

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

17 October 2017, 2.00pm, Craddock Room, Stafford Borough Council



Meeting Minutes

Present Attendees		Apologies	Also Distributed To:	
Sue Finnigan (SF) Chair	SASSOT Chair	David Pinnock	SASSOT Core Team	
Andy Weston (AW)	English Schools' FA	Katrina Hull		
Angela Dale (AD)	Keele University	Wendy Jennings		
Janene Cox (JC)	Staffordshire County Council	Alistair Fisher		
Jonathan Topham (JTo)	Staffordshire CC PH	Jonathan Pace		
Jude Taylor (JTa)	SCC/SASSOT	Cllr Mark Deaville		
Peter Jones (PJ)	Staffordshire University	Trevor Humphreys		
Russell Turner (RT)	Sport England			
Tony McGovern	Cannock Chase Council			
Jane Kracke (JK)	Strategic Lead, CSP			
Leigh Morton (LM) notes	Admin Officer, CSP			
In attendance: Malcolm Armstrong, SASSOT Chair Elect				

Summary of Issues and Action

No.		Action	Date Due						
1.	The Chair welcomed and introduced Malcolm Armstrong who, subject to his formal appointment (agenda item no. 8), would be taking over as SASSOT Chair following this meeting. Apologies – as above								
2.	Declarations of Interest – none								
3.	Minutes of meeting on 11 July 2017 – agreed. Matters arising. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td align="center" style="width: 10%;">Pg 1</td> <td>English Schools' FA's Governance information had been received with thanks</td> </tr> <tr> <td align="center">Pg 2</td> <td>Bid for a Sport England Extended Workforce member of staff had been unsuccessful. Unofficial feedback was that SASSOT were going through a period of too much change. Depending on the success of the initial pilot rounds, there may be a subsequent opportunity to bid</td> </tr> <tr> <td align="center">Pg 9</td> <td>Health & Wellbeing Board – Jude had met with Alistair Fisher regarding Stoke's involvement. In the first instance, he has got a number of things he wants to work through but will then report back</td> </tr> </table>	Pg 1	English Schools' FA's Governance information had been received with thanks	Pg 2	Bid for a Sport England Extended Workforce member of staff had been unsuccessful. Unofficial feedback was that SASSOT were going through a period of too much change. Depending on the success of the initial pilot rounds, there may be a subsequent opportunity to bid	Pg 9	Health & Wellbeing Board – Jude had met with Alistair Fisher regarding Stoke's involvement. In the first instance, he has got a number of things he wants to work through but will then report back	JT/AF	
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4.	Sub Group Updates – SF / JK / JT		
4.1	Governance Review		
4.1.1	<p><u>Revised Constitution</u> – SF (Enc 1)</p> <p>Report presented outlining the requirement to comply with SE’s Tier 3 Code for Sports Governance.</p> <p>Revised draft Constitution presented that both the legal departments at Stafford Borough Council and Sport England had agreed was fit for purpose. The key changes to the Constitution were highlighted in the report and, over the next 12 months, the document was likely to be updated again.</p> <p>The main changes were the structure of the Board and length of service of Board members as noted in an email from the Chair dated 26 Sept 2017. Permission had been sought from Sport England to extend the terms of Janene Cox and David Pinnock for six months - as members of the Governance Sub Group they are key to driving this area of work forward. The decision is pending but we were given to understand that there is no leeway on this as Sport England will not fund CSPs unless they comply with SE’s Tier 3 Code of Governance.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. In order to move forward and fully comply with SE’s Code of Governance, the Chair recommended that an Extraordinary Board meeting be held in November, where the new Chair could fully develop the Board’s roles, responsibilities and new structure. JK to conduct a doodle poll to ascertain the best date (potentially 8 Nov). 2. Declaration of Good Character – the need for Board members to comply is a requirement of the Code of Governance. Self-Assessment Declaration issued to those Board members present for consideration and signature. JK to email Code of Governance document with the minutes as a reminder of the content to Board members <p>Board members were given the opportunity to question the rationale behind SE’s Code of Governance limitation on terms of office which was duly explained by several Board members and RT as to ‘ensure that public investment is well placed and to keep participants safe’. This affects all CSPs and governing bodies.</p> <p>AD updated that, as FE/HE representatives, she had met with Jonathan Pace and Trevor Humphreys and agreed that, subject it to be agreeable by the Board, they would meet prior to a Board meeting to discuss key items and Trevor Humphreys would be the only FE/HE representative to sit on the Board. This proposed suggestion would be discussed further at the November EGM.</p> <p>The 3 recommendations within the report were agreed by the Board and the Chair (Sue Finnigan) and Vice-Chair (Peter Jones) signed and dated the Constitution.</p>	<p>JK</p> <p>JK</p> <p>MA</p>	<p>Oct 17</p> <p>Oct 17</p> <p>Nov 17</p>

