

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

25 January 2017, 2.00pm, Craddock Rm, Stafford Borough Council



**Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Sue Finnigan (SF) Chair	SASSOT Chair	Malcolm Duncan	SASSOT Core Team Alistair Fisher
Andy Weston (AW)	English Schools' FA	Peter Jones	
Angela Dale (AD)	Keele University	Trevor Humphreys	
David Pinnock (DP)	Voluntary Sector		
Janene Cox (JC)	Staffordshire County Council	MT and LM were not present for items 1 -5 inclusive.	
Jonathan Pace (JP)	Staffordshire University		
Katrina Hull (KH)	City of Stoke-on-Trent PH		
Michelle Vorel-Adams (MVA)	Stoke-on-Trent CC		
Norman Jones (AH)	Stafford Borough Council		
Russell Turner (RT)	Sport England		
Tony McGovern (TM)	Cannock Chase Council		
Mark Thornewill (MT)	Partnership Director, CSP		
Leigh Morton (LM) notes	Admin Officer, CSP		

**Summary of Issues and Action**

No.	Item Topic	Action	Date Due
1.	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed Norman Jones, Head of Policy and Improvement at Stafford Borough Council as the new host representative Board Member (replacing Adam Hill). Apologies were as noted above.</p>		
2.	<p><b>Declarations of Interest - none</b></p>		
3.	<p><b>Minutes of meeting on 08 Dec 2016 – agreed.</b></p> <p>No matters arising.</p>		
4.	<p><b>CSP Future &amp; Governance Review – SF (Enc 1)</b></p> <p>Confidential paper that was issued to Board Members via email prior to the meeting was presented and discussed. Mark Thornewill and Leigh Morton were not present.</p> <p>Norman Jones, note taker for enclosures 1&amp;2, informed that recommendations for enclosure 1 were agreed and the importance of maintaining communications with partners over the process was stressed.</p>	All	Ongoing

5.	<p><b>New SASSOT Board Members – SF (Enc 2)</b></p> <p>The two recommendations within the report were agreed.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. MT to write to Cllr Mark Deaville and Tilly Flanagan to thank them for their service as SASSOT Board Members</li> <li>2. The two new Board representatives, Cllr Mark Winnington and Jon Topham be invited to the 17 May Board meeting.</li> </ol>	MT  LM	Feb  Feb
6.	<p><b>Q3 Delivery Plan progress report for 2016/17 – MT (Enc 3)</b></p> <p>Mark Thornewill and Leigh Morton (note taker) joined the meeting.</p> <p>Report containing highlights for Q3 and Delivery Plan presented and accepted. All the activity and milestones for the period were on track and there were no real concerns in terms of delivery.</p> <p>Additional success/highlights over and above those contained in the report were:</p> <ul style="list-style-type: none"> <li>• New Active Lives survey headline figures due out on 26 January. This survey replaces the Active People survey</li> <li>• Sportivate will finish in Staffordshire &amp; Stoke-on-Trent on 31<sup>st</sup> March 2017 as the programme will no longer be funded by Sport England</li> <li>• Aiming High – over achieving on targets. Applied for another round of Aiming High funding and the outcome from SCC is expected in February</li> <li>• SASSOT’s Community Coach of the Year 2016, David Rigby, went on to win the West Midlands Community Coach of the Year award</li> <li>• New announcement (20/01/17) – SASSOT was one of 7 CSPs nationally to be awarded This Girl Can funding. The funding will be used to raise the profile of women and girls activities and to fund programme delivery with partners</li> <li>• Get Out Get Active (page 27) – MVA advised that, EFDS’s national project went live in Stoke-on-Trent in November</li> </ul> <p>On behalf of the Board the Chair thanked all SASSOT staff for the amount of good work being undertaken in times of uncertainty while we wait for Sport England’s new core specification for CSPs. The Chair also informed that she and the Director would be attending a workshop in February as an initial consultation process on what is likely to be in the core spec.</p> <p>JC raised the question of evaluation of safeguarding and protecting young people in sport in the light of recent football allegations. MT informed that, in the next 2 weeks, SASSOT would be assessed by the NSPCC and that SASSOT was meeting with Staffordshire &amp; Stoke-on-Trent Local Children’s Safeguarding Board to discuss a communication strategy advising parents and organisations of best practice in safeguarding in sport and information on where advice and support could be obtained.</p>		

