

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

17 May 2017, 2.00pm, Drawing Rm, County Buildings, Staffordshire County Council



**Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Sue Finnigan (SF) Chair	SASSOT Chair	Katrina Hull	SASSOT Core Team Robert Foster
Alistair Fisher (AF)	City of Stoke-on-Trent PH	Norman Jones	
Andy Weston (AW)	English Schools' FA		
Angela Dale (AD)	Keele University		
David Pinnock (DP)	Voluntary Sector		
Janene Cox (JC)	Staffordshire County Council		
Jonathan Pace (JP)	Staffordshire University		
Jonathan Topham (JTo)	Staffordshire PH		
Mark Winnington (MW)	Staffordshire County Council		
Peter Jones (PJ)	Staffordshire University		
Russell Turner (RT)	Sport England		
Tony McGovern (TM)	Cannock Chase DC		
Trevor Humphreys (TH)	Stoke-on-Trent College		
Jane Kracke (JK)	Strategic Lead, CSP		
Jude Taylor (JTa)	Strategic Lead, CSP		
Leigh Morton (LM) notes	Admin Officer, CSP		
<b>In attendance:</b> Radojka Miljevic, Partner, Campbell Tickell			

**Summary of Issues and Action**

No.	Item Topic	Action	Date Due
1.	<b>Apologies</b> – as above		
2.	<p><b>Welcome to new Board Member(s)</b> – SF</p> <p>The Chair circulated contact details of 14 Board Members, a Sport England representative, 2 SASSOT representatives and welcomed:</p> <ol style="list-style-type: none"> <li>1. Councillor Mark Winnington, Staffordshire County Council as Elected Member representative (Mark arrived during item 5)</li> <li>2. Jonathan Topham, Public Health Staffordshire as Staffordshire PH representative</li> <li>3. Alistair Fisher, Health Improvement Team - City of Stoke-on-Trent (Alistair would be sharing the SoT PH role with Katrina Hull and be a replacement for Michelle Vorel-Adams)</li> <li>4. Radojka Miljevic, Campbell Tickell</li> </ol> <p>The Chair expressed her thanks to Board Members as follows:</p> <ol style="list-style-type: none"> <li>1. Michelle Vorel-Adams who had left SoTCC</li> <li>2. Malcolm Duncan who had retired from the Board after 10+ years of service</li> </ol>		
3.	<b>Declarations of Interest</b> – none		

4.	<p><b>Minutes of meeting on 25 Jan 2017</b></p> <p>Agreed with the exception of the following amendment to item 9 on page 3. Sentence beginning with ‘No additional funds’ to read “No additional funds for Sport England’s wider age remit have been allocated so we will need to think carefully about how we maximise impact across the age range”.</p> <p>Matters arising – none</p>		
5.	<p><b>Feedback from Governance Review – Radojka Miljevic, Campbell Tickell</b></p> <p>Prior to the meeting the draft Governance report, Governance Code Compliance Information and minutes from the Governance Sub Group meetings were issued via email.</p> <p>Assuming everyone had read the reports Radojka informed that SASSOT was starting from a good place as stakeholders (inc. Sport England) had been very positive, supportive and confident about the working relationship with their CSP.</p> <p>Based on the research, code for sports governance, the changing world and challenges ahead Campbell Tickell’s recommendations were:</p> <ul style="list-style-type: none"> <li>• For the Board model to change from stakeholder representation to reflect a composite set of skills, competencies and experience.</li> <li>• Decide on the Board’s influence and advocacy role and keep things at a high level.</li> <li>• Ensure SASSOT have the right partners, the right staff leading and staff to support the strategy.</li> <li>• Create a longer term strategic framework with partners to ensure long term clarity of purpose to support dialogue with funding partners in order to secure longer term funding agreements to enable a real shift in participation. This would also present an opportunity to engage with non-traditional partners.</li> <li>• Hosted/independent – current hosted arrangement was highlighted as good value for money. If longer term funding was secured it would present an opportunity to explore what an independent model might look like as a future proof ‘plan B’.</li> <li>• Light touch staffing review – currently unclear on what structure needs to be in place so can’t assess if the right staff are in place or how the existing staff posts should evolve and develop to take on other responsibilities. This will become clearer once SE have announced their priorities and SASSOT have developed a clear long term strategy.</li> <li>• Governance and compliance. Radojka to develop a detailed action plan in order to conform with SE Governance requirements. Action plan to follow and be distributed to Board and Governance group.</li> <li>• Key issues include: number of Board Members, skills and experience of Board Members, updating of Constitution and Hosting agreement, JD’s and appointment process for Board Members and appointment of Senior Independent Director to the Board. Possibility of all Board Members applying to the Board in the future.</li> </ul>		