4.1.2	<p><u>Governance Sub Group Update – JK (Enc 2)</u></p> <p>Report and updated Business Plan with an extension to March 2018 presented and discussed.</p> <ul style="list-style-type: none"> • The Business Plan had been updated with cosmetic changes by the Governance Sub Group in order to comply with Sport England’s Primary Role funding application requirements and was seen as an interim document until the new strategy was in place. • Wendy Jennings, HR & Payroll Manager at Stafford Borough Council will sit on the Board as host representative to replace Norman Jones. Neville Raby (Head of HR and Property Services) had confirmed that Wendy could make decisions on behalf of SBC regarding finance and / or HR issues • Stafford BC had agreed to extend our current hosting agreement to Sept 2020 subject to an annual review. Should there be a decision to remain hosted at Stafford BC then the agreement will need to be revised following the 3-year extension • Declaration of Good Character – the need for Board members to comply is a requirement of the Code of Governance. Self-Assessment Declaration issued to those Board members present for consideration and signature. • A copy of A Code for Sports Governance can be downloaded here: https://www.sportengland.org/media/11193/a_code_for_sports_governance.pdf <p>Recommendation one, the approval of the 2017-18 Business Plan and recommendation two, Board members agreeing to complete the self-assessment Declaration of Good Character were unanimously agreed.</p> <p>Board members pledged their commitment to comply with:</p> <ul style="list-style-type: none"> • Recommendation three, SASSOT’s Annual Accounts from 2017-18 onwards to comply with Tier 3 requirements • Recommendation four, regarding a statement in the Annual Accounts from 2017-18 that, other than reasonable expenses, no remuneration is paid to Board members • Recommendation five – specific disclosure of income received from public investors that clearly accounts for the expenditure of such funding in the annual accounts from 2017-18 onwards 		
4.2	<u>V2021 – JT (Enc 3)</u>		

	<p>Report presented to update on the work of the V2021 group and the Stakeholder Engagement event where the vision, mission and strategic priorities were accepted by representatives from across the sectors.</p> <p>Discussion at the Stakeholder event took place over the place base approach (PBA) where concerns over the PBA delivery model were expressed. Assurances were provided that each district will have a PBA which will be delivered alongside and addition to SASSOT's core offer. Tamworth, who currently are not a funding partner, will receive a reduced offer. Subsequently this had been shared and approved by SLCOF and SDOs and a pilot PBA will commence in Staffordshire Moorlands before Christmas.</p> <p>The Board approved the recommendations within the report as follows:</p> <ol style="list-style-type: none"> 1. SASSOT's vision, mission and strategic priorities 2. The Place Based Approach delivery model 3. The recommended timeline to achieve publication of the strategy by December 2017 		
	<p><i>Items for Information</i></p>		
<p>5.</p>	<p>Four-Year Financial Forecast – JK (Enc 4)</p> <p>Report presented that had been put together in association with David Pinnock as Finance Champion.</p> <p>The 4-year financial forecast (2017-21) and potential staffing structure (2018-19 onwards) had been put together assuming that SASSOT will receive funding from Sport England (Primary role and programmes) and investment from partners.</p> <p>Version one of the 4-year financial projection, based on the current team and likely income, showed a deficit of £105,070 while version two, that included a draft revised staffing structure needed to deliver the Primary Role, fell exactly within budget at the end of 2021.</p> <p>The Chair expressed her thanks to Jane for producing the 4-year financial forecast and way forward in such times of uncertainty.</p> <p>Terminology amendments to be made on 4-year financial projections alongside the balance as follows:</p> <ol style="list-style-type: none"> 1. Ringfenced for programmes to read restricted funds 2. Unallocated to read unrestricted funds <p>Thanks were expressed to both Jane and Jude for the tremendous amount of work that has been carried out in getting to grips with the new way of working and planning for the future.</p> <p>Report accepted acknowledging that more work needs to be done on the staffing structure in line with the new strategy.</p>	<p>JK</p>	<p>20.10.17</p>

