

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



27 January 2016, 2.00pm, White Rm, County Buildings, Staffordshire County Council

Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Peter Jones (PJ) Chair	SASSOT Vice Chair	Sue Finnigan	SASSOT Core Team
Adam Hill (AH)	Stafford Borough Council	Andrew Donald	
Andy Weston (AW)	English Schools' FA	Caroline Holder	
Angela Dale (AD)	Keele University	Mark Deaville	
David Pinnock (DP)	Voluntary Sector	Michelle Adams	
Janene Cox (JC)	Staffordshire County Council	Russell Turner	
Jonathan Pace (JP)	Staffordshire University		
Malcolm Duncan (MDu)	Voluntary Sector		
Sajid Hasmi (SH)	Voluntary Action Stoke-on-Trent		
Simon Dickie (SD)	British Rowing		
Tilly Flanagan (TF)	Public Health Staffordshire		
Tony McGovern (TM)	Cannock Chase Council		
Trevor Humphreys (TH)	NuL College		
Mark Thornewill (MT)	Partnership Director, CSP		
Leigh Morton (LM) notes	Admin Officer, CSP		

In attendance: SASSOT Core Team for the 'Get To Know You' session attended by the above Board Members with the exception of Andy Weston and Jonathan Pace.

Summary of Issues and Action

No.	Item Topic	Action	Date Due
1.	Apologies – as above		
2.	Declarations of Interest - none		
3.	Minutes of meeting on 21 Oct 2015 – agreed. Matters arising.		
6.1	SASSOT's 'who we are, what we do' video is being developed and will be available at the next Board meeting	MT	18.05.16
7.2	MT informed that Katrina Hull, the new Senior Health Improvement Specialist at Stoke-on-Trent Public Health had joined the Vision 2020 Group and her contribution was valued. MT proposed and it was agreed that Katrina or her manager Alistair Fisher be invited to join SASSOT's Board as a direct replacement for the position vacated by Carol Bennett. Action: MT to write to Alistair and Katrina.	MT	Feb
8.	Equality champions – Caroline Holder and Tilly Flanagan to take on role		
9.2	Active People Insight (led by TF) – brief developed. Further discussions with Staffs Public Health re utilising CHAD to be had		
9.3.1	Re-engagement meeting with Tamworth BC – date for Chair & Director to meet to be arranged	SF/MT	Feb/Mar
9.3.2	Executive summary of SASSOT's response to the DCMS Strategy for Sport was included in our November e-newsletter that went out to all MPs		

4.	<p>Year 2015/16 reporting – MT</p>		
4.1	<p><u>Q3 Delivery Plan progress report for 2015/16 – MT (Enc 1)</u></p>		
	<p>Report containing highlights for Q3 and Delivery Plan presented and accepted.</p>		
4.1.1	<p>Discussion points included:</p>	MT	Feb
	<ul style="list-style-type: none"> • ECoS – Aims, objectives and outcomes to be circulated. SASSOT to advocate for detailed evaluation of programmes to be implemented and results shared re informing joint learning 		
4.1.2	<p>Action: PJ and MT to follow up</p>	PJ/MT	Ongoing
	<ul style="list-style-type: none"> • Green ratings across the board from Sport England for Delivery and Infrastructure were acknowledged as being an achievement but the Active People results were not reflective of this as they had remained in the lower quartile. While research with CHAD will find out why this was the case, the Board acknowledged that it was a good thing to continue to challenge what we do and that to accept ‘staying the same’ was a not a bad position to be in. <p>Action: Vision 2020 Group next steps:</p> <ol style="list-style-type: none"> a) Continue to focus on a solution to 4.1.2 above b) Consider how to upscale successful programmes and utilise our infrastructure across our big county that has rural environment and a 2-tier system c) Start developing SASSOT’s new draft business plan by consulting with stakeholders/partners to establish their local mandate and what they want from CSPs. This can then be used to inform and submit evidence to the DCMS review of CSPs in the autumn. The local mandate, the requirements of the Board can then be incorporated into the final business plan once the outcome of Sport England’s new strategy and the DCMS review of CSPs are known. 	<p>Vision 2020 Vision 2020 Vision 2020</p>	
4.2	<p><u>Risk Assessment – MT (Enc 2)</u></p> <p>Risk management plan, register and report presented for consideration.</p> <p>The recommendation that strategic risk 1 relating to national changes reducing the role of CSPs be amended from probability 6 and impact 8 to probability 10 and impact 8 was endorsed.</p> <p>Action MT to lead on the action plan that will then go to the Vision 2020 Group and feed into the stakeholder review.</p> <p>Discussion focused around the possibility of having a common health & wellbeing strategy with targets that CCGs, SCC and LAs have signed up to even though the operation would differ locally. This would need ‘buy-in’ from politicians, partners and governance with the responsibility for making it happen. The lead organisation for this project could go out to tender.</p>	MT	Feb

	<p>Action: SASSOT to consult with partners in the stakeholder review to establish if they want to develop an overarching Staffordshire & Stoke-on-Trent Health vision and targets for sport.</p>	MT	
4.3	<p><u>Financial report to 31st Dec 2015 – MT (Enc 3)</u></p> <p>Report presented that had been prepared in consultation with the Finance Champions (MD & DP). There were no exceptions to report.</p> <p>Overall ‘on budget’ for the period. Detail within the report included the slight underspend and receipt of extra income.</p> <p>Action:</p> <ul style="list-style-type: none"> • Diversification of income and setting up a commercial arm had been looked at before and will be considered again as part of the Business Plan review • MT to produce a variation of a balance sheet for the May meeting to show what liabilities and reserves we might have. <p>Report accepted</p>	<p>Vision 2020</p> <p>MT</p>	18.05.16
5.	<p>Vision 2020 – Board Level Evaluation – performance review development - MT on behalf of SF (Enc 4)</p> <p>Report presented that was put together by the Chair (SF) and the Vision 2020 group.</p> <p>Actions</p> <ul style="list-style-type: none"> • The collective SASSOT Board appraisal form was adopted. MT to circulate for completion via Survey Monkey • Three Board Members volunteered to trial the SASSOT Board Member Self-Assessment Review – TF, SH & DP. MT to issue 	<p>MT</p> <p>TF,SH & DP MT</p>	<p>Feb</p> <p>Feb</p>
6.	<p>Working in partnership with the Office of the Police and Crime Commissioner – MT on behalf of Ben Hollands (Enc 5)</p> <p>Report presented and discussed.</p> <p>Funding for the pilot Looked After Children project will be sourced as follows:</p> <ul style="list-style-type: none"> • Application to Sportivate Innovation Fund - £10k • OPPC funding - £12k • SCC funding - £3k <p>Delivery funding will go out to local partners</p> <p><u>SPACE project</u></p> <p>Action: Ben Hollands to have discussion with OPCC re: evaluation of the SPACE for 2016 project. Offer extended from Staffordshire University (PJ) to be part of the discussion with regards to the evaluation process</p> <p>Working with OPCC as a new partner was endorsed by the Board.</p>	<p>Ben PJ</p>	<p>Feb</p> <p>When required</p>

