

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

19 October 2016, 2.00pm, Craddock Rm, Stafford Borough Council



**Meeting Minutes**

| Present Attendees   |                              | Apologies            | Also Distributed To: |
|---|------------------------------|----------------------|----------------------|
| Sue Finnigan (SF) Chair   | SASSOT Chair                 | Angela Dale          | SASSOT               |
| Adam Hill (AH)  | Stafford Borough Council     | Jonathan Pace        | Core Team            |
| Andy Weston (AW)  | English Schools' FA          | Malcolm Duncan       | Alistair             |
| Caroline Holder (CH)  | Entrust                      | Michelle Vorel-Adams | Fisher               |
| David Pinnock (DP)  | Voluntary Sector             | Trevor Humphreys     |                      |
| Janene Cox (JC)   | Staffordshire County Council |                      |                      |
| Katrina Hull (KH)   | City of Stoke-on-Trent PH    |                      |                      |
| Mark Deaville (MDe)   | Staffordshire County Council |                      |                      |
| Peter Jones (PJ)  | Staffordshire University     |                      |                      |
| Russell Turner (RT)   | Sport England                |                      |                      |
| Ruth Goldstein (RG)   | Staffordshire PH             |                      |                      |
| Tilly Flanagan (TF)   | Staffordshire PH             |                      |                      |
| Tony McGovern (TM)  | Cannock Chase Council        |                      |                      |
| Mark Thornewill (MT)  | Partnership Director, CSP    |                      |                      |
| Leigh Morton (LM) notes   | Admin Officer, CSP           |                      |                      |
| <b>In attendance:</b> Mike Huss, Sports Development Manager, Keele University |                              |                      |                      |

**Summary of Issues and Action**

| No.           | Item Topic   | Action        | Date Due   |       |      |
|---------------|--|---------------|--|-------|------|
| 1.            | <b>Apologies</b> – as above  |               |  |       |      |
| 2.            | <b>Declarations of Interest</b> - none   |               |  |       |      |
| 3.            | <b>Minutes of meeting on 18 May 2016</b> – agreed.<br><br>Matters arising.   |               |  |       |      |
|               | <table border="1"> <tr> <td>Pg 1<br/>9.3.1</td> <td>SF &amp; MT to meet with new director at Tamworth BC, regarding re-engagement with the Partnership, as part of the business planning process</td> </tr> </table> | Pg 1<br>9.3.1 | SF & MT to meet with new director at Tamworth BC, regarding re-engagement with the Partnership, as part of the business planning process | SF/MT | ASAP |
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|-----|---|--------|---------|
| 4.  | <p><b>Vision 2020 Group report – Sue Finnigan (Enc 1)</b></p> <p>Report presented outlining the tasks performed at the last V2020 group meeting which included moving forward from a business planning prospective.</p>   |        |         |
| 4.1 | <p><u>Board Self-Assessment Review</u></p> <ol style="list-style-type: none"> <li>1. Whole Board Evaluation Review – annual completion, review and development of an action plan – agreed.</li> <li>2. Board Member Self-Assessment Review – second section on competencies and behaviours be reviewed in line with the new business plan and brought to the Board for consideration.</li> </ol>  | SF/AH  |         |
| 4.2 | <p><u>Strategy and Business Plan Review</u></p> <p>The five recommendations in the Board report were presented, accepted and endorsed. New Vision and Purpose will be adopted in all future publicity material.</p>   | SASSOT | Ongoing |
| 5.  | <p><b>Financial report to 30<sup>th</sup> September 2016 – MT (Enc2)</b></p> <p>Report of accounts presented that had been reviewed by the Finance Champions (MD &amp; DP). There were no major issues to report.</p> <p>Report accepted.</p>   |        |         |
| 6.  | <p><b>Risk Assessment – MT (Enc 3)</b></p> <p>Report, risk register and risk management plan tabled at the meeting. Report recommendations highlighted a couple of the risks relating to finance from 1 April 2017 be increased and that the Board carry out a review of structures in line with new business planning.</p> <p>It was noted that SASSOT’s reserves for the current financial year are £258k and going forward will have to increase to £269k. The increase will be need to be sourced from current partner funding contributions as it is not possible to use Sport England’s core funding.</p> <p>Report accepted.</p> |        |         |

