

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

18 May 2016, 2.00pm, Training Rm, Stafford Borough Council



Meeting Minutes


| Present Attendees | | Apologies | Also Distributed To: |
|------------------------------------------------------------------------------------------|--------------------------------|-----------------|----------------------|
| Sue Finnigan (SF) Chair | SASSOT Chair | Janene Cox | SASSOT Core Team |
| Adam Hill (AH) | Stafford Borough Council | Malcolm Duncan | |
| Andy Weston (AW) | English Schools' FA | Andrew Donald | |
| Angela Dale (AD) | Keele University | Mark Deaville | |
| Caroline Holder (CH) | Entrust | Sajid Hasmi | |
| David Pinnock (DP) | Voluntary Sector | Jonathan Pace | |
| Katrina Hull (KH) | Stoke-on-Trent PH | Alistair Fisher | |
| Michelle Adams (MA) | City of Stoke-on-Trent Council | | |
| Peter Jones (PJ) | Staffordshire University | | |
| Russell Turner (RT) | Sport England | | |
| Simon Dickie (SD) | British Rowing | | |
| Tilly Flanagan (TF) | Public Health Staffordshire | | |
| Tony McGovern (TM) | Cannock Chase Council | | |
| Mark Thornewill (MT) | Partnership Director, CSP | | |
| Leigh Morton (LM) notes | Admin Officer, CSP | | |
| In attendance: Ben Hollands, Sportshire Coordinator, Staffordshire County Council | | | |



Summary of Issues and Action

| No. | Item Topic | Action | Date Due |
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| 1. | Apologies – as above | | |
| 2. | Welcome to new Board Member(s) – Katrina Hull, Senior Health Improvement Specialist / Alistair Fisher, Strategic Manager, Primary Prevention - Public Health - City of Stoke-on-Trent - SF Katrina joined the meeting during agenda item number 4 and was welcomed by the Chair. | | |
| 3. | Declarations of Interest – none | | |
| 4. | Minutes of meeting on 27 Jan 2016 – agreed. Matters arising. | | |
| | 6.1 SASSOT’s new ‘who we are, what we do’ video is now live on the SASSOT’s website and was viewed at the start of the meeting | SF/MT | June |
| | 9.3.1 New director appointed at Tamworth BC – SF & MT to meet with him regarding re-engagement with the Partnership | | |
| | 7.2 Spelling mistake - Carol Bennett should read Carl Bennett | | |

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| 4. | <table border="1"> <tr> <td data-bbox="193 136 312 360">5.</td> <td data-bbox="312 136 1201 360">SASSOT Board Member Self-Assessment Review – issued to 3 Board Members on a trial basis, 2 responses received followed by in-depth discussion with the Chair. The process and principle was found to very good. Action: Chair and Vice Chair to condense the self-assessment review and incorporate it as part future Board development programme.</td> </tr> <tr> <td data-bbox="193 360 312 439">11.</td> <td data-bbox="312 360 1201 439">Get To Know You – SASSOT Board & Team session – next session to take place early December 2016</td> </tr> </table> | 5. | SASSOT Board Member Self-Assessment Review – issued to 3 Board Members on a trial basis, 2 responses received followed by in-depth discussion with the Chair. The process and principle was found to very good. Action: Chair and Vice Chair to condense the self-assessment review and incorporate it as part future Board development programme. | 11. | Get To Know You – SASSOT Board & Team session – next session to take place early December 2016 | SF/PJ | June |
| 5. | SASSOT Board Member Self-Assessment Review – issued to 3 Board Members on a trial basis, 2 responses received followed by in-depth discussion with the Chair. The process and principle was found to very good. Action: Chair and Vice Chair to condense the self-assessment review and incorporate it as part future Board development programme. | | | | | | |
| 11. | Get To Know You – SASSOT Board & Team session – next session to take place early December 2016 | | | | | | |
| 5. | <p>Year 2015/16 reporting – MT</p> <p>5.1 <u>Sport England Annual Performance Report – MT (Enc 1)</u> Vice Chair and Director attended a meeting with Sport England where SASSOT received an overall ‘green’ rating for the period Apr 15-Mar 16 (subject to final moderation). Positive feedback was also received in terms of SASSOT’s performance and impact.</p> <p>DP expressed congratulations to the Director and SASSOT Team.</p> <p>Active People results due in June were anticipated to be static with no increase. This was thought to primarily be because a lot of SE’s programmes are aimed at 14+ years.</p> <p>Proposal through CHAD to research why Active People results in Staffs & SoT are flatlined is still to be signed off by CHAD Board – outcome expected next week. Action: TF to forward details to KH</p> | TF | May | | | | |
| 5.2 | <p><u>Q4 Delivery Plan progress report for 2015/16 – MT (Enc 2)</u></p> <p>Report containing highlights for Q4 and Delivery Plan presented and accepted.</p> <p>Partner Satisfaction Survey – achieved a local partner net promoter score of 91% and an overall net promoter that includes national, regional and local partners score of 55% against 38% which was the national average for CSPs. The Delivery Plan and the Partner Satisfaction Survey presents a good picture of where we are at the moment and is a credit to the relationships/work with partners.</p> <p>MA expressed thanks to the Director and SASSOT Team noting particular help with Stoke’s Built Facility Strategy and representation on the ECoS LOC.</p> <p>DP pointed out that two ‘straight faced’ symbols in the Delivery Plan tended to be in relation to capacity issues and this needed to be taken into account in the future Business Plan development.</p> | | | | | | |