7.	<p>Items for information:</p> <p>Sporting Future – A New Strategy for an Active Nation – MT (Enc 6)</p> <p>Report presented and presentation on the community aspects of the new strategy that has 5 themes that sport and physical activity can impact on.</p> <p>Funding will be available to a much wider sector in the market.</p> <p>Actions from discussion:</p> <ul style="list-style-type: none"> • Virgin Active in East Staffs is looking for providers of physical activity. SH to email information to MT. • Promotion and marketing of programmes and activities was discussed. MT informed the Board that SASSOT’s successful Move More In May will be implemented again providing an opportunity for all partners to engage. MT also informed that the MMIM concept had been adopted by a number of West Midland CSPs for 2016. 	SH	Feb
8.	<p>SAHP Progress Update – Dr Peter Jones</p> <p>Staffordshire Academy of Human Performance - £15k for 3 years pledged from SoTCC; hoping to get similar amount from Staffordshire CC. Submitted a grant for £30k to a local trust (hear mid Feb). Asking University Sports Management Board for additional funding. Hoping to get more funding and launch in Sept 2016. Aiming to get £100-£110k for next 3 years for the project and hoping to get in-kind support through SLCOF.</p> <p>Action PJ to provide progress update at the next meeting.</p>	PJ	18.05.16
9.	<p>Facilities Framework Priorities Mapping – MT on behalf of Ben Hollands (Enc 7)</p> <p>Report presented.</p> <p>Individual hierarchy of facilities is currently being checked by Heads of Leisure to finalise the profiles. Documents will highlight specific opportunities, development needs and provide strategic evidence to attract future investment funding.</p> <p>Action Board Members to let MT know if they have any comments on the proposed facility hierarchy criteria.</p>	All	When necessary

10.	<p>Sportshire Update – MT on behalf of Jude Taylor (Enc 8)</p> <p>Report and Sportshire progress, future aspirations and the strategy for 2016-2020 presented.</p> <p>Sportshire papers presented to SCC’s Cabinet were met with a positive commitment and were accepted. Highlights include:</p> <ul style="list-style-type: none"> • Ironman Staffordshire 70.3 – 2015-2017 project continues • UK Corporate Games – tender for UKCG in 2017 approved • Commitment to expanding Sportshire’s events portfolio and link with other major events across Staffordshire as and when they become available • Emphasis will be on high profile, mass participation events that link with volunteering, physical activity and have health outcomes <p>Action Consider opportunity to tender for National Colleges Championships, that this year are being held in Newcastle upon Tyne, as a requirement for a 50m pool is no longer needed as swimming will not be taking part. TH to forward details to Ben.</p> <p>The Chair, on behalf of the Board, expressed thanks and sent best wishes to Jude Taylor for her maternity leave.</p>	Ben Hollands TH	Feb Feb						
11.	<p>‘Get To Know You’ – SASSOT Board & SASSOT Team</p> <p>Board Members chose 3 themes from the 6 on offer and met with the SASSOT Team who informed of their:</p> <ul style="list-style-type: none"> • Work Area Overview • Highlights & Challenges • Looking Ahead <p>If was felt that the informal session was of benefit to both Board Members and SASSOT Team and the many ideas generated by the Board will be followed up by the Team.</p>	SASSOT Team	ASAP						
12.	<p>Date of next meeting(s)</p> <p>Theme for next meeting: TMcG to ask CEOs if they would like a presentation on the Government’s Sporting Future at a future meeting. CEOs to be consulted on future role of SASSOT. TMcG, Chair & MT to agree process.</p> <table border="1" data-bbox="199 1731 1201 1848"> <tr> <td>Weds 18 May 2016, 2.00pm</td> <td>Training Rm, Stafford Borough Council</td> </tr> <tr> <td>Weds 13 July 2016, 2.00pm</td> <td>Walton Rm, Stafford Borough Council</td> </tr> <tr> <td>Weds 19 October 2016, 2.00pm</td> <td>Craddock Rm, Stafford Borough Council</td> </tr> </table>	Weds 18 May 2016, 2.00pm	Training Rm, Stafford Borough Council	Weds 13 July 2016, 2.00pm	Walton Rm, Stafford Borough Council	Weds 19 October 2016, 2.00pm	Craddock Rm, Stafford Borough Council	TMcG TMcG/ SF/MT All	18.05.16
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Prepared By:	Date	Checked By	File Code
Leigh Morton	28.01.16	Peter Jones	Board Minutes 27.01.16.doc