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| 7. | <p><b>CSP Future – Sue Finnigan (Enc 4)</b></p> <p>LM (note taker) left the meeting so that the Board could discuss the confidential paper. The report was initially presented by Mark Thornewill who subsequently left the meeting while Board Members considered the recommendations and examined additional options with the Chair.</p> <p>To progress, recommendations 1&amp;2 were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation 1 - it was agreed to set up a working group (SF/PJ/AH/JC/DP/RT/MT)</li> <li>• Recommendation 2 – The Chair was given delegated authority to finalise arrangements.</li> </ul> <p>LM &amp; MT rejoined the meeting and the Chair requested that an ‘extraordinary Board meeting’ be arranged late December/early January.</p> | LM | Oct |
| 8. | <p><i>Items for information:</i></p> <p><b>Sport England Six-Monthly Performance Report – MT (Enc 5)</b></p> <p>The Chair and Director attended a meeting with Sport England where SASSOT received an overall ‘green across the board’ rating for the period Apr-Sept 16 (subject to final moderation). Positive feedback was also received in terms of SASSOT’s performance and impact.</p> <p>Report accepted.</p>  |    |     |
| 9. | <p><b>Q2 Delivery Plan progress report for 2016/17 – MT (Enc 6)</b></p> <p>Report containing highlights for Q2 and Delivery Plan presented and accepted.</p> <p>All the activity and milestones for the period were on track and there were no real concerns in terms of delivery.</p> <p>An additional success/highlight included:</p> <ul style="list-style-type: none"> <li>• A Sportivate participant who had been recognised as the Regional Sportivate Participant of the Year and shortlisted for the National award was pronounced ‘winner’ at an awards ceremony held in the Houses of Parliament on 12 October 2016.</li> <li>• The insight project in South Staffordshire is about to go live.</li> </ul>  |    |     |

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| 10. | <p><b>Move More in May – MT for Jane Kracke/Naomi Bird (Enc 7)</b></p> <p>Report presented and discussed.</p> <p>Report and 2016 campaign summary presented.</p> <ul style="list-style-type: none"> <li>• Effective campaign that promoted 998 events, saw an increase in participation and encouraged more NGBs into Staffordshire to put on events</li> <li>• Intend to run the campaign again in 2017 building on identified improvements.</li> <li>• Campaign picked up by WM CSPs and put forward nationally.</li> </ul> <p><b>Action</b></p> <p>Jane Kracke to send detail on retention rates to KH for improved links to public health, commissioning programmes and signposting to physical activity benefits.</p>   | JK | Nov |
| 11. | <p><b>Sportshire Update – Ben Hollands (Enc 8)</b></p> <p>Report presented to update on progress and activities across the Sportshire agenda.</p> <p><u>Ironman</u></p> <ul style="list-style-type: none"> <li>• Successful Ironman event held in 2016 – see report for growth of economic impact in Staffordshire.</li> <li>• 2017 event will take place on 17 &amp; 18 June at Shugborough</li> <li>• Having conversations with Ironman re a suitable alternative venue to Shugborough for 2018</li> </ul> <p><u>UK Corporate Games</u></p> <p>SCC &amp; SoTCC are working towards submitting a bid in November to host the games in 2018.</p> <p><u>Tough Mudder UK</u> – Assessing potential for a couple of other events including tough mudder and the ASA Open Water Swimming Championships</p> |    |     |
|     | <p><u>Looked After Children</u> - project has started with good diversionary activity opportunities on offer.</p> <p><u>Thinking Active</u> – due to start project delivery of 2 of the 5 pilot groups over the coming two weeks.</p> <p>Sportshire is a successful programme and on track with delivery.</p>  |    |     |

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| 12.                         | <p><b>AOB</b></p> <p><b>Board Member Changes</b></p> <p>On behalf of all Board Members, the Chair expressed grateful thanks for service provided over the years and sent best wishes in the future to:</p> <ul style="list-style-type: none"> <li>• Simon Dickie (NGB rep) – had moved back to Northern Ireland. Simon had suggested inviting Howard Blackman (rowing) who lives in Staffordshire to join the Board. Howard will advise MT following discussion with his senior managers</li> <li>• Adam Hill (Host &amp; SLCOF rep) – relocating to Bristol for a new job. Norman Jones, SBC's Policy &amp; Performance Manager will be attending as host representative</li> <li>• Tilly Flanagan (Staffordshire PH rep) – changing job role so can no longer be part of the Board. Judith Wright will be picking up Strategies and Policies. TF to inform SF &amp; MT when replacement is known.</li> <li>• Caroline Holder (Entrust education rep) will shortly be going on maternity leave.</li> </ul> | TF                          | ASAP                     |                             |                          |                         |                          |                          |                          |                             |                          |     |          |
| 13.                         | <p><b>Date of next meeting(s)</b></p> <table border="1" data-bbox="194 931 1201 1133"> <tr> <td>Thu 8 December 2016, 2.00pm</td> <td>Stafford Borough Council</td> </tr> <tr> <td>Wed 25 January 2017, 2.00pm</td> <td>Stafford Borough Council</td> </tr> <tr> <td>Wed 17 May 2017, 2.00pm</td> <td>Stafford Borough Council</td> </tr> <tr> <td>Wed 12 July 2017, 2.00pm</td> <td>Stafford Borough Council</td> </tr> <tr> <td>Wed 18 October 2017, 2.00pm</td> <td>Stafford Borough Council</td> </tr> </table>  | Thu 8 December 2016, 2.00pm | Stafford Borough Council | Wed 25 January 2017, 2.00pm | Stafford Borough Council | Wed 17 May 2017, 2.00pm | Stafford Borough Council | Wed 12 July 2017, 2.00pm | Stafford Borough Council | Wed 18 October 2017, 2.00pm | Stafford Borough Council | All | 08.12.16 |
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| Prepared By: | Date     | Checked By   | File Code                  |
| Leigh Morton | 20.10.16 | Sue Finnigan | Board Minutes 19.10.16.doc |