6.	<p>Sport England Six-Monthly Performance Report – JK (Enc 5)</p> <p>Q2 meeting held where SASSOT received provisional RAG ratings of green across the board, for all work areas, apart from Board Effectiveness (Governance) which received amber due to pending compliance with SE’s Tier 3 Code of Sports Governance. The performance report is awaiting moderation by SE.</p> <p>Report accepted.</p>		
7. 7.1	<p>Year 2017/18 reporting:</p> <p>Q2 Delivery Plan progress report for 2017/18 – JK & JT (Enc 6)</p> <p>Report and Delivery Plan presented showing the progress made against Q2’s targets.</p> <p>The highlights and challenges in the report were discussed, including:</p> <ul style="list-style-type: none"> • A paper was presented to the Staffordshire Health and Wellbeing Board (HWBB) recommending the future direction and next steps for the physical inactivity framework. This approach and outline proposals were endorsed by HWBB. The inactivity framework will also be integrated into the Staffs and Stoke STP Prevention strand steering group work programme, enabling twin track approach with HWBB • SASSOT also lobbied for the Chair of the Stoke and Staffs LEP to sit on Sport Business Council Economic Value Sub Group, building on one of the emerging priorities of our new strategy and raising our profile with the LEP and nationally. <p>Report and Delivery Plan accepted.</p>		
7.2	<p>Risk Assessment – JK (Enc 7)</p> <p>Report and risk register presented and discussed.</p> <p>Minor updates have been made to the risk register but the risk remains the same overall.</p> <p>Linking back to the 4-year financial forecast, more risk will be reflected at the appropriate point.</p> <p>Report accepted and the current risk register was noted and the decision not to alter any of the risk scores was agreed.</p>		
7.3	<p>Financial report to 30th September 2017 – JK (Enc 8)</p> <p>Report presented illustrating that income and expenditure were slightly under budget. Explanations contained within the report.</p> <p>Report accepted.</p>		

8.	<p>Appointment of Chair – PJ (Enc 9)</p> <p>At the request of the Chair, Malcolm Armstrong left the meeting while the report on the appointment of the new Chair was discussed.</p> <p>Following the recruitment panel’s unanimous decision to appoint Malcolm Armstrong as SASSOT’s Board Chair, the Board agreed to ratify the decision and Malcolm Armstrong was duly appointed.</p> <p>Malcolm re-joined the meeting and Sue Finnigan formerly handed over her Chairmanship to Malcolm Armstrong who was congratulated by the Board.</p>		
	<p>Malcolm introduced himself by outlining his background and his intended approach to the challenges ahead. He thought that having two strategic leads was an excellent decision and his plan of action was to focus on a new Board that works with the new strategy and whether SASSOT becomes independent eventually or not. Malcolm hoped to meet with Board members and staff individually before the EGM in November. His diary is free for the next 6 months and he has set aside 2-2.5 days a week to give the work as much time as possible.</p> <p>Report and recommendation accepted.</p>		
9.	<p>AOB</p> <p>9.1 On behalf of the Board, Sue Finnigan presented Peter Jones, as outgoing Vice-Chair, with a gift to express best wishes and sincere thanks for his support over the past 3 years. Peter is leaving Staffordshire University and moving on to a new position with Northampton University.</p> <p>9.2 On behalf of the Board, Peter Jones thanked Sue Finnigan for her commitment and amazing job whilst working with the Board since 2005, first as a member of SASSOT’s Interim Board, then Vice Chair and then Chair. He commended Sue for SASSOT’s leadership and continuous green RAG rating over the years and presented her with gifts to show appreciation. Sue is moving on to paid work and thanked the SASSOT team, especially Jane and Jude, and all Board members whose talent and support over the years had been greatly appreciated.</p> <p>9.3 Sue Finnigan then thanked and presented Leigh Morton, Admin Officer, with a gift of flowers for all her work over the years. Leigh is leaving SASSOT to retire.</p>		
10.	<p>Date of next meeting(s)</p> <p>1. Extra-ordinary Board Meeting – November date to be arranged 2. Weds 24th January 2018, 2pm, Craddock Rm, Stafford Borough Council</p>	All	Nov & 24.01.18

Prepared By:	Date	Checked By	File Code
Leigh Morton	18.10.17	Sue Finnigan	Board Minutes 17.10.17.doc