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

**Board Meeting**

11th July 2018, 2.00pm, Craddock Room, Stafford Borough Council

**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present Attendees** | | **Apologies** | **Also Distributed To:** |
| Malcolm Armstrong (MA) Chair  Alistair Fisher (AF)  Ben Hollands (BH)  Ian Kelsall (IK)  Jude Taylor (JTa)  Karen Bryson (KB)  Kimiyo Rickett (KR)  Cllr Mark Deaville (MD)  Prof. Pauline Walsh (PW)  Rebecca Roberts (RR)  Georgia Phillips (GP) notes | SASSOT Chair  Stoke-on-Trent City Council  Strategic Lead, SASSOT  Voluntary Sector  Director, SASSOT  Assistant Director – Public Health  Senior Independent Director  Staffordshire County Council  Voluntary Sector  Voluntary Sector  Marcomms Apprentice, SASSOT | Angela Dale  Prof. Derek Peters  Jane Kracke  Jonathan Topham  Sarah Bixter  Tim Clegg | SASSOT Core Team |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | Item Topic | | |
| 1. | Apologies – as above  * Jane Kracke is attending a CSPN Think Tank in London which all CSPs must attend * Tim Clegg is on annual leave * Angela Dale is on annual leave but Trevor Humphreys will be attending in her place to feedback for the Education sub group * Prof. Derek Peter is unable to attend as his daughter is sick * Sarah Bixter is off sick | | |
| 2. | **Declarations of Interest -** None | | |
| 3. | Minutes of Last Meeting – 18.04.2018 – Agreed. | | |
| Previous Actions | | Owner | Date |
| 1. Malcolm to arrange to meet with the Chief Executive of Stafford BC | | Sarah Bixter | COMPLETED |
| 1. Chris Milward to be invited to the next Education sub group meeting by Angela and briefed by Jude. | | Jude Taylor & Angela Dale | COMPLETED |
| 1. Copy of the launch invite to be sent to Pauline for her to try to get some attendees from the Clinical Conditioning Groups to SASSOT Launch. | | Pauline Walsh & Sarah Bixter | COMPLETED |
| 1. Each Board member to bring 5 new people to the School Games Event | | All | COMPLETED |
| 1. Copy of VIP invite list to be sent out to all Board members | | Sarah Bixter | COMPLETED |
| 1. Vice Chancellor for Keele University to be invited to the School Games event | | Sarah Bixter | COMPLETED |
| 1. Board members to all confirm attendance for the School Games with Sarah | | All | COMPLETED |
| 1. Calendar Invites to be sent out the Board for the Team Building Away Day | | Sarah Bixter | COMPLETED |
| 1. Board members to all confirm attendance for the Team Building Away Day with Sarah | | All | COMPLETED |
| Previous Actions | | Owner | Date |
| 1. Board members to confirