



Sport Across Staffordshire and Stoke-on-Trent

Board Workshop Agenda

13 July 2016 at 1.00pm

White Room, Staffordshire County Council, County Buildings, Martin Street, ST16 2LH

Aim - agree future priorities and direction

Time	Agenda	Who
1.00pm	Lunch	
1.14pm	Apologies	
1.14pm	Declarations of Interest	
1.15pm	Introduction from each Board Member (2 sentence intro – max)	Board Members
1.20pm	National and Local Priorities (presentation)	Mark T
1.30pm	Hosting update	Mark T
1.32pm	Group work: i. PESTLE analysis ii. SWOT analysis	Sue F & Dave P
3.30pm	Prioritisation of key partners and target groups for the future	Mark T & Sue F
4.30pm	End	



Report to the Board

Report Title	Delivery Plan Progress Report – Quarter 1 2016-17
Date	17 August 2016

Open Agenda item	X	
Private and Confidential Agenda item		By virtue of containing confidential information relating to:

Contact Officer	Name:	Mark Thornewill
	Tel:	01785 619896

For Information	X
For Decision	

1. **Purpose of Report**

This report provides a summary of the work of the Sport Across Staffordshire and Stoke-on-Trent Core Team for the first quarter of 2016/17.

2. **Recommendation(s)**

N/A

3. **Executive Summary**

In order to provide the Board with an overview of the work of the Core Team across all work areas, the achievements for the period April 2016 to June 2016 have been summarised in the attached document. These achievements have been mapped against the Partnership's 2016-17 Delivery Plan to illustrate the progress the Core Team has made against the Partnership's core functions of:

- i. National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity
- ii. Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to 'grow', 'sustain' and 'excel' in sport and physical activity and providing the intelligence to enable partners

to make evidence-based decisions

- iii. Coaching – Supporting an appropriate, skilled coaching workforce for the delivery of NGB, Sport England and local programmes. To increase investment in sport, PE and physical activity within the sub-region by advocating their value
- iv. Strategic Networking – Brokering relationships between NGBs and other partners with local stakeholders including Local Authorities, Further Education and Higher Education.
- v. Facilities – Supporting NGBs to access appropriate facilities, advocating for access to educational facility sites, knowledge of asset transfer and strategic facility development needs for the sub region.
- vi. Marketing and Communications – Supporting the promotion of community sport programmes
- vii. Governance - To manage and operate the CSP to ensure sound governance arrangements and compliance with funding conditions are in place

Highlights for the Quarter

It is pleasing to report that good progress has been made against the Delivery Plan targets with the majority of areas on or above target levels.

This period's highlights include:

Strategy and Strategic Networking

Sportshire – Successful delivery of the 2nd Staffordshire Ironman 70.3
Project delivery in 4 areas is shortly to commence on the “Thinking Active” Sport and Physical Activity Early Onset Dementia programme.
Sportivate innovation funding of £10,000 secured to match local funding from the OPCC and Staffordshire County Council Looked After Young Peoples Service. Project delivery to commence.

Local Sport and Physical Activity Strategy Development – SASSOT continues to work in partnership with Sport England, Stoke City Council, Staffordshire University and other local partners on the Stoke-on-Trent Strategic Sport and Physical Activity project which is aimed at ensuring that sport plays its part in the regeneration agenda in the City, and making Stoke a healthy and attractive place to live and work. Work on the Physical Activity and Sport Strategy is complete. The Built Facilities Strategy and Playing Pitch Strategies are nearing completion. SASSOT is a member of the European City of Sport Local Organising Committee which considers applications for programmes and monitors progress of the initiative.

Connecting NGBs and Local Partners – Forum held 14.06.16, with Stoke-on-Trent City Council and Engage Communities presenting. FE/HE NGB meeting held 22.04.16 with 4 NGBs attending.

Research and Intelligence – The final brief to commission a research project into how we can increase physical activity participation and decrease inactivity across the county and city has been agreed and submitted to the Centre for Health and Development Board for consideration. The idea was initiated through the Board’s Vision 2020 Group together with public health colleagues.

Working with Looked After Young People’s Service and the Office of the Police and Crime Commissioner (OPCC) – SASSOT in partnership with the Office of the Police and Crime Commissioner and Staffordshire County Council’s Looked After Children’s service has been successful in applying for a £10,000 Sportivate Innovation Grant to support this project. Delivery is to commence shortly

Working with Inspiring Healthy Communities – The ‘Cannock Start Pedalling’ programme, which SASSOT supported Inspiring Healthy Communities Leisure Trust with a successful £39,000 Sportivate Innovation Grant application, has started.

Staffordshire Athletics Network – SASSOT has supported the Network with a successful £10,000 Sport England small grants application to deliver Beginner Running events in Stoke-on-Trent and a £10,000 Awards For All grant for Community Park Fit in Hednesford Park, Cannock.

Equity and Disability Sport

Aiming High Inspire Disability Multi Sport Clubs Project

- All Inspire Multi Sport Clubs are now operational.
- Staffordshire Football Association holiday programme which is now part of the Aiming High contract is operational
- StaffsASD Support Group, connection made with this group during the Autism Event – 02/06/2016. Agreed to attend their next parents group in September to develop joint working opportunities.
- 2016/17 ACCESS Across Staffordshire Grant Aid Fund launched
- “Get Out Get Active” Programme - SASSOT has supported the development of a job description for the project officer and are working with both EFDS and Stoke-on-Trent City Council to pull together a “Get Out Get Active” project steering group.

NGB Engagement

- Three regional meetings attended (six NGBs) plus individual meetings held with seven NGBs
 - **Badminton** - Final competition held in April 10 competed and Badminton Young Officials umpired. Due to the success of engaging non active students the Colleges/Uni involved have requested to repeat the tournament and official training next academic year. Meeting set for September 2016 to confirm this.
 - **Bowls** project continues until December 2016.
 - **Volleyball** - Out of the 10 Volleyball activators who were trained, 6 have completed 10 hours of volunteering and 4 will finish their hours in September. The Colleges/Uni’s involved will also nominate their Volleyball Activator of the year in December 2016.
- **SASSOT is currently working with** East Staffordshire Borough Council, Staffordshire County Council, Rugby Football Union, Staffordshire Football Association, Uttoxeter

Rugby Club and Uttoxeter Junior Football Club, in the future development of a major multi-sport hub site in Uttoxeter. Consultants have been engaged by SASSOT on behalf of the partners to prepare a detailed project plan. Funding sourced for the work from ESBC Planning and a contribution from SASSOT. Further funding has been sourced to carry out an agronomy report on the site to support the development of the Investment and Business Plan.

Club Development

Club Matters – In consultation with clubs a programme of workshops was organised which covered all 5 themes of the Club Matters resource. A business planning workshop took place in this quarter which 11 people attended. Feedback from these workshops has been very positive.

Club Database - New online database is now up and running and available for all clubs to register on. Clubmarked clubs will be highlighted.

Coaching and Workforce Development

Education and Training Programme – Total of 133 attendees on the education and training programme in Q1

Coaching Delivery Plan – Plan signed off by Sport England

Testing the principles of the new Coaching Plan in the delivery of Sport England programmes - 18 coaches have been recruited that deliver on these programmes to ‘test’ the implementation of these principles as per Sport England requirements.

Coach CPD – 113 coaches have been supported to access CPD, annual target was 100.

Women Make Coaching - 35 SASSOT registrations and 201 across the region. Determining needs of these coaches locally in order to shape support package. Plans are currently being developed and agreed to implement interventions to recruit coaches and deliver activity to the female Muslim population in Shelton, low Socio-Economic population in Cross Heath and female workforce of the NHS Trust

Volunteer Support - 110 volunteers recruited, trained and deployed to support the School Games programme. Through a recent audit School Games Organisers have highlighted courses they intend to run to train volunteers and we will support and coordinate this for them where needed. CSLA course planned for October 2016 to train 16 volunteers who will then be deployed into Level 2 and 3 competitions.

Coaching and Volunteer e-newsletter – 6 editions circulated to approx 1,900 readers with an average open rate of 20%.

Safeguarding

- Safeguarding Plan reviewed and signed off by the Board in May 2016.
- School Games Safeguarding Policy reviewed for the summer event

Marketing and Communications

- Move More In May Campaign implemented with over 900 activities listed on the SASSOT website. Engagement of 3 radio stations and use of social media channels which saw a 50% increase in engagement. Marketing impact data collated and campaign evaluation report in progress.
- 2015-2016 'Celebrating 10 Years of Working In Partnership' Annual Report produced that included a very complimentary article from Mike Diaper at Sport England, 'infographics' to highlight work of the Core Team and a comprehensive snapshot of work with NGBs. Contributions received from 16 different partner agencies that informed of specific projects where they've worked in partnership with SASSOT.
- 3 editions of e-newsletter published with a total of 137 articles 25% open rates for all publications. Distributed to 1,910 subscribers
- Volunteer and Coaching Newsletter - 6 editions produced. E-newsletter goes out to 1,900 approx and average open rate is 20%
- Disability e-newsletter 3 editions distributed to 613 subscribers with an average open rate of 22%.
- 1,891 Twitter followers, 659 Facebook Likes

Children and Young People

Sportivate

- Year 6 delivery has started with over 60 deliverers listed on this year's plan.
- 23 projects completed on the portal so far with 212 reached (engaged) and 212 completed (retained). 64% of participants have been female, 23% participants have been aged 19-25years. Over 36% of participants have been classed as inactive
- £69,000 of funding has been paid out to deliverers/ local leads to pay for capacity and delivery payments
- Delivery training has taken place with over 40 deliverers attending. The workshop reviewed Sportivate, introduced new admin practices and KPIs and assisted deliverers with marketing and This Girl Can materials and targeting.

Level 3 School Games – A summer School Games festival was held which saw a total of 1543 young people participate in 15 competitions and a Change4 Life festival. In this quarter 5 satellite competitions in 3 sports also took place involving 223 participants.

Satellite Clubs - All schools and colleges have now been engaged. Funding agreed for 49 new clubs and supported 87 clubs to be sustained.

Primary School PE and Sport

- Work to support schools with the effective use of their PE and Sport Premium is ongoing. Staffs PE Conference held with 110 attendees. One-to-one development work with schools taking place through our Primary PE and Sport contract with Entrust.
- We have completed 5 separate Head Teacher briefings which have attracted around 200 head teachers where we have shared the latest national messages as well as providing solutions to common challenges and sharing best practice case studies and resources that schools have used in conjunction with support received from Entrust. Entrust have provided in depth support to 25 primary schools that were in need of support as identified through a previous web review and information gained whilst building an area picture.

Not so good

- A tender to host the 2017 UK Corporate games was not successful.
- The Sport and Physical Activity Participation Research project application to the Centre for Health and Development (CHAD) was not successful.

4. Report

Please see attached Delivery Plan update.



Increasingly Active, Healthy and Successful Communities

Sport Across Staffordshire and Stoke-on-Trent

Delivery Plan

April 2016 – March 2017

Quarter 1

Objective 1 - 😊 = 52

😊 = 1 😞 = 1

Objective 2 - 😊 = 31 😐 = 3 😞 = 0

Objective 3 - 😊 = 28 😐 = 4 😞 = 1

Objective 4 - 😊 = 10 😐 = 0 😞 = 0

Introduction

The tables below provide a summary of the achievements of the Core Team for 01.04.16 - 30.06.17. These achievements are outlined in the 'progress to date' column, with the 'key tasks' and 'milestones' columns taken from the Annual Delivery Plan 2016/17. The 'face' ratings reflect actual progress against expected progress. Where progress is behind what was expected by this point in time, brief notes regarding remedial actions have been included.

www.sportacrossstaffordshire.co.uk

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
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- Increasing investment in sport, PE and physical activity within the sub-region by advocating their value.

1.1 Strategic Influencing & Networking

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
SASSOT to review individual groups as and when necessary	SASSOT to support SLCOF, SDO & Facility Managers Forums, Disability Sport Forums, Staffordshire University Sports Board, Aiming High Short Breaks, Sport Specific Development Groups, sub-regional NGB Forum, Central Rivers Initiative Board, Equality Group, Marketing & Communications Group, Sportivate Leads Events and Steering Group, Safeguarding Group, Regional CSP / NGB Engagement Meetings, SGO Meetings, Regional Coaching Leads Meetings, School Games Local Organising Committee and sub-groups, FE / HE Networking Meeting	On-going	All	Core Team			Meetings held	All meetings attended as relevant and arranged where SASSOT's responsibility. SDO and Facility Managers Forum work plan developed in conjunction with SLCOF.

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1.1 Strategic Influencing & Networking

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
SASSOT to influence and act as an advocate for sport and physical activity	Maintain and further develop effective working relationships with Staffordshire and Stoke partnership networks, Leaders & CEO networks, Public Health and Clinical Commissioning Groups, Children & Young People partnerships	Ongoing	All	MT & Core Team	☺		Strategic groups aware of SASSOT's role and agenda. Sport & physical activity recognised in LA Community Plans and Health Strategies.	<p>Thinking Active early onset dementia project delivery to commence September in 4 areas.</p> <p>Sportivate innovation funding of £10,000 secured to match local funding from the OPCC and Staffordshire County Council Looked After Young Peoples Service. Project delivery to commence.</p> <p>New Board Member recruited to represent CCG's, involvement with the NHS Sustainable Transformation Plan.</p>
	Proactively develop and maintain new high level strategic partnerships with external agencies such as the Police and Clinical Commissioning Groups that will assist SASSOT to drive the local participation agenda and secure new investment into sport.	Ongoing		MT	☺			See above.

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Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Support the development and coordination of a Staffordshire wide Physical Activity 'Framework'	Work with the Staffordshire and Stoke-on-Trent public health teams to develop Physical Activity Strategies and engage with the Health & Well-being Boards.	3/17	3	Staffordshire County Council/SASSOT	N/A		Strategy developed	
SASSOT support for and representation on the "Sportshire" Development Group	Support the continued development of the "Sportshire" Strategy and Implementation of the agreed Plan	On-going	All	Staffordshire County Council/SASSOT	☺		Strategy completed Implementation plan prepared and acted upon. Number of major events attracted to the sub region	Successful Staffordshire Ironman 70.3 held.

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
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Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
SASSOT support for and representation on the Stoke -on -Trent Sport In PASS Project	Supporting delivery of the PASS Project Manager in line with the brief and agreed Action Plan Management of grant budget to support consultants work Attendance at PASS Management Group meeting. Attendance at PASS Board meetings. Attendance at ECoS LOC meetings	On-going	All	Stoke-on-Trent City Council/ Sport England / SASSOT / Staffs Uni	☺		Outputs detailed in the PASS and ECoS Delivery Plan achieved	SASSOT is a member of the PASS Board and European City of Sport Local Organising Committee which considers applications for programmes. Ongoing support provided by SASSOT to development of the PASS and ECOS programmes
Engagement, consultation and partnership working with key delivery agencies to delivery high quality, successful programmes	Delivery of relevant programmes eg. Sportivate, School Games, Satellite Clubs, Primary School Links programme, number of accredited clubs, increasing volunteering in sport, Disability Sports Clubs programme.			NBa	☺		Level 3 School games held	A summer School Games festival was held which saw a total of 1243 young people participate in 15 competitions across 6 sports, and a further 300 take part in a Change4Life festival. In this quarter 5 satellite competitions in 3 sports also took place involving 223 participants.
				CG	☺		2064 young people completed on Sportivate prog	234 participants reached with 212 completing their respective Sportivate course. 114 participants were inactive prior to embarking on the course. 24% aged 19+; 62% female; 10% of non-white British ethnicity and 35% have a disability.

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1.1 Strategic Influencing & Networking

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
				NBa	☹		Increase in number of accredited clubs to 300	The Clubmark process has gone through a National over-haul and has been 'on hold' whilst this process has taken place, so no additional clubs have become accredited. The new system has now moved online and should be a much easier system.
				CP			49 new Satellite Clubs operational with 87 existing satellite clubs sustained	
				CD			Nos volunteering Active People 13%	

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1.1 Strategic Influencing & Networking

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
				CM	☺		200 Primary Schools attending briefings. 25 schools receiving bespoke one-to-one support	We have completed 5 separate Head Teacher briefings which have attracted around 200 head teachers where we have shared the latest national messages as well as providing solutions to common challenges and sharing best practise case studies and resources that schools have used in conjunction with support received from entrust. entrust have provided in depth support to 25 primary schools that were in need of support as identified through a previous web review and information gained whilst building an area picture.
Advocacy re Sport England's new Towards An Active Nation Strategy	Promotion and advocacy of "Creating a Sporting Habit for Life" strategy at all sub regional forums	On-going	All	RB	☺		6 Inspire Disability Sports Clubs	Clubs operating as per delivery plan.
		On-going	All	MT	☺		Update presentations presented to relevant sub regional groups and partners	Presentations made to Board, Vision 2020 Group and Team. Information disseminated to SLCOF and other Network Groups.

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1.2 Connecting Partners

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
To develop working relationships between partners and to ensure an effective signposting	Develop and support regional networks where appropriate and disseminate information across the sub-region. eg. Workforce, CSP/NGB regional/national engagement days, marketing & comms, investment, C&YP, CDM, PA, Coaching, Regional NGB Forum, CSP Directors, SGO's	On-going	All	Core Team				Forum held 14.06.16, with Stoke-on-Trent City Council and Engage Communities presenting. FE/HE NGB meeting held 22.04.16 with 4 NGBs attending.
Facilitate links between primary schools and community sports clubs	Maintaining links between primary schools and sports clubs	Ongoing	All	NBa	☺		Annual club directory produced and distributed	Annual Club Directory distributed at the School Games to schools, parents and teachers.
Quality assurance of satellite clubs	Create and implement a plan to measure the quality and impact of satellite clubs	Ongoing	All	NBa	☺		Visit 2 clubs per quarter	Ongoing
Connecting NGBs with CSP and local partners	Organise six-monthly Engagement Events and measure their impact	May 16 Nov 16	1 3	JK	☺		2 events held	Event held 23.05.16 – 34 attendees from 24 organisations

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1.2 Connecting Partners

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	Ensure the NGB Forum continues to operate effectively, with appropriate external attendees when required	¼ ly		JK	☺		4 forums held	Forum held 14.06.16, with Stoke-on-Trent City Council and Engage Communities presenting
	Facilitate FE / HE Networking Meetings, and ensure NGBs can access them	April 16 Oct 16	1 3	JK	☺		Min 2 events	Meeting held 22.04.16 with 4 NGBs attending

- **National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.**
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- **Increasing investment in sport, PE and physical activity within the sub-region by advocating their value.**

1.3 National Governing Body Support

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Identify and carry out actions with NGBs that reflect the Core Offer and Enhanced Services offered by CSP	Review three Tiers of NGBs at least annually	Mar 17	4	JK			Tiers reviewed	No progress expected
	Green RAG-rating (in Sport England six-monthly report) for all Tier One NGBs as a minimum	Sept 16	2	JK			9 Green RAG ratings	No progress expected
	Maintain overall Green RAG-rating for NGB Delivery	Mar 17	4	JK			Green RAG rating	No progress expected
	All team members recording agreed support and outcomes in the NGB Tracker	Sept 16 Mar 17 Ongoing	2 4	JK	☺		Tracker populated regularly	2016-17 Tracker set up and being populated on an ongoing basis
	Attend Regional CSP / NGB Engagement Meetings or arrange one-to-one meetings with appropriate NGBs on a regular basis	Ongoing		JK	☺		6 regional meetings	Three regional meetings attended (six NGBs) plus individual meetings held with seven NGBs
	Develop 'Introducing Staffordshire and Stoke-on-Trent' e-document to support NGBs and other partners	June 16	1	JK	☹		E-document produced	No progress due to capacity – to prioritise over summer

- **National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.**
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1.3 National Governing Body Support

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Effective support of individual NGB projects	NGB Activation Officer work programme developed in consultation with local partners and NGBs.	March 2017	4	JK/BH/LB/CD	☺		Work programme in place 6 NGB participation projects delivered	Badminton- Final competition held in April 10 competed and Badminton Young Officials umpired. Due to the success of engaging non active students the Colleges/Uni involved have requested to repeat the tournament and official training next academic year. Meeting set for September 2016 to confirm this. Bowls project continues until December 2016. Volleyball- Out of the 10 Volleyball activators who were trained, 6 have completed 10 hours of volunteering and 4 will finish their hours in September. The Colleges/Uni's involved will also nominate their Volleyball Activator of the year in December 2016.
Effective generic support for NGBs	Review and re-circulate NGB Offer document	Dec 16	3	JK			Document updated	No progress expected
	Deliver outcomes of 2016-17 Good to Great Improvement Plan	March 17	4	JK			See Plan	Ongoing – to formally review at end of Q2
	Review and revise Good to Great Improvement Plan	April 16 Mar 17	1 4	JK	☺		Revised plan in place	2016-17 Plan in place

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1.3 National Governing Body Support

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Provide hosting arrangements for NGBs as required	Provide hosting arrangements for NGB staff as required, reviewing annually Provide occasional hot-desking for other NGB staff as required	On-going	All	JK, NGB Officers & Host	☺		4 NGB Officers Hosted 5 NGB Officers accessing hot-desking	4 Officers hosted and income received
Support the Staffordshire Athletics Network	Employment of Co-ordinator and management of budget to 30.04.16. Ensure current contracts are completed successfully. Work with Network to support the transfer of assets and responsibility for resources (including capacity)	May 16	1	JK Network Coord- inator	☺		5 Contracts completed Funding transferred	Three of four Public Health contracts completed. Final activity for fourth contract finished 30.06.16
	Support the Network to apply for additional funding	Ongoing			☺			£10,000 secured from Sport England Small Grants

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1.4 Equality and Diversity

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
To implement the Equality & Diversity Action Plan	To implement SASSOT's 'LEAD Improvement Plan' supported by EFDS	Mar 17	4	NBi	☺		Relevant training delivered.	SASSOT attended EFDS AGM as an associate board member to contribute to the development of the new EFDS 'Making Active Lives Possible' strategy
	To review SASSOT's Equity Policy	Dec 16	3	NBi	☺			Policy to be developed in line with the equality and diversity delivery plan in Q3
	Review SASSOT Equality & Diversity Plan and develop clear outcomes linked to LEAD	Dec 16	3	NBi	☺			Plan to be developed in line with the equality policy in Q3
	Develop an 'Ability Sport' vision and key outcomes, embedding actions across all work areas	June 16	2	NBi	☺			Initially discussed at the County Disability Sport Forum, and initial outcomes established. Final vision and actions to be developed once
To support the development of targeted programmes through the ACCESS Across Staffordshire fund	Support and monitor the implementation of current ACCESS projects	Oct 16	3	NBi	☺		50 participants	All projects initiated data to be collected in Q2
	Implementation of an additional round of ACCESS funding	Dec 16	3	NBi	☺			ACCESS Across Staffordshire fund launched

- **National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.**
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1.4 Equality and Diversity

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Using the 'This Girl Can' campaign to promote and develop local opportunities	Support local delivers to access the campaign branding and insight to shape activity development	Mar 17	All	NBi	☺		Increased participation by women (APS9)	Social media engagement with the campaign
	Support the promotion of 'Women Make Coaching' regional project	Mar 17	All					
To develop the local disability sport and physical activity offer	Implement the Staffordshire County Council Inspire Disability Multi Sport club Aiming High contract including Staffs FA holiday delivery	March 17	All	RB	☺		220 disabled children engaged	FA Holiday programme is now part of the Aiming High Contract combining figures from the Inspire Club and the FA programme into the Q1 report.
	Produce service level agreement with partners and manage Aiming High budget.	On going	All	RB	☺			Service Level Agreements have been produced and issued to all providers
	Co-ordinate 'Inspire Leads' meetings	April 16/ Oct 16		RB	☺		Agreements signed and budget managed successfully	Meetings held and Aiming High team invited to attend to address concerns regarding the new AH systems Monday 11 th April 2016 Monday 4 th July 2016
	Collate club attendees, child outcomes and submit reports to Aiming High	July/Oct /Jan/ April	All	RB	☺			First Q1 report was sent on 12/07/2016 obtaining 101 attendees.

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
- Strategic Networking – Brokering relationships between NGBs and other partners with local stakeholders including Local Authorities, Further Education and Higher Education.
- Increasing investment in sport, PE and physical activity within the sub-region by advocating their value.

1.4 Equality and Diversity

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	Conduct quarterly Inspire Club quality assurance checks	May/Aug/Nov/ Feb		RB				
	Promote and advocate the Inspire programme and demonstrate impact	Mar 17	All	RB	😊			<p>World Autism Day – 02/04/2016 Autism Event – 02/06/2016</p> <p>Local services available to the public, both days were attended by the Disability Sport Officer to promote the Inspire and FA programme.</p> <p>Upcoming event to attend: Staffordshire Blind – Family Fun Day (23/07/2016)</p>
	Develop links with non-sporting disability groups, organisations and services and facilitate networking opportunities	On-going	All	RB	😊		On-going	<p>StaffsASD Support Group, connected with them during the Autism Event – 02/06/2016. Further involvement to hopefully attend their next parents group which should take place in September.</p>
	Maintain 'Service & Reach' database and communicate to partners						20 organisations engaged with	

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
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1.4 Equality and Diversity

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	Map sport and physical activity opportunities and update and maintain the Disability Sports/ Activities Directory	March 17	4	RB			Directory produced & live on SASSOT website	
	Provide information and support to parents and disabled children	On-going	All	RB	☺		All identified parents and children offered information and support	Regular updates to previous Inspire attendees have been provided with information regarding the new Aiming High System, attending events to help support and provide information.
	Continued development of Countywide Disability Sport Forum inviting NDSOs, NGBs and disability focused charities.	On-going	All	RB	☺		One County Forum meeting per quarter	Meeting held on 15/06/2016, with presentations from CP Sport and EFDS
	Support local disability sport forums		All	RB	☺		Attend Stafford / Tamworth & Lichfield Forums	Discussions have been raised to ask which local disability sport forums are still running.

- **National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.**
- **Strategic Networking – Brokering relationships between NGBs and other partners with local stakeholders including Local Authorities, Further Education and Higher Education.**
- **Increasing investment in sport, PE and physical activity within the sub-region by advocating their value.**

1.4 Equality and Diversity

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	Work with EFDS on the development of key projects and advocate examples of 'Best Practice' <ul style="list-style-type: none"> - Active Kids For All Training - Physiotherapy pilot projects - Inclusive Club Toolkit 	Mar 17	3	RB LB			Additional 10 clubs to have completed the toolkit	
	Support NGBs to start up delivery in priority areas including Goalball, Wheelchair Basketball, Football, Cricket	Mar 17	4	RB	☺			Discussions held with Goalball with plans for a club to be developed in Newcastle-under-Lyme
	Delivery of Rio inspired celebration festival, building on the success of 'Staffordshire Inclusive Sport Fest'.	Sept 17	4	RB	☺			Planning initiated and campaign date set 10-18th September
	Develop Disability Training opportunities for coaches, staff and volunteers	Mar 17	4	RB	☺		50 coaches received training	To be reviewed at the next Inspire leads meeting
	Support Stoke –on-Trent City Council and EFDS to implement the 'Get Out Get Active' project Attend the project steering group meetings	Mar 17	4	NBi	☺			SASSOT have helped to put together a job description for the project officer and are working with both EFDS and Stoke-on-Trent City Council to pull together a project steering group.



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1.5 Safeguarding & Protecting Young People in Sport

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17	
		Date	Qtr						
Ensure SASSOT meets safeguarding requirements of the Sport England CSP core specification	Develop safeguarding action plan. Board to endorse.	05/16	1	LB	☺		Green RAG rating in quarterly report	Board has endorsed Plan	
	Implementation of actions referenced in Safeguarding Plan	Ongoing	All					☺	Progress against actions being completed as planned
	Monitor implementation	Sept 16 Mar 17	2 & 4					☺	Implementation of Plan on track
	Review progress against safeguarding action plan and cross reference to national safeguarding children in sport framework	03/17	4	LB	☺	Revised action plan in place	Being continuously monitored in preparation for CPSU reporting		
Deliver the outcomes of SASSOT's annual safeguarding action plan	Deliver the following priority actions: <ul style="list-style-type: none"> • Ensure SASSOT's safeguarding policies and procedures reflect current best practice and are fit for purpose 	Ongoing	1	LB	☺		Action Plan Priority actions delivered	Policies in place and reviewed when required. EG recently reviewed School Games Policy for the summer event	

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
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1.5 Safeguarding & Protecting Young People in Sport

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	<ul style="list-style-type: none"> • Undertake a robust re-evaluation of SASSOT's safeguarding work using the Self-Assessment Tool. Ensure both core team and wider partners are engaged in this process 	03/17	4	LB	☺			No action required at this stage
	<ul style="list-style-type: none"> • Ensure all SASSOT led delivery involving young people and vulnerable groups meets the safeguarding standards outlined in our safeguarding procedures 	03/17	4	LB	☺			Actions being followed as per Delivery Plan
	<ul style="list-style-type: none"> • Undertake team safeguarding TNA and address training needs identified through this process 	09/16	2	LB	☺			No action required at this stage
	<ul style="list-style-type: none"> • Maintain links with LSCB's and statutory services 	Ongoing	1	LB	☺			Dialogue continues regarding training and any referrals should they arise

- National Governing Body of Sport Delivery – Taking clear action to support the delivery of NGB plans at local level and developing and maintaining strategic alliances and local networks for the development of sport, PE and physical activity.
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1.5 Safeguarding & Protecting Young People in Sport

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	<ul style="list-style-type: none"> • Ensure that safeguarding is embedded into contracting and commissioning arrangements for delivery involving young people and vulnerable adults 	Ongoing	4	LB	☺			Policies and procedures continue to be checked
	<ul style="list-style-type: none"> • Provide partners with the opportunity to learn about safeguarding through sharing information resources and through the provision of an education and training programme 	Ongoing	4	LB	☺			Continued implementation of education and training programme in partnership with Sport Structures and NUL College

- **Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to ‘grow’, ‘sustain’ and ‘excel’ in sport and physical activity and providing the intelligence to enable partners to make evidence-based decisions.**
- **Coaching – Supporting an appropriate, skilled coaching workforce for the delivery of NGB, Sport England and local programmes**

2.1 Children & Young People

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
<u>Sportivate</u> Manage the Sportivate programme to ensure effective delivery across the sub-region	Year 6 plans in place, all funding drawn down and KPIs met, with a wide range of delivers included	03/17	4	CG / NHG	😊		2064 Complete 40% Inactive (826) More than 5% increase in Sustain	Year 6 delivery has started with over 60 deliverers listed on this year's plan. 23 projects completed on the portal so far with 212 reached (engaged) and 212 completed (retained). 64% of participants have been female 23% of participants have been aged 19-25years Over 36% of participants have been classed as inactive £69,000 of funding has been paid out to deliverers/ local leads to pay for capacity and delivery payments
	Steering Group continues to operate effectively	On-going	All	CG / NHG	😐		1 meeting	No meeting held however 3 members of the Steering group contributed to decision making regarding the Sportivate Awards.
	Review 6 years of Sportivate in Staffordshire & Stoke on Trent and plan processes to ‘complete’ the Sportivate grant	01/17	4	CG / NHG	😊		All reconciliation approved by SE	Delivery training has taken place with over 40 deliverers attending. This workshops have reviewed Sportivate, introduced new admin practices and KPIs and assisted deliverers with marketing and This Girl Can materials and targeting

- **Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to ‘grow’, ‘sustain’ and ‘excel’ in sport and physical activity and providing the intelligence to enable partners to make evidence-based decisions.**
- **Coaching – Supporting an appropriate, skilled coaching workforce for the delivery of NGB, Sport England and local programmes.**

2.1 Children & Young People

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
<u>School Games</u> Ensure successful deliver of Level Three with effective links to Levels One and Two	Ensure the Local Organising Committee and its sub-groups operate effectively, with appropriate membership	On-going	All	CM/NBa	☺		All meetings attended	All meetings attended and sub-groups achieved their purpose. LOC and sub groups are to be put on hold for the foreseeable future due to the ongoing school games review
	Ensure Project Delivery Plan is followed to deadlines	03/17	All		☺			Project delivery plan followed, and deadlines met leading to the delivery of a successful summer festival
	Deliver a successful 2016 Level Three summer festival and 2017 Level Three winter festival (if funding is extended) support identified satellite events	03/17	All		☺		Summer festivals with 1500 participants	A summer School Games festival was held which saw a total of 1543 young people participate in 15 competitions and a Change4Life festival. In this quarter 5 satellite competitions in 3 sports also took place involving 223 participants.
	Review 2016/17 calendar, processes etc. in conjunction with partners / stakeholders	06/16	1		☺			Process for formulating 2016/17 calendar has been agreed but not undertaken due to the ongoing school games review.
	Develop a Project Delivery Plan for 2017, incorporating review findings	09/16	2		☺		Plan agreed by LOC	Provisional plans have been made for 2017 but nothing has been finalised due to the ongoing review.
<u>SGO Support</u> Effective support of SGOs, and links to NGBs where appropriate	Support the SGO Meetings through attendance, leading on agenda items linked to SASSOT work areas (i.e. Level 3, Satellite Clubs, Primary PE & Sport Premium etc.)	On-going	All	CM	☺		6 meetings	All meetings attended and planning for 2016/17 has been led on with national context provided

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- **Coaching – Supporting an appropriate, skilled coaching workforce for the delivery of NGB, Sport England and local programmes.**

2.1 Children & Young People

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
<u>Primary Sport Offer</u>	Support primary schools to use their Primary School Sport Funding effectively	08/16	All	CM	☺		Delivery mechanism agreed and offer to schools produced	Work to support schools with the effective use of their spend ongoing. Staffs PE Conference held with 110 attendees. One-to-one work with schools still taking place.
<u>Satellite Clubs</u> Manage the Satellite Clubs programme to ensure effective delivery across the sub-region	Submission of year 4 Satellite Club Link Makers Delivery Plan	04/16	1	CM/CP	☺		49 new Satellite Clubs	Satellite Club plan agreed, signed off and funding received.
	Delivery of year 4 Satellite Club Link Makers Delivery Plan	03/17	All	CM/CP	☺		operational with 87 existing satellite clubs sustained	To date £63,938.00 distributed to clubs to plan and start to deliver their satellites. Supporting new clubs with their set up and developing support package to enable clubs to become sustainable beyond March 2017. Sustainability workshop delivered in conjunction with the Black Country CSP

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2.2 Club Development

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Update Club Support Plan	Implement review & consultation process. Update as required. Communicate updated plan to partners	09/16	2	NBa	😊			ongoing
Maintain and promote SASSOT's club database	Maintain SASSOT's web-based sports club database to include all Clubmark/NGB accredited/SASSOT QualityMark	On-going	All	NBa	😊		Comprehensive database updated and promoted	New database is now online which also allows people to sign up directly
Raise the profile of club accreditation	Promotion of Clubmark under the 'Club Matters' umbrella' and SASSOT QualityMark to partners and clubs. Maintain Clubmark license and training to assess the new online process	On-going	All	NBa	😐		SASSOT Website / e-newsletter / social media highlighting club accreditation	Clubmark has been on hold whilst Nationally the programme is updated and moved online
Increase the number of accredited clubs and enhance the support network available to them	Continue to provide 'SASSOT Sports Club Accreditation Funding Scheme' and ensure that the Funding Scheme includes awards for coaching qualifications	On-going	All	NBa	😐		10 clubs financially supported to achieve accreditation by 31/03/17	Clubmark accreditation promoted but as Clubmark accreditation has been on hold, has had an impact on the number of clubs applying for funding. One Club has applied for funding in this quarter

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2.2 Club Development

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Develop a planned and coordinated programme of club development training opportunities in line with Club Matters resources	Identify appropriate Club Development workshops programme to be delivered by Club Matters tutors	On-going	All	NBa	☺		Comprehensive club and volunteer training programme implemented, promoted and communicated	In consultation with clubs a programme of workshops were put together and have covered all 5 themes of the Club Matters resource. A Business planning workshop took place in this quarter which 11 people attended. Feedback from these workshops has been very positive.
Work with Club Matters Advisors to help clubs use the online resources	Identify clubs to work with Club Matters Advisors and help them work through the club improvement tool and work through their subsequent development plans	On-going	All	NBa/CD	☺		Number of clubs supported to use the club improvement tool	Club Matters Advisors are working with their clubs and are over halfway through the programme. There has been some drop-out from clubs as expected
Promote and support Community Amateur Sports Clubs	Raise awareness via positive promotion and advocacy of the benefits of being a Community Amateur Sports Club and signpost to expertise and develop local case studies	On-going	All	NBa	☺		Clubs signposted to become CASC	Ongoing

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2.3 Workforce Development (including Volunteering and Coaching)

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Provide local strategic coordination for workforce development activity for the sports sector	Launch and implement new Coaching Development Plan as per new Core spec requirements from Sport England	June, March	1, 4	LB	☺		New plan in place	Plan signed off by Sport England
Support the development and growth of the sports volunteer workforce	Recognise volunteers and their work through supporting volunteer awards e.g. Community Sports Volunteer of the Year Award	On-going	4	NBi/LB	☺		At least 1 volunteer award supported	SASSOT Sports Awards and West Midlands Sports Awards taking place in November
	Through direct provision and effective signposting provide sports volunteers with access to education and training that meets their training needs, including disability sport CPD as shaped by the County Disability Sport forum and including the training and deployment of the Active Kids for All workforce.	On-going	4	LB	☺		500 attendees on workshops	Total of 133 attendees on the education and training programme in Q1
	<ul style="list-style-type: none"> • Undertake annual planning and partner consultation exercise in order to prepare a programme for 2016/17 	On-going	1	LB				

- **Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to ‘grow’, ‘sustain’ and ‘excel’ in sport and physical activity and providing the intelligence to enable partners to make evidence-based decisions.**
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2.3 Workforce Development (including Volunteering and Coaching)

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Work with partners and local training providers to ensure workforce training needs are met	Signpost and promote NGB courses for the 46 Sport England funded sports and the SASSOT Education and Training programme via the SASSOT website, and social media	On-going	All	LB	☺		Links visible	Links are visible and proactively shared
	Maintain and review regional female coaching project across the six West Midlands County Sport Partnerships aimed at recruiting, developing and supporting female coaches	Ongoing	All	LB, CD	☺		20 female coaches supported by SASSOT and 100 across the region	35 SASSOT registrations and 201 across the region. Determining needs of these coaches locally in order to shape support package
Deliver Outcomes of the Coaching Delivery Plan	Facilitate a Community of Learning for coaches within the CSP area	Ongoing	All	LB	☺		Produce Monthly e-newsletter to reach 1,250 by Q2 and 1,300 by Q4	E-Newsletter continues to be sent out on the first Friday of each month
Deliver Outcomes of the Coaching Delivery Plan as per Sport England Core Spec requirements	Facilitate a targeted cross-sport talent development coaching network for NGB's and other key delivery partners	March	4	LB/CD/ JK	☺		10 coaches developed	Progress being made against actions in Plan
	Using local insight, identify two projects with an appropriate local delivery partner(s) to recruit and	March	4	LB	☺		10 coaches recruited and developed	Plans are currently being developed and agreed to implement interventions to recruit coaches and deliver activity to the female Muslim population in

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- **Coaching – Supporting an appropriate, skilled coaching workforce for the delivery of NGB, Sport England and local programmes.**

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Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	develop frontline coaches to provide meaningful activity experiences to under-represented groups in the local community							Shelton, low Socio-Economic population in Cross Heath and female workforce of the NHS Trust
	Ensure that the design principles of the Coaching Plan for England are applied to all Sport England programmes which the CSP has co-ordinating responsibility for	March	4	LB/CM/CP/CG	☺		Principles applied to Sportivate and Satellite Clubs activity	18 coaches have been recruited that deliver on these programmes to ‘test’ the implementation of these principles as per Sport England requirements
	Implementation of at least one national coaching campaign (detail to be confirmed by sportscoachUK)	March	4	LB/CD	☺		One national campaign implemented locally	‘Reach’ campaign being landed locally and linked to WM Coaching
	Identify and promote funding schemes / grants that will aid coaches in accessing CPD at reduced cost	Quarterly	All	LB	☺		‘Funding Opportunities for Coaching’ guide produced quarterly	Guide launched in partnership with CSPN and SCUUK
SASSOT Volunteering and Leadership programme	Provide on-going support to volunteers trained in Year 1-5 of the programme.	On-going		LB/CD	☺		Contact maintained with previous leaders and opportunities offered.	Volunteers kept up to date with Coaching and Volunteering e-newsletter. Volunteers supported with advice if they get in touch.
	30 volunteers (aged 16+) recruited and deployed to support	July 2016	2-for	LB/CD	☺		30 volunteers recruited and	110 volunteers recruited, trained and deployed.

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Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	levels 1 and 2 of the school games. This information is valid for the academic year Sept 2015-July 2016.		first results 4- for 2 nd results				deployed by July 2016.	
	School games workforce audit completed in conjunction with SGO's. For the academic year Sept 2015-July 2016.	September 2016	2	LB/CD	☺		Workforce audits completed by September 2016.	Audits completed for next academic year 2016-2017.
	SGO's supported to address needs identified in school games workforce audit through the provision of training	Ongoing	All	LB/CD	☺		Courses organised and tutored as and when needed for the SGO's.	Through the recent audit SGO's have highlighted courses they intend to run to train volunteers and we will support and coordinate this for them where needed. CSLA course planned for October 2016 to train 16 volunteers who will then be deployed into Level 2 and 3 competitions.

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- **Marketing and Communications – Supporting the promotion of community sport programmes.**
- **Facilities – Supporting NGBs to access appropriate facilities, advocating for access to educational facility sites, knowledge of asset transfer and strategic facility development needs for the sub region.**

3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Marketing Planning & Development	Review the MarComms Plan for 2016-18 Review CRM systems / tools and develop accordingly	Jan 17	Q4	NBi/LM	☺		Plan produced, distributed and in operation	To be developed in line with the CSP review
Website Maintenance and Development	Maintain website content and continue to develop key plug ins including e-news, searchable databases, event calendar, media library	March 17	1	NBi/LM	☺			Content and news constantly updated.
	Review Google analytics and other development tools	Ongoing	2	LM	☺			Google analytics reviewed 10,010 sessions, 7,898 unique users. Top pages viewed were: 1.Move More In May 2.Club Finder 3.Funding pages

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3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Maintain and organise a comprehensive meeting and network structure	Meeting networks implemented to service all areas of sport, PE and physical activity eg. NGB Forum, SDO/Facility Mangers Forum, SLCOF etc	Ongoing	All	All			Meetings held	
Production of e-newsletters	Production of SASSOT monthly sport-e newsletter	Monthly	All	LM			12 editions of e-newsletter released 26% open rates for all publications	3 editions of e-newsletter with a total of 137 articles 25% open rate for all publications. Distributed to 1,910 subscribers.
	Production of SASSOT Coaching and Volunteering e- newsletter			LB/CD	☺			6 editions successfully produced. E-newsletter goes out to 1,900 approx and average open rate is 20%.
	Production of Disability monthly e newsletter			RB	☺			3 editions produced and circulated via MailChimp with an average open rate of 22%. Distributed to 613 subscribers.
	Production of NGB/SGO newsletter			JK	☺			6 editions circulated 1 edition circulated

- **Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to ‘grow’, ‘sustain’ and ‘excel’ in sport and physical activity and providing the intelligence to enable partners to make evidence-based decisions.**
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3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
NGB Support	Publicise NGB products, programmes and media campaigns as appropriate	Ongoing	All	NBi				
	Implement ‘Move More In May’ campaign - Develop local offer in partnership with NGBs - Engage local media Assess the impact	May 16	1	NBi/LM/J K/CD	☺		Programme to offer sessions in 10 sports. Media coverage gained	Campaign implemented with over 900 activities listed on the SASSOT website. Engagement of 3 radio stations and use of social media channels which saw a 50% increase in engagement. Marketing impact data collated and campaign evaluation report in progress.
Produce Annual Report	Annual Report produced 04/15 to 03/16	Jun 16	1	LM/NBi	☺		Articles from all funding partners achieved	2015-2016 ‘Celebrating 10 Years of Working In Partnership’ Annual Report produced that included a very complimentary article from Mike Diaper at Sport England, ‘infographics’ to highlight work of the Core Team and a comprehensive snapshot of work with NGBs. Contributions received from 16 different partner agencies that informed of specific projects where they’ve worked in partnership with SASSOT..

- **Providing Local Insight – Demonstrating high levels of understanding of the local area and applying the insight to the delivery of services and programmes to ‘grow’, ‘sustain’ and ‘excel’ in sport and physical activity and providing the intelligence to enable partners to make evidence-based decisions.**
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- **Facilities – Supporting NGBs to access appropriate facilities, advocating for access to educational facility sites, knowledge of asset transfer and strategic facility development needs for the sub region.**

3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Implement a partner satisfaction survey	Implement the Stakeholder Satisfaction Survey	Nov 16	3	NBi			To maintain satisfaction level from last year's survey	
	Analyse and communicate the results		4	NBi				
	Implement Staff Satisfaction Survey	March 17		NBi				
Social Media Development	Development of Social Media including Facebook and Twitter <ul style="list-style-type: none"> - Team to develop social media priorities / action - Develop benchmarking and monitoring process 	Ongoing	All	NBi/LM Core Team	☺		700 FB Likes 2000 Twitter Followers Use of You Tube	1,891 Twitter followers 659 Facebook Likes 8 Move More In May videos uploaded to You Tube with a total of 149 views.

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3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
SASSOT Community Sports Awards	Implement county Community Sports awards: - Community Club of the Year - Community Coach of the Year - Newcomer of the Year - Community Project of the Year - Volunteer of the Year - Aspiring Athlete	Aug-Nov 16	Q3	NBi	☺		Winners selected and awards event held with S&SoT nominees	Award categories agreed and awards to be launched on 1 st August. SASSOT awards evening to be held on 1 st November 2016.
	Organisation of a presentation event and relevant media	Nov 16	Q3					
West Midlands Community Sports Awards	Work with the West Midlands Marcomms Group to coordinate the WMCSA (Website / Budget)	Nov 16	Q3	NBi	☺		Awards evening held	Principle sponsor secured and formal launch of the West Midlands Community Sports Awards took place on 7 th July. SASSOT has supported the development of new website and continues to manage the budget.
Producing Media Releases To Advocate The Work of the CSP	Distribution of Media Releases Build relationships with 4 new media, including south couth coverage	Mar 17	All	NBi Core Team	☺		Min of 10 News Releases per year	School Games Level 3 Press Release Issued Move More In May Press Release Issued Great British Tennis Weekend Press Release Issued
School Games Support	Deliver media training to young School Games volunteers	Jun 16	Q2	NBi	☺		Programme produced	Training Delivered

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3.1 Marketing & Communications

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	Develop event programme	Jun 16	Q2		☺			Event programme lanyard produced
	Support development and maintenance of School Games website	Ongoing	All		☺		Website updated	Website updated and maintained
	Co-ordinate media hub at School Games event	Jun 16	Q2		☺		Media report produced	Media hub co-ordinating at the event working with pupils from Ormiston Horizon Academy

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3.2 Research & Insight

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Create a hub of local information and resources	Collate data to provide intelligence on the follow: <ul style="list-style-type: none"> ▪ Current levels of participation ▪ Current levels of provision ▪ Local demographics ▪ Lifestyle / needs and influences 	Mar 16	4	NBi Stafford-shire University			Data collated and ‘Info Hub’ available	
	Continue to develop a central resource of information hosted on both the SASSOT website and Insight Hub	March 17	4					
Additional analysis	Analyse data sourced to establish the following <ul style="list-style-type: none"> ▪ Differs to national / population norms ▪ Identify gaps ▪ Identify opportunities ▪ Map local priorities 	Ongoing	All	NBi Stafford-shire University			Insight recommendations established and communicated to key partners	

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3.2 Research & Insight

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Consult with partner organisations to expand current data sources	Source any additional relevant data sources held by non-sporting organisation that can support insight	Ongoing	All	NBi			Additional data sourced	
Localised Sport & Physical Activity Research <i>(Understanding of local demand and supply)</i>	Work with Staffordshire University to evaluate and re-model the localised Sport & Physical activity research programme.	June 16	1	NBi Staffordshire University	😊		Reports produced	Staffordshire University no longer have the capacity to for SASSOT to commission further localised reports. SASSOT are currently reviewing alternative options.
	Work with Stoke, N-U-L and South Staffs to establish local need for implementation of the research	July 17	2		😐			Initial meeting held with South Staffordshire to establish insight needs and develop a research brief.
	Develop bespoke briefs with each locality and agree timescales for roll out with Staffordshire University	Aug 17	2		😊			Meeting held with South Staffordshire and initial scope of the research developed
	Implement research , produce and communicate reports	1 st Report Sept	2		😐			This is currently on hold until a new provider is sourced

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3.2 Research & Insight

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Monitor and evaluate the impact of appropriate programmes	Sportivate, Satellite Clubs, Primary School Sport Premium, Aiming High, School Games, Community Games programmes	Quarterly	All	All program managers	☺		M&E reports produced and provided to funders and Exec	Monitoring completed and targets met
Review the role and allocation of ‘Relationship Managers’	Review value of process and organise meeting accordingly	June 16	1	MT/NBi Core Team	☺		Mgrs / Officers allocated roles Review meetings held and actions agreed	Meeting held with Inspiring Healthy Lifestyles to ensure that SASSOT supports key organisational priorities. Inspiring Healthy Lifestyles attended SLCOF to provide an organisational overview
Collate and report Active Lives Survey data	Provide a gateway to the Active Lives data and provide further analysis upon request	Ongoing	All	NBi	☺		LA Sports Profiles produced	APS10 Q2 results published via e-news and presented at SLCOF

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3.2 Research & Insight

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Support Staffordshire and Stoke Public Health in the development of relevant research projects	If application to CHAD on the Sport and Physical Activity Participation research across Staffordshire and Stoke is successful support implementation of the project and development of appropriate Action Plan based on findings	Mar17	All	MT/NBi Public Health Board Members	.		Research completed and Action Plan developed	Application unsuccessful
Advocacy and promote Sport England’s data tools and insight	Maintain and develop knowledge of SE data tools	Ongoing	All	MT/NBi	☺		Support 5 partners directly	
	Communicate developments to partners and provide training where appropriate	Ongoing	All					
Demonstrate impact of local partner investment	Collate data to produce localised documents	Oct 16	3	NBi Core Team			11 Impact documents produced	
	Produce 11 localised partner impact documents and distributed to partners	Nov 16	3					

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3.3 Facilities

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Hold up to date knowledge of and understand the sport, PE & physical activity facility requirements for the CSP area	Sub Regional Sports Facilities Framework to be available on request by partners and advice provided to support appropriate facility developments	Mar 17	All	MT/NBi/ BH	☺		Sub-regional Facilities Framework available to partners.	Framework is available to relevant partners through password protected area on web site.
Asset Transfer & Club Matters	Promote and advocate the use of the Community Sport Asset Transfer toolkit with local partners and signpost partners to expertise where required.	Ongoing	All	MT/NBi			Number of community groups supported to use the Asset Transfer toolkit	No requests received this quarter.
	Promote the new Sport England Club Matters club resource.	Ongoing	All	MT/NBi	☺			Pilot programme involving 37 clubs continues to be implemented. Training and development courses on organised.



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3.3 Facilities

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
To be an advocate for sport on education sites	Advocate and promote Sport England’s “Win Win” toolkit to local partners.	Ongoing	All	MT	☺		Increase in NGBs / sports groups accessing school sport facilities	2 schools signposted to the web site.

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3.4 Funding and Investment

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Provide a comprehensive range of support services that will assist partners, clubs and community groups to access funding and new investment	To support partners, clubs and other community groups in the development of appropriate funding applications.	Ongoing	All	BH	☺		Partners supported & feedback via Satisfaction Survey	Information provided to rugby, football and cricket clubs during the quarter. Awaiting announcement from Sport England on future investment funding opportunities.
	Provide one to one support as appropriate and update SASSOT investment log			Core Team				
	To identify and promote funding opportunities (local/regional/national), to partners, clubs and other community groups to support their projects	Ongoing	3	SDOs & NGBs			Production of funding information pack	
	Maintain an up to date list of local, sub-regional, regional and national funding schemes and opportunities for sports clubs on the SASSOT website and e-newsletter	Ongoing		BH	☺		On-line information is accurate & up to date	Funding section is up to date.

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3.4 Funding and Investment

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
	To advise Sport England and other external funding organisations on the merits and local fit of applications for funding	Ongoing	All	MT/BH/	☺		Response times re feedback achieved	Director is in regular dialogue with Sport England Strategic Facilities Lead and Planning Manager re several developing projects.
	To proactively advocate at a strategic level the value of local projects with Sport England and other funding bodies							
	Develop SASSOT data and insight guide to assist partners in developing strong funding applications.	09/16	All	BH	☺		Intelligence Data Support Guide is up to date and available for partners	Data packs available for each LA area.
	Provide one to one support to partners as required to help them evidence the need for specific projects.	Ongoing		NBi				Reviewing the commissioning of SASSOTs local Sport and Physical Activity Insight Research programme.
	Continue to develop resources and strategic documents that will that will assist partners when applying for funding i.e. facility plan							

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3.4 Funding and Investment

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Identify and apply for additional funding that will support the SASSOT and its partners to deliver sport and physical activity objectives	Continue to engage with Staffordshire Public Health to influence the development of the Active Staffordshire Plan and commissioning of Physical Activity services linked to a wider strategic plan for an integrated sport and physical activity offer.	Ongoing	4	MT/BH/			New investment into sport from Public Health or CCG sources	
	Engage with locality commissioning leads to positively influence the positioning of sport and physical activity within locality commissioning prospectuses							
	Proactively identify and apply for funding to sustain and develop SASSOT’s local delivery offer such as locality commissioning opportunities	Ongoing	4	BH			Applications made to relevant external funding pots	

Governance - To manage and operate the CSP to ensure sound governance arrangements and compliance with funding conditions are in place.
4.1 CSP Governance

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Regular Board meetings held	Meetings held quarterly	On-going	All	Chair / MT	☺		Partner satisfaction rating of good achieved for governance	May Board meeting held. July meeting used as an initial Board/Team Business Development Workshop Sport England annual assessment of Board Effectiveness and leadership Green
Publish minutes	Minutes published	On-going	All	MT/LM	☺		Minutes published on time	18 May minutes published on 24 May 2016.
Board Development	Continue to implement Board Development update sessions as agreed.	On-going		Chair / MT	☺		Programme of updates implemented	Collective Board evaluation results collated and report presented to May meeting. Vision 2020 Group to develop an Action Plan to address development areas. Individual Board member Appraisal system pilot to be reviewed by Vision 2020 Group.
Prepare reports for Board as required	Reports presented to Board	¼ly	All	MT	☺		Meetings held & reports produced	Reports prepared and presented to Board.
Business Plan development	New 2017-2021 Business Plan to be developed	April 2017	All	Board, Vision 20/20 Working Group Members, Director, Team, Partners			Report with recommendations produced and presented to the Board	Board/Team Business Development Workshop held July. Vision 2020 Group considering information and preparing recommendations for future actions. To be presented to the October Board

Governance - To manage and operate the CSP to ensure sound governance arrangements and compliance with funding conditions are in place.

4.2 CSP Operations

Key Tasks	Milestones	Timescales		Who	Q1	Q2	Target	Progress update 01.04.16-30.06.17
		Date	Qtr					
Manage individuals and team	Work programmes agreed for core team	4/16	1	MT Supported by JK & Chair	☺		Partner satisfaction rating for team – to achieve good	Board agreed Delivery Plan and Budget for 2016/17 at May Board meeting. Team progressing agreed work programmes.
Invest in team building	Carry out individual Training Needs Analysis with team and compile into organisations needs analysis. Use to compile an annual training / development programme	June 16	1		☺		Training plan developed & implemented	Training Needs Analysis process underway – briefing given to Line Managers
	Analyse results of 2016 CSPn Staff Satisfaction Survey and action plan based on results	April 16	1		☺			Results discussed at April Team Meeting and actions agreed. 'Quiet Area' / meeting corner created in main office
	Carry out 2017 CSPn Staff Satisfaction Survey with team	March 17	4					
Invest in personal development	See above	March 17	1		☺			Training Needs Analysis process underway – briefing given to Line Managers
Review structure of CSP as appropriate to emerging agenda and priorities	Team meetings held	Monthly	All		☺		Team meetings held	Monthly meetings held. Team workshop to review PESTEL and SWOT analysis organised.
	Support and mentor team members	On-going	All		☺			High levels of job satisfaction and satisfaction with working for SASSOT evident from the Staff Satisfaction Survey.