must be treated as the highest level of confidential information. It must not be communicated outside the members of the Board without the approval of the Chair or by a vote of the Board.

Breach of Confidentiality

If Board confidentiality is breached in any way, either directly, or indirectly, the Board Member will initially be subject to a first warning, should a breach happen again a second warning will be issued. If these two warnings are issued to a Board Member within a twelve-month period (or less), then the Board Member will be suspended immediately with no further discussion, for the term of their office. If the second warning occurs outside the twelve-month period then the Board Member will not be suspended until a third breach occurs at any subsequent time outside the twelve-month period, but within their term of office. If, however it is felt by the Chair and Vice Chair that it would put EGB at risk in anyway then they may impose an immediate suspension for that Board Member's term of office. If a matter has gone to the Disciplinary Panel, then their ruling will supersede the above.

Complaints

As Board members, we will attract complaints and problems, we need to be aware that how they are handled is very important. There are three levels of complaint:

1. A complaint made directly to the Chair of EGB, a sub-committee or any other Board member which can be resolved simply and in a timely fashion. The Chair of EGB and Vice Chair should always be made aware of any such complaint.

2. If the complaint cannot be easily resolved then it becomes a grievance and is passed to Members Liaison Officer (MLO) by that Board member, or the complainant may go directly to MLO for the matter to be investigated/resolved.
3. The third level is very serious as it involves the Disciplinary Panel (DP) and so should only be invoked for serious situations. Indeed, it can only be initiated by certain persons (The Chair, a TS, MLO etc) and for certain offences. The grievance however must be fully investigated before being passed to the DP because the person taking it to the DP is responsible for the presentation of the case. The disciplinary process should be viewed as a last resort and avoided whenever possible.

For contact details of the MLO and Chair of Disciplinary please see current handbook.

Individual Board Members & Sub-committees

Any additional personnel that are required to assist any individual Board member, must be notified to the Board of Directors, and agreed by a majority of the Board and have signed a Confidentiality Agreement and Self Disclosure before commencing **ANY** work on behalf of that committee and EGB.

Each sub-committee of the Board of Directors will have a Chairperson - that Chairperson is responsible for:

- Terms of Reference – writing the TOR of that sub-committee and submitting it to the Board for ratification.
- Additional personnel – any additional personnel that is required to assist any sub-committee, must be notified to, and agreed by a majority of the Board before commencing ANY work for that sub-committee.
- Confidentiality and Self Disclosure – ensure that all persons on any sub-committee have signed a Confidentiality Agreement and the Self Disclosure before commencing **ANY** work for that same sub-committee.

See **Appendix 4** for details of Terms of Reference.

4. CONTACT

Handbook

The EGB handbook, the EGB website and Companies House lists the names, addresses and contact numbers of all Directors. If this is of concern, please advise the Chairman, the Company Secretary and the webmaster which information you do not wish to release. For Companies House, all information is required but a Director may elect to be c/o the registered Office.

The information required for each Director will be requested by the Company Secretary at an early date following an election, to ensure the official records are always correct.

If your address or any other details change, you **must** advise the Company Secretary as soon as possible as updates have to be recorded by Companies House within ten days. The names and contact number(s) of each Director will be listed in the Handbook, if this is not acceptable, please let the Chair know as soon as possible so the handbook can be altered.

Email address

You will be given an EGB e-mail address in the following format <first name><second name>@endurancegb.co.uk (e.g. joeblogs@endurancegb.co.uk). The webmaster sets these up and you must specify which e-mail address you would like this EGB account to be forwarded to (i.e. your personal account). You may require more than one email address to be created. Your email address will be displayed on the web site and within the EGB handbook.

Email etiquette

The main method of discussing items is by email. The main exchange of documents is by email. You will receive many emails from various members of the Board and members of EGB and the public. Emails should be responded to promptly – even if it is only a holding response. Before you send an email, please read it through one last time and ensure it says what you think it says and that it is going to the correct person! **Remember to be polite and courteous in replies, both written and verbal.**

When posting responses to Board discussions please remember to use the 'reply all' option. If sending out emails to groups of members please use the 'blind copy' option.

General

The Board of Directors are all volunteers and spend a lot of time fulfilling their respective roles. It is important to remember that everyone has their own opinions and they should be respected, even if you do not agree. Personal attacks, intimidation, and bullying will **NOT** be tolerated and a warning will be given to the Board Member concerned. Should three warnings be issued (by email or verbally) to the same Board Member within any twelve month (or less period) the Board Member will be suspended indefinitely. EGB operates an Equality and Diversity approach to all.

5. CODE OF PRACTICE

Nominations for new Board members

Board members are advised that if they wish to show their support for any candidate standing for election or re-election to the Board it is preferable that either the proposer or the seconder may be a current Board member, but not both.

Proposals

Proposals for discussion at the AGM will be discussed by the Board prior to the AGM. The Board will determine the implications of the proposal and if there are any financial, H&S or welfare issues raised by the proposal.

Voting

Board members may vote on-line or at the AGM, just the same as any other EGB member.

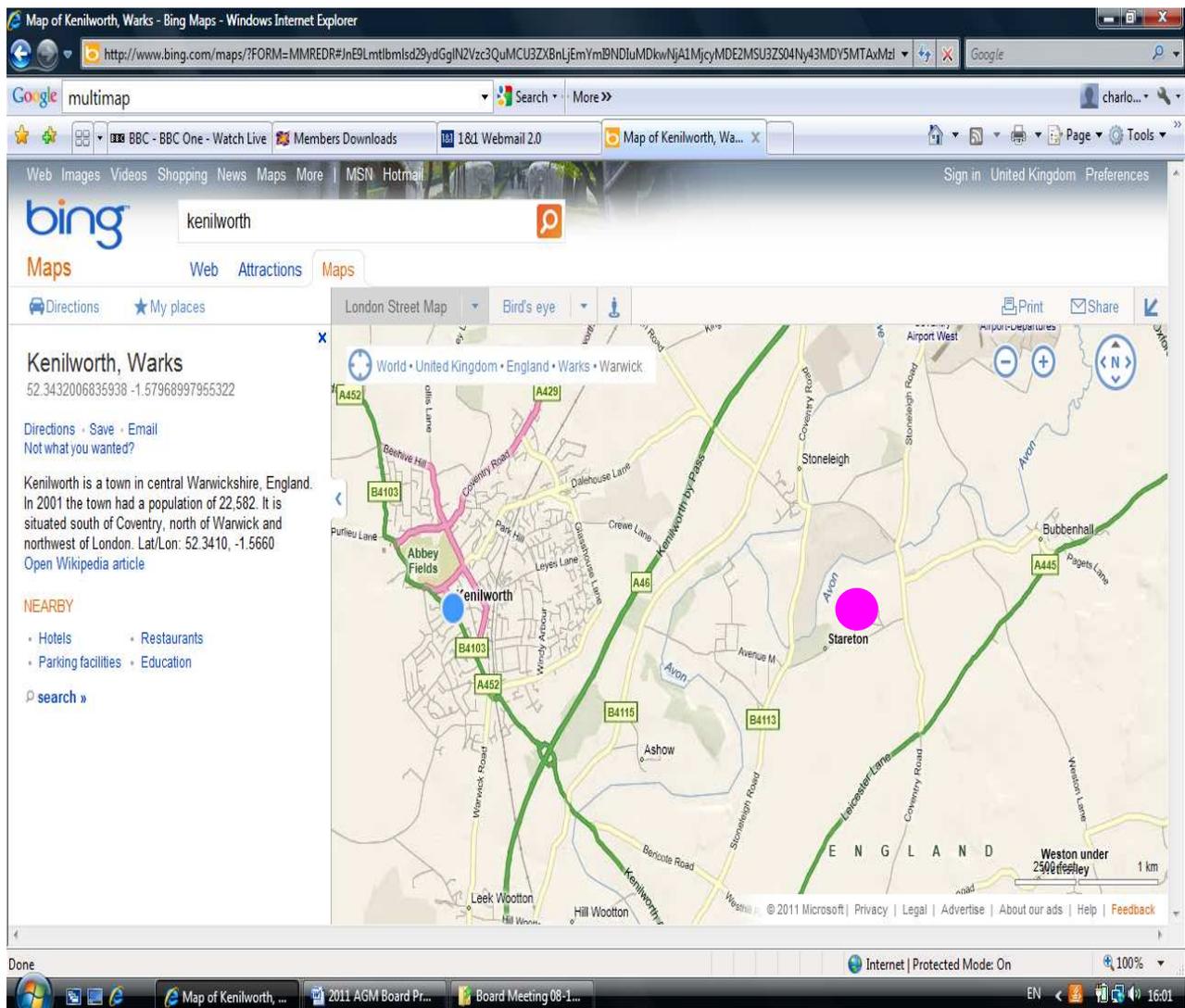
Expenses

Board members are able to claim travel or mileage to attend Board meetings, or other meetings if authorised in advance by the Chair or Finance Director. Expenses will not be paid outside of the UK. If travelling by train, the amount paid will be the lesser of the actual train fare or the corresponding mileage rate. The current rate is 30p per mile maximum; claims may be made up to this amount. If members share car transport an additional 5p per mile may be claimed. Accommodation or refreshments are not normally paid except under special circumstances when agreed in advance by the Finance Director.

Expenses claims should be made each month by email to Emma Miller using the form in **Appendix 3**.

APPENDIX 1

Approximate location of Abbey Park (pink circle)



APPENDIX 2 – SUB COMMITTEE REPORT FORM



SUB COMMITTEE REPORT FOR EGB BOARD MEETING

<p>Sub Committee Title: – <i>insert committee, chair and committee members names</i></p> <p>Date: - <i>insert date of Board meeting</i></p>
<p><i>insert applicable information</i></p>
<p><i>insert applicable information</i></p>
<p><u>etc</u></p>
<p>New Initiatives:</p> <ul style="list-style-type: none">•
<p>Decisions requiring Board Ratification:</p> <ul style="list-style-type: none">•
<p>Others:</p> <ul style="list-style-type: none">•

APPENDIX 3 – EXPENSES CLAIM FORM



EXPENSES CLAIMS

Name: _____

Address: _____

Mobile No: _____

Home No: _____

Email: _____

EXPENSES FOR: *insert the applicable month*