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| 5.3 | <p><u>Financial report to 31st March 2016 – MT (Enc 3)</u></p> <p>Report of accounts presented that had been reviewed by the Finance Champions (MD & DP).</p> <p>Overall healthy financial position in terms of the budget. Have submitted evidence of spends to Sport England and are awaiting signoff.</p> <p>There were no exceptions to report - report accepted.</p> | | |
| 6. | <p>2016/17 Delivery Plan, Budget and Risk Register – MT (Enc 4)</p> <p><u>2016/17 Delivery Plan</u> In line with SE’s core contract, and the final year of SE’s current strategy, the Delivery Plan for 2016/17 highlighting key tasks, milestones, timescales and performance measurement was presented. Plan accepted.</p> <p>6.1</p> <p><u>Draft Budget – 2016/17</u> Report presented</p> <ul style="list-style-type: none"> • The reserve fund of £260k covered for current liabilities • Confirmation of funding to support extension of School Games, Youth Sport and NGB & Volunteer Coordinators posts and delivery of programmes anticipated early summer • Since the presented report had been written SASSOT had received confirmation of an £8k grant for volunteering support which will go towards extending the post <p>The draft budget for 2016-17 that had been approved by the Finance Champions (DP&MD) was accepted by the Board.</p> <p>6.2</p> <p><u>Risk Register</u> The Risk Register presented in January 2016 had been reviewed. No further amendments had been made as the risk rating remained the same. The Risk Register was endorsed.</p> <p>6.3</p> | | |
| 7. | <p>Safeguarding Delivery Plan – MT on behalf of Lee Booth (Enc 5)</p> <p>2016-17 Safeguarding Action Plan that had been developed and reviewed with the support of the CPSU and Board Safeguarding Champion (AW) was presented. Action Plan contained priorities for the coming year.</p> <p>AW expressed thanks to SASSOT’s lead safeguarding officer Lee Booth.</p> <p>Plan endorsed.</p> | | |
| 8. | <p>Sport England’s Emerging Strategy 2016/2021 – RT</p> <p>RT provided a verbal update on the impending publication of Sport England’s new strategy as follows:</p> <ul style="list-style-type: none"> • Investment will focus on 5 social outcomes: physical health, mental health, individual development, social and community development and economic development • Age range is likely to be broader but funding available will be the same | | |

