

**Sport Across Staffordshire & Stoke-on-Trent
Board Meeting**

11 July 2017, 2.00pm, Walton Room, Stafford Borough Council



Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Sue Finnigan (SF) Chair	SASSOT Chair	Alistair Fisher	SASSOT Core Team
David Pinnock (DP)	Voluntary Sector	Andy Weston	
Cllr Gill Heath (GH)	Staffordshire County Council	Angela Dale	
Janene Cox (JC)	Staffordshire County Council	Jonathan Pace	
Jude Taylor (JTa)	SCC/SASSOT	Jonathan Topham	
Norman Jones (NJ)	Stafford Borough Council	Katrina Hull	
Russell Turner (RT)	Sport England	Peter Jones	
Jane Kracke (JK)	Strategic Lead, CSP	Tony McGovern	
Leigh Morton (LM) notes	Admin Officer, CSP	Trevor Humphreys	

Summary of Issues and Action

No.	Item Topic	Action	Date Due								
1.	Apologies – as above										
2.	Welcome to new Board Member(s) – SF The Chair welcomed Cllr Gill Heath, Cabinet Member for Communities at Staffordshire County Council who had replaced Cllr Mark Winnington as Elected Member representative on SASSOT’s Board.										
3.	Declarations of Interest – none										
4.	Minutes of meeting on 17 May 2017 – agreed. Matters arising. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Pg 3</td> <td>No further comments had been forwarded to Radojka at Campbell Tickell.</td> </tr> <tr> <td>Pg 4</td> <td>Radjoka had put together an action plan that was included on today’s agenda</td> </tr> <tr> <td>Pg 4</td> <td>Andy Weston had sought permission to share English Schools’ FA’s governance information and was waiting for a response</td> </tr> <tr> <td>Pg 7</td> <td>Dates of next meetings – at the request of some Board Members, the day of the week was changed from a Wednesday to a Tuesday, however it was agreed that the dates revert to Wednesday as the impact on attendances had not been significant. The Chair therefore proposed and it was agreed that meeting dates for 2018 are held on a Wednesday.</td> </tr> </table>	Pg 3	No further comments had been forwarded to Radojka at Campbell Tickell.	Pg 4	Radjoka had put together an action plan that was included on today’s agenda	Pg 4	Andy Weston had sought permission to share English Schools’ FA’s governance information and was waiting for a response	Pg 7	Dates of next meetings – at the request of some Board Members, the day of the week was changed from a Wednesday to a Tuesday, however it was agreed that the dates revert to Wednesday as the impact on attendances had not been significant. The Chair therefore proposed and it was agreed that meeting dates for 2018 are held on a Wednesday.	AW	When available
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5.	Sport England update – JK / JT / RT JK – presentation given to update on Sport England’s funding for CSPs that was announced on 23 June 2017.										



2a. Sport England
Update.pptx

- Funding confirmed up to 31st March 2018 has enabled the extension of core team contracts and avoided the need to issue redundancy letters.
- Review meeting with Sport England scheduled in September to look at meeting governance criteria and action plan to deliver our new role. SASSOT needs to have an agreed action plan in place by then.
- For the following 3 years, up to March 2021, funding of £283,040 per year (same as in previous years) has been allocated but it will need to be unlocked through a stringent application process
- CSP role 2017-2021 is divided up into 4 key areas with more detail to follow when we receive the funding application process.

JT – informed of Sport England’s Extended Workforce pilot that entails a F/T senior member of staff, funded and appointed by SE and employed by the CSP to support the objectives of both organisations. Given that SASSOT is 1 of only 20 CSPs to have retained Green status, even through a period of substantial change, it was felt that this post would add to the current direction of travel that SASSOT have already begun through the appointments of Jane and Jude.

The Chair and the four other Board Members present were in favour of submitting an EOI to SE for an Extended Workforce post by 31st July.
Action: JT to submit the EOI, check if the funded post includes any on-costs and/or liabilities. Voting email to be sent to Board Members not present to ascertain their consent (subsequently agreed).

RT – informed of Sport England’s investment opportunities pointing out that the open funding pots had been incredibly competitive and in order to be successful bids had to demonstrate a high level of knowledge of their place and communities. Those CSPs with the detailed knowledge of their area would be more likely to be considered for funding as competition is fierce.

JT

July

6. **Sub Group Updates – SF / JK / JT**

6.1 Governance Review (Enc 1)

Report presented with appendices 1 & 2 that advised the Board of the recommendations from the sub group meeting held on 6 June.

A point of note within Terms of Reference was around the terminology used eg. the ‘Nominations Committee’ would be the Governance Sub Group.

The meeting endorsed all the recommendations including suggested delegated authority for the sub group’s action plan as outlined in the report. The Chair thanked Jane and Jude for the amount of work carried out to date.