DATE	DETAILS	MILEAGE	RATE	AMOUNT £

Total £ _____

Signed: _____

Date: _____

CHEQUE or TRANSFER TO:

Name *insert applicable information*
 Bank – Sort Code – Back a/c No. *insert applicable information*

Accounts Use Only:

Paid £	Date:	Cheque No.
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PLEASE RETURN TO: emmamiller@endurancegb.co.uk

If you have any queries regarding completion of this form please contact Emma Miller as per page 2.

PLEASE TRY AND COMPLETE ANY CLAIM FORMS MONTHLY

Forms can be emailed to each member of the Board if required – please email the Company Secretary

APPENDIX 4

TERMS OF REFERENCE FOR THE BOARD

Core Values

The Board of the EGB must at all times:

- observe the highest standards of impartiality, integrity and objectivity in relation to the management of EGB;
- be accountable and give value to members and stakeholders for its activities;
- engage in a partnership with the EGB's senior management team

Standards

All Board members must:

- follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (annexed);
- comply with these Terms of Reference, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of EGB and any relevant regulations;
- not misuse information gained in the course of their service for personal gain or for political purpose, nor seek to use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations;
- new Board members should attend relevant training or induction courses

All Board members are expected to meet the highest standards of integrity. A fit and proper purpose assessment will be performed on all Board members as part of the recruitment process. This will include a self-declaration covering bankruptcy, a CRB check and convictions and identity check. A copy of proof of identity will be retained.

The Board is responsible for:

- establishing the vision, mission and values of EGB
- designing strategy and structure and supporting budgets
- managing the implementation of policy and strategy;
- monitoring, evaluating the implementation of strategic and operational plans and policies. Reporting on implementation to the AGM if applicable

Obligations under the Companies Act 2006

Company law requires Directors to prepare accounts each year which give a true and fair view of the Company's affairs and of the surplus or deficit for that period.

Directors are also responsible for

- Keeping proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985;
- Safeguarding the assets of the company and taking reasonable steps to prevent and detect fraud and other irregularities;
- Fulfilling duties of good faith, skill and care in the governance of the company, and in ensuring this applies in all operations of the company.