7.	<p><b>Risk Assessment – MT (Enc 4)</b></p> <p>Report, risk register and risk management plan presented.</p> <p>Recommendations discussed as follows:</p> <ul style="list-style-type: none"> <li>i. Risk register had not changed other than the inclusion of the additional risk mitigation relating to the commissioning of a Governance Review</li> <li>ii. Risks designated red related to CSP core spec. and funding levels which depended on a budget decision by the Board.</li> </ul> <p><b>Action:</b> It was agreed that communication be included as a risk going forward.</p> <p>Report accepted.</p>	MT	Ongoing
8.	<p><b>Financial report to 31<sup>st</sup> December 2016 – MT (Enc5)</b></p> <p>Report of accounts presented that had been reviewed by the Finance Champions (MD &amp; DP). There were no exceptions to report against the budget.</p> <p><b>Action:</b> It was agreed to include committed expenditure within the report and detailed figures to present a clear budget picture.</p> <p>Report accepted.</p>	MT/DP/ MD	Ongoing
9.	<p><b>Sport England’s Core Specification for CSPs (if known) – SF</b></p> <p>RT informed that although SE’s core spec was not known yet and a lot of questions remain unanswered, CSPs were considered to be an important part of the landscape. No additional funds would be available to reach down to the new age range starting at 5years. There would be agreements with 40 NGBs which could mean less emphasis and more emphasis on the inactive and relationships with public health. More detail will emerge following the February consultation workshops with Chairs and Directors.</p> <p><b>Action:</b> The Chair to feed the above into the Governance Review.</p>	SF	Feb
10. 10.1	<p><b>AOB</b></p> <p>MVA informed that the City of Stoke-on-Trent is submitting a bid to be UK City of Culture in 2021. The first stage of the bid would be submitted in April and Board Members were encouraged to #BackTheBid. Details of ways to show your support were issued.</p> <p><b>Action:</b> All to #BackTheBid <a href="http://www.sot2021.com">www.sot2021.com</a></p>	All	Jan/Feb

10.2	The Chair informed the Board that the original agreement with Stafford Borough Council, in relation to Director's work on leisure projects, was in place to 31 <sup>st</sup> March 2017. Going forward SASSOT needed to ensure that the proposed Governance Review and move to the new arrangements, as agreed at item 4 in the above minutes, were managed to ensure a smooth transition. Subsequent to the meeting further negotiations have been ongoing with SBC.								
10.3	Governance Review – once consultants have been appointed they may contact Board Members as part of the review. The shortlisting process to take place immediately after the Board meeting.								
11.	<p><b>Date of next meeting(s)</b></p> <p>JP raised an issue of Wednesday being the current choice of Board meeting days as this was particularly difficult for FE Board Members. It was agreed to keep Weds 17th May for the next meeting and conduct a Doodle Poll to assess the best day of the week thereafter.</p> <p>The Chair also advised that a Board workshop will be held on SE's new core spec at a date TBC and that Board members should be prepared to be consulted during the governance review process.</p> <table border="1" data-bbox="193 925 1203 1122"> <tr> <td data-bbox="193 925 687 965">Wed 17 May 2017, 2.00pm</td> <td data-bbox="687 925 1203 965">Stafford Borough Council</td> </tr> <tr> <td data-bbox="193 965 687 1043"><i>Wed 12 July 2017, 2.00pm</i></td> <td data-bbox="687 965 1203 1043"><i>Stafford Borough Council - not yet confirmed</i></td> </tr> <tr> <td data-bbox="193 1043 687 1122"><i>Wed 18 October 2017, 2.00pm</i></td> <td data-bbox="687 1043 1203 1122"><i>Stafford Borough Council – not yet confirmed</i></td> </tr> </table>	Wed 17 May 2017, 2.00pm	Stafford Borough Council	<i>Wed 12 July 2017, 2.00pm</i>	<i>Stafford Borough Council - not yet confirmed</i>	<i>Wed 18 October 2017, 2.00pm</i>	<i>Stafford Borough Council – not yet confirmed</i>	All LM	17.05.17 January
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Prepared By:	Date	Checked By	File Code
Leigh Morton	27.01.17	Sue Finnigan	Board Minutes 25.01.17.doc