



Sport Across Staffordshire and Stoke-on-Trent Board

AGENDA

20 November 2017 at 10am

Craddock Room, First Floor Civic Suite, Stafford Borough Council, ST16 3AQ

1. Apologies
2. Declarations of Interest
3. Restructure of Board
 - i. Reduction of current Board membership from 12 to 8
 - ii. Substructure
 - iii. Recruitment process for new members
4. Date and time of future meetings
 - Weds 24th January 2018, 2pm, Craddock Room, Stafford Borough Council
 - Weds 18th April 2018, 2pm, Stafford Borough Council
 - Weds 11th July 2018, 2pm, Stafford Borough Council
 - Weds 24th October 2018, 2pm, Stafford Borough Council



Report to the Board – Enclosure 1

Report Title	Review of Board Membership and Structure
Date	20 th November 2017

Open Agenda item	X	
Private and Confidential Agenda item		By virtue of containing confidential information relating to:

Contact Officer	Name:	Malcolm Armstrong
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For Information	
For Decision	x

- **Purpose of Report**

To update the Board on the work of the Governance Sub Group and to gain approval for the recommendations below.

- **Recommendation(s)**

- i. That the Board approves the reduction of current members from 12 to 8
- ii. That the Board approves the proposed substructure for the Board
- iii. That the Board approves the recruitment of up to four new independent members

- **Executive Summary**

The Governance Sub Group met on 6th November 2017 to discuss current and future membership of the Board, and to agree on a proposed substructure.

Recommendations to the Board are shown above, and further details are provided below.

- **Report**

Background

In order to continue to receive funding from Sport England beyond March 2018, County Sports Partnerships need to meet the requirements of Tier Three of A Code for Sports Governance by 31.12.17. This includes the following:

- The size of a Board shall not exceed twelve persons unless agreed with Sport England.
- Each organisation must maintain an up-to-date matrix detailing the skills, experience, independence and knowledge required of its Board
- At least 25% of the Board shall be independent non-executive directors
- Each organisation shall:
 - Adopt a target of, and take all appropriate actions to encourage a minimum of 30% of each gender on its Board
 - Demonstrate a strong and public commitment to progressing towards achieving gender parity and greater diversity generally on its Board, including but not limited to, Black, Asian minority ethnic (BAME) diversity and disability

The Governance Sub Group met on 6th November to discuss how to ensure the Board meets the above requirements.

Skills Matrix

The Skills Matrix has been collated and analysed. Mapped against the identified Expert / Proficient requirements identified as necessary, the Board currently has skills gaps in the following areas:

- Commercial / Business
- Marketing
- Insight
- Finance

Board Membership

Current membership of the Board was discussed by the Sub Group. The following proposal is put forward:

Proposal One: Reduce current membership from 12 to 8 members as follows:

- One representative from Stoke City Council (rather than a shared role)
- One rep from HE / FE – relevant partners to be invited to establish an HE / FE or Education Group, with the Chair of this taking a place on the Board. The group will potentially cover a wider remit than SASSOT business
- One Cabinet Member / Chief Executive representative, with the agreement being that this should be a Chief Executive.
- Independent Chair, Staffordshire Public Health and Stafford Borough Council (Host) representative roles to remain
- Janene Cox and Dave Pinnock have exceeded the maximum term of membership now allowed by the Code for Sports Governance, but Sport England have granted permission for them to remain on the Board until 31.03.18 – succession planning is needed
- Andy Weston to step down after the EGM due to exceeding the maximum term allowed
- As the number of funding partners represented on the Board will be reduced, it was proposed that SASSOT should hold a Stakeholder event twice a year to engage funding partners and wider networks, and to allow them to input into SASSOT's strategic direction and delivery.

- Given that there will no longer be a Cabinet Member representative, the SASSOT team will engage at a political level (i.e. cabinet members, councillors, MPs etc.), via:
 - VIP programme at events (School Games etc.)
 - MP Forum
 - Staffordshire County council Prosperous Select Committee
 - City Renewal overview and scrutiny committee or similar
 - Member training (via LGA)

Proposal Two: Board Substructure

- The substructure of the Board was discussed by the Sub Group. The following proposal is put forward:
 - Finance and Audit Group (FAG) – a requirement of A Code for Sports Governance
 - Governance Advisory Group (GAG) – to also act as the Nomination Committee when needed, a requirement of A Code for Sports Governance
 - Chair’s Advisory Group (CAG) - Informal group – Dave Pinnock, Janene Cox and Andy Weston invited to meet informally with the Chair once they are no longer on the Board due to exceeding the maximum allowed term
 - Task and Finish Groups to be established as needed

Proposal Three: Advertise for new Independent Board Members following EGM

- We need to recruit more Independent Board Members in order to meet the 25% requirement for the Code for Sports Governance
- The advert / recruitment process needs to emphasise the skills and equality requirements which the Board currently lacks
- The proposed timetable is as follows:
 - Go to advert 21.11.17
 - Closing date 05.12.17, 12 noon
 - Shortlisting 06.12.17, 11.30am
 - Interviews 11.12.17 (Malcolm Armstrong, Dave Pinnock, Russell Turner, Jane Kracke, Jude Taylor)
- Up to four Board members to be recruited, but the expectation is that we will go out to advert again in January for any shortfall and also to recruit replacements for Dave Pinnock and Janene Cox