5. **Views on Radjoka's feedback were as follows:**
1. Governance group to take forward action plan.
  2. Formalise the Governance sub group of 5 so that they are the overarching group and to include staff members.
  3. Concern was expressed by one partner about being asked to commit to a 3-year funding agreement and not having representation on the Board
  4. V2021 group to be established to take forward the development of a new Strategy in parallel with the governance review. The two pieces of work to be carried out in parallel
  5. SASSOT need to identify a clear purpose.
  6. Purpose should include the health perspective and a need to acknowledge what impact the strategy is having on getting people moving ie. less about sport and more about physical activity. If the purpose is about improving population outcomes it needs to be at scale
  7. It was pointed out that SASSOT exist due to SE and LA funding partners and that our purpose and strategy will become clearer once SE's new core specification is known and after consultation with partners on future priorities. Meeting scheduled for further SE consultation on 18<sup>th</sup> May.
  8. It was agreed that:
    - a. The Governance Review Sub Group would continue to move forward on the Board structure, governance, constitution, legal's, long term hosting, update the skills and experiences required of Board members, Champions' roles etc. Explore the level of the Board's authority as its stands currently and in the future.
    - b. V2021 group look at developing a clear long term strategy for SASSOT by agreeing the purpose, bringing together stakeholders, agreeing priorities and consulting on developing a joint strategy
  9. Looking forward to when what will be expected of CSPs is known, the focus is likely to be on the outcomes which necessitates:
    - a. A vision that identifies what you want to achieve
    - b. A purposeful and effective structure
    - c. A Board that has a longer term view and is clear about what it wants to do
    - d. Build on the collaborative work that has/is currently being done

Anyone is welcome to email comments to Radojka  
[radojka.miljevic@campbelltickell.com](mailto:radojka.miljevic@campbelltickell.com)

**Jude Taylor informed of the development of the strategy so far**

- At the beginning of 2016, work had been carried out by the V2020 group to look at the visioning and potential outcomes but the landscape has since changed
- Recommended that a V2021 sub group be established to develop headline priorities and outcomes that would be brought back to July Board meeting. Strategic action plan with timelines to be brought back to the July Board. Consultation will then take place with partners and stakeholders and also engagement with end users to test the priorities.
- Once SE's core spec is known (Sept), the draft strategy will be concluded and brought to the October Board meeting for approval



6.	<p><b>Sport England update – Russell Turner</b></p> <p>Towards An Active Nation Strategy published in May 2016 with 5 specific outcomes and £1b of investment. Clarification on what CSPs will be expected to do will become clear over the coming months. SE Board meeting on 21<sup>st</sup> June.</p> <p>Request made for specific feedback on unsuccessful bids rather than a generic statement of “because of the number of good applications”. Post-election announcements will be made about the new Tackling Inactivity fund.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. RT to provide a longer SE update at the July Board meeting</li> <li>2. RT to inform TH when the outcome is expected of the FE Activation Fund bids</li> </ol>	RT  RT RT	11.07.17 May
7.	<p><b>Year 2016/17 reporting:</b></p> <p>7.1 <b>Sport England Six Monthly Performance Report – JK (Enc 1)</b></p> <p>SF, JTa &amp; JK had met with Sport England. For the reporting period SASSOT received a Green rating across the board. Overall feedback was positive. SASSOT await key actions from Sport England following their final moderation process.</p> <p>Report accepted.</p> <p>7.2 <b>Q4 Delivery Plan progress report for 2016/17 – JK (Enc 2)</b></p> <p>Report containing highlights for Q4 and Delivery Plan presented.</p> <p>Highlight/points of note included:</p> <ul style="list-style-type: none"> <li>• Sportivate funding is coming to an end but over the course of the 6-year programme over 20k participants were engaged</li> <li>• Successful Winter Games delivered</li> <li>• Satellite Clubs programme is going well</li> <li>• Strategic working around EoI for the LDF application has been well supported</li> <li>• Things that haven’t gone so well for the quarter mainly relate to NGB engagement as NGBs were awaiting confirmation of their 4-year funding award</li> </ul> <p>Report accepted.</p>		



9.	<p><b>Issue of Briefing Paper(s) - SF</b></p> <p>1001-0517 - dated: 04.04.17, 1002-0517 - dated: 10.05.17 &amp; 1003-0517 - dated: 12.05.17 issued to Board Members &amp; Staff</p> <p>Consensus was that Board Members were happy to receive information in this format in order to be kept up-to-date with changes between Board meetings. Briefing papers can include anything from strategic partners as well.</p>						
10.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• School Games – please let Leigh know if you are able to attend on Fri 23<sup>rd</sup> June , 10.30am at Keele University – <a href="mailto:lmorton@staffordbc.gov.uk">lmorton@staffordbc.gov.uk</a></li> <li>• Mark Thornewill joined the meeting and The Chair presented him with a gift and words of thanks for his service as SASSOT Director over the past 11 years.</li> </ul>	All	May				
11.	<p><b>Date of next meeting(s)</b></p> <table border="1" data-bbox="193 779 1201 972"> <tr> <td data-bbox="193 779 533 891">Tues 11 July 2017, 2.00pm</td> <td data-bbox="533 779 1201 891">Walton Room, Stafford Borough Council Apologies: Angela Dale, Peter Jones, Jonathan Pace</td> </tr> <tr> <td data-bbox="193 891 533 972">Tues 17 October 2017, 2.00pm</td> <td data-bbox="533 891 1201 972">Walton Room, Stafford Borough Council</td> </tr> </table> <p>Meeting dates for sub-groups will be circulated.</p>	Tues 11 July 2017, 2.00pm	Walton Room, Stafford Borough Council Apologies: Angela Dale, Peter Jones, Jonathan Pace	Tues 17 October 2017, 2.00pm	Walton Room, Stafford Borough Council	All	11.07.17
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Prepared By:	Date	Checked By	File Code
Leigh Morton	18.05.17	Sue Finnigan	Board Minutes 17.05.17.doc