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| 8. | <ul style="list-style-type: none"> • CSP review consultation is complete and report being prepared by Andy Reed. Focus will be on role of CSPs going forward. • Have to deliver differently - customer centred to get to different people to do different things in different ways • Information about whether we can deviate from the list of SE traditionally funded sports will follow in the detail that sits behind the strategy • Talent support - signs are that it's still really important • Measurement - Active Lives survey age range is 14+. Discussions taking place on how to capture data relating to 5-13 years. Action: LM to share SASSOT's old year 6 and year 9 survey information with CH • SE engagement planning events will follow the release of the strategy | LM | May |
| 9. | <p>Results - Collective SASSOT Board Appraisal Survey 2016 – SF (Enc 6)</p> <p>Report and anonymous survey responses presented.</p> <p>Discussion focused around the Board being appropriate for now but having to be clear about how to provide strategic direction, advocacy and what Board Members can bring to the table moving forward.</p> <p>It was recommended and agreed that the Vision 2020 group be extended to look at the summary of issues within the Board appraisal as well as future business development planning. Group members currently are: SF, PJ, MT, AH & TF. Board Members who volunteered to join the group are: KH, AD, AW, DP & SD. Action: LM to arrange a late June meeting for the group.</p> <p>The Chair welcomed any more feedback – suef@rockfarmresourcing.co.uk</p> | V2020 LM | June May |
| 10. | <p>2017-2021 Business Development Plan Process and Timeline and initial Board discussion on local priorities - SF/MT (Enc 7)</p> <p>Report and proposed business development plan process and timeline presented to inform/map out how we develop the new business plan by April 2017.</p> <p>Copy of Business Development Plan ‘What We Know’ issued that sets out an overall county, city and private sector picture and individual priorities. See attached.</p>  <p>What We Know.ppt</p> <p>Action: V2020 Group in consultation with Board Members and Partners to develop the new business plan.</p> <p>Report, methodology and timescale endorsed by the Board.</p> <p>Next Board meeting (13 July) to be a dedicated business planning development session – 1pm working lunch, workshops 1.15pm-4.00pm.</p> | V2020 | 2016-17 |

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| 11. | <p>Items for information:</p> <p>SASSOT Partner Satisfaction Survey 2015/16 – MT on behalf of Naomi Bird (Enc 8)</p> <p>Report, key results and an overview of how SASSOT compares to national benchmarking across the CSP network presented. Overall very pleasing results.</p> | | | | | | | | | | |
| 12. | <p>SASSOT Staff Satisfaction Survey 2016 – MT on behalf of Jane Kracke (Enc 9)</p> <p>Report and overview of results presented. Positive overall – looking to put together a TNA and suggested improvements.</p> | | | | | | | | | | |
| 13. | <p>Sportivate Year 5 Results & Year 6 Plan– MT on behalf of Claire Greenwood (Enc 10)</p> <p>Report presented highlighting successful year 5 results that had exceeded Sportivate targets and retention rates. Commenced year 6 delivery and, based on performance, SASSOT had received the 5th highest funding award in the country from SE's incentive fund. Claire Greenwood and Nicola Hill-Gregory congratulated on the success of the programme.</p> | | | | | | | | | | |
| 14. | <p>Sportshire Update – Ben Hollands (Enc 11)</p> <p>Report presented to update on progress and activities across the Sportshire agenda.</p> | | | | | | | | | | |
| 15. | <p>AOB</p> <p>MA - ECoS16 - £3.5m funding to develop a programme of sustainable community activities over 3 years. Secured extra £750k from GOGA and ParkLives. Invited all partners to develop/promote an activity and have a role.</p> <p>Action:</p> <ul style="list-style-type: none"> • ECoS aims and objectives attached together with an activity EoI proforma. MA happy to talk/visit interested partners who wish to get involved • MA to share Q1 report when available <p> </p> <p>ECoS16 Aims and Objectives - short vers ECoS16 SASSOT Ideas Form.docx</p> | | | | | | | | | | |
| 16. | <p>Date of next meeting(s)</p> <table border="1" data-bbox="193 1738 1203 1899"> <tr> <td>Weds 13 July 2016, 1.00pm</td> <td>County Buildings, Staffs County Council</td> </tr> <tr> <td>Weds 19 Oct 2016, 2.00pm</td> <td>Stafford Borough Council</td> </tr> <tr> <td>New – SASSOT Board & SASSOT Team – ‘Get To Know You’ session</td> <td></td> </tr> <tr> <td>Thu 8 December 2016, 2.00pm</td> <td>Walton Rm, Stafford Borough Council</td> </tr> </table> | Weds 13 July 2016, 1.00pm | County Buildings, Staffs County Council | Weds 19 Oct 2016, 2.00pm | Stafford Borough Council | New – SASSOT Board & SASSOT Team – ‘Get To Know You’ session | | Thu 8 December 2016, 2.00pm | Walton Rm, Stafford Borough Council | All | 13.07.16 |
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| Prepared By: | Date | Checked By | File Code |
| Leigh Morton | 19.05.16 | Sue Finnigan | Board Minutes 18.05.16.doc |