Role of Board members

Members of the Board have collective responsibility for the operation of EGB.

They must:

- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance available;
- have a strong commitment to EGB and knowledge and experience of operations and be constructive within the context of a formal strategy/business plan;
- respond appropriately to complaints, and ensure that the Board does not exceed its powers or functions.

Board members are expected to regularly attend meetings of the Board and any Committees to which they are appointed, as well as attend events at which it is reasonable for them to be present.

The role of the Chairman

The role of the Chairman is to provide effective strategic leadership in achieving the targets agreed by the Board.

The role bears the following specific responsibilities:

- the development of policy and budgets
- representing the interests of the Board, the membership and other stakeholders
- liaising with and promoting EGB's interests to the Membership and the wider world
- accountability for the delivery of agreed policy and targets
- representing EGB to the BEF, the FEI and other bodies as the 'EGB Chair'

Handling conflicts of interests

Directors have a legal obligation to act in the best interests of EGB, and in accordance with the EGB's governing documents, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal, business or family interest and/or loyalties conflict with those of the EGB. Such conflicts may create problems; they could for instance:

- Inhibit free discussion;
- Result in decisions or actions that were not in the interests of the EGB; or
- Risk the impression that the EGB had acted improperly.

Directors' statutory obligations

Directors' statutory obligations re conflicts of interest are set out in the Companies Act 2006.

These rules can be summarised as follows:

- A director must avoid a situation where he / she has or can have a direct or indirect interest that conflicts or possibly may conflict with the interests of the company.
- A director must declare an interest in a proposed transaction or arrangement.
- A director is required to declare an interest, whether it is direct or indirect, in an existing transaction or arrangement into which the company has entered.
- A director is not allowed to accept benefits from third parties unless the benefit 'cannot reasonably be regarded as giving rise to a conflict'.

Register of interests, hospitality and gifts

Directors should declare their interests that could conflict with their role on the Board of Directors, using the Register of Interest Form to the EGB Conflict of Interest Policy. They should also declare any gifts, hospitality or other benefits received in connection with their role in EGB on the relevant form.

There is a standing item on the agenda of each Board Meeting for the declaration of new or altered interests. Directors should ensure that the Register of Interest Form is either submitted at a Board Meeting or alternatively submitted to the Company Secretary and then formally received at the next Board Meeting. Interests will be recorded in the EGB Register of Interests, which is maintained by the Company Secretary.

All Directors must register any offer of gifts or hospitality whether or not the offer is accepted. This is to help protect Directors and EGB from accusations of being biased, or unfair. The decision about whether or not to accept an offer is always going to involve an element of personal judgement. In all cases, whenever you are offered a gift or hospitality, whether you accept it or not, you must record the offer on the register of gifts and hospitality.

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that the Directors, Executive Employees and key Committee Members act in the best interest of the EGB. **Information about interests, gifts and hospitality offered and/or received may be made public if a Freedom of Information request for disclosure is received.**

Approval of Director's interest by the Board

Any interest declared by a Director to the Board must be approved by the Board in accordance with the procedure adopted by Council. Approval must be given using a formal Board resolution.

The relevant Director may leave the Board meeting during the discussion of his / her interest and the voting on the resolution. A quorum must be present for the discussion and decision and the interested Director must not be counted when deciding whether the meeting is quorate. An interested Director may not vote on this approval. The Board will, when appropriate, direct how the relevant conflict will be managed in the future.

All decisions approving a conflict of interest will be recorded by the Company Secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions to be taken to manage the conflict.

Register of Interests Form **Appendix 5**.

Hospitality Register Form **Appendix 6**.

APPENDIX 5



ENDURANCE GB REGISTER OF INTERESTS

Name of Director: _____

Organisation/ Company/ Interest	Full Postal Address	Date Joined	Position Held	Any Additional Information

Please continue on separate sheet if required

APPENDIX 6



ENDURANCE GB HOSPITALITY AND GIFTS REGISTER

Name of Director: _____

Organisation/ Company/ Individual	Full Postal Address	Date Offered	Details

Please continue on separate sheet if required



DBS - SELF DISCLOSURE FORM - CONFIDENTIAL ONCE COMPLETED

You have a right of access to information held on you and other rights under the Data Protection Act 1998

PART A

Surname: _____ First Name: _____ Initials: _____

Title: _____ Sex: M / F National Insurance No: _____

Any previous names by which you have been known: _____

Address: _____

Post Code: _____ Tel. No: _____

Date of Birth: _____ Place of Birth: _____

I confirm that I have read and agree to abide by the BEF Child Protection Policy and Duty of Care Guidelines.

Signature: _____ Date: _____

PART B

Have you ever been convicted of a criminal offence or been the subject of a caution, reprimand, written warning, a Bound over order or a civil action?

Yes No

If YES, please state the nature and date(s) of the offence(s)

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including 'spent' convictions.

Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence?

Yes No

If YES, please give details

You are required to self-certify that you are not known to ANY Social Services as being an actual or potential risk to children, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.

As part of the checking procedures, you are advised that the BEF reserves the right to make reference to the Local Authority Social Services Department and Police Records to verify information given on this form, when it is submitted or at any time in the future.

It is BEF's policy to make random police checks and to take up all references.

NB: It is the duty of all BEF personnel, instructors and volunteers to report any charge or conviction involving children.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to the BEF Child Protection Policy and Duty of Care Guidelines may result in disciplinary action and possible suspension.

Signature: _____ Date: _____



Endurance GB Board ('the Board')
CONFIDENTIALITY AND COLLECTIVE RESPONSIBILITY AGREEMENT

- 1 In consideration of being appointed as a member of the Board I agree to the following:
 - 1.1 To hold in confidence any written information that is marked 'Code Red' and/or 'confidential' or verbal information that is stated (explicitly or by implication) to be confidential. I will not disclose it nor permit it to be made available to any family member, friends, or Third Party.
 - 1.2 Only to use the confidential information in relation to EGB business.
 - 1.3 Upon written demand from EGB I will return any confidential information which I may hold.
 - 1.4 When using social media or other forms of communication I will make it clear that any views are my own and that I am not speaking on behalf of EGB or the Committee.
- 2 I agree to support all collective decisions made by the Board even if I do not privately agree with them. If I wish to openly object to, or refuse to comply with, a Board decision I agree to resign as a member of the Board.
- 3 I acknowledge that any breach of this Agreement may be considered a disciplinary matter and referred to the Disciplinary Committee.
- 4 Sections 1 and 3 of this Agreement will remain in force for three years after I have ceased to be a member of the Board.

Signed on behalf of Endurance GB

Company Secretary

<p>I have read and agree to the terms of the agreement above</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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The original of the completed form should be returned to the Company Secretary within seven days from the AGM of appointment.

APPENDIX 9

Registration of Directors

To be completed and returned to the Company Secretary

Details of new Directors or changes for existing Directors

Surname: _____ First Name: _____ Initials: _____

Title: _____ Sex: M / F National Insurance No: _____

Any previous names by which you have been known: _____

Address: _____

Post Code: _____ Tel. No: _____

Date of appointment: _____ Place of Birth: _____

Title: _____ Forenames: _____

Surname: _____

Country/State of residence: _____

(details of 'Country/State of residence' must correspond with the residential address)

Nationality: _____ Business Occupation: _____

Former forename(s) if applicable: _____

Former surname(s) if applicable: _____

Director's service address. The service address does not have to be a residential address. Service address details will appear on the public record.

Where is the service address situated? (please select):

- The service address is 'same as' the company's registered office
- The service address is at the address supplied (select to display address fields)

Building Name/No.: _____

Address: _____

Post Town: _____ County/Region: _____

Postcode: _____ Country: _____

Country: _____ Postcode: _____

c/o details (only if applicable)

Details provided will NOT appear on the public record.

Where is the residential address situated? (please select):

- The residential address is 'same as' the service address
- The residential address is at the address supplied

Building Name/No.: _____

Address: _____

Post Town: _____ County/Region: _____

Postcode: _____ Country: _____

Section 243 disclosure exemption

- Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.

In case of queries, please give your contact numbers, these will also be shown in the Handbook.

Landline Number: _____

Mobile Number: _____

Security Information:

Colour of eyes: _____

Name of father: _____

Phone number: _____