The Chair proposed a further recommendation that Dave Pinnock acts as our interim Senior Independent Director for the Board to enable the amount of work to be shared between SF, PJ & DP. This was seconded by NJ, agreed by the meeting and accepted by Dave Pinnock. This new role for DP would reflect a new start for his ‘term of office’ on SASSOT’s Board.

6.1	Action: Voting email to be sent to Board Members not present to ascertain their consent to move forward with the report recommendations and the appointment of the interim Senior Independent Director (subsequently agreed).	LM	12.07.17
6.2	<p><u>V2021</u> (Enc 2)</p> <p>Report presented with appendices 1,2&3 that advised the Board of the recommendations from the sub group meeting held on 27 June.</p> <p>Points of note that the sub group had agreed were:</p> <ul style="list-style-type: none"> • The Vision: “Everyone more active, more often” was fit for purpose • The Mission Statement had been amended slightly to “Working together to create active places and healthy lives through sport and physical activity.” • Setting the future strategic direction for the organisation - individual discussions with funders and key partners to take place followed by a larger stakeholder consultation event in September. Recommendations to be presented to the Board at the October meeting. Action: RT to follow up on the outcome from the request for financial support from SE <p>The meeting endorsed all the recommendations within the report. Action: Voting email to be sent to Board Members not present to ascertain their consent to move forward with the report recommendations (subsequently agreed).</p>	RT LM	July 12.07.17
7.	Year 2017/18 reporting:		
7.1	<p>Q1 Delivery Plan progress report for 2017/18 – JK (Enc 3)</p> <p>Report containing highlights for Q1 and Delivery Plan presented and accepted.</p> <p>Good progress had been made against the Delivery Plan targets with the majority of areas on or above target levels.</p> <p>On behalf of the meeting DP expressed thanks to the team especially given the current climate.</p>		
7.2	<p>Risk Assessment – JK (Enc 4)</p> <p>Report presented that informed of a minor update that been made since the last quarter regarding the recruitment of a new Chair and Vice Chair.</p> <p>Report accepted.</p>		
7.3	<p>Financial report to 30th June 2017 – JK (Enc 5)</p> <p>Report on the financial position presented that had been reviewed by the Finance Champion (DP). Following confirmation of Sport England’s funding to 31st March 2018, next quarter’s report will be against a 12 month budget rather than 6. Report accepted.</p>		

8.	<p>SASSOT Safeguarding Action Plan – JK (Enc 6) on behalf of Lee Booth & Ben Hollands</p> <p>Report and SASSOT’s 2017-18 safeguarding action plan presented. Prior to the meeting the safeguarding action plan had been seen and commented on by Andy Weston as SASSOT Board’s Safeguarding Champion.</p> <p>Actions:</p> <ul style="list-style-type: none"> • It was suggested that the LSCB should be asked to formally endorse the plan and that the first action in the plan be broadened out to include more detail. • Subject to this amendment, the safeguarding delivery plan and priorities for 2017-18 were approved 				
9.	<p>Staffordshire Health and Wellbeing Board Physical Activity Sub Group Update – JT</p> <p>Bids submitted to the Local Delivery Fund from a consortia of Staffordshire partners and a separate bid by Stoke-on-Trent had been unsuccessful. Staffordshire’s bid focused on older adults moving into retirement and had elevated the profile and need for this work. As a result the H&W Board had set up a sub group with an appetite to take it forward with targeted place based delivery. Action: meeting arranged between JT and Alistair Fisher to discuss Stoke-on-Trent’s bid.</p>	JT	July		
10.	<p>Issue of Briefing Paper(s)</p> <p>1004-0717 – dated: 15.06.17 - Sport England Update on Future Role of CSPs</p>				
11.	<p>AOB</p> <p>SASSOT’s 2016-17Annual Report distributed. Electronic copies will follow Action: Board Members to advocate and use it to raise the profile of SASSOT where possible.</p> <p>The Chair thanked Norman Jones from SBC for his input over the last few months as host representative and wished him well for the future. Norman to approach Neville Raby, Head of HR at Stafford Borough Council to take his place.</p>	All NJ	July July		
12.	<p>Date of next meeting(s)</p> <table border="1" data-bbox="193 1648 1203 1693"> <tr> <td>Wed 17 October 2017, 2.00pm</td> <td>Walton Rm, Stafford Borough Council</td> </tr> </table> <p>Meeting requests for 2018 meeting dates will be circulated.</p>	Wed 17 October 2017, 2.00pm	Walton Rm, Stafford Borough Council	All	17.10.17
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Prepared By:	Date	Checked By	File Code
Leigh Morton	12.07.17	Sue Finnigan	Board Minutes 11.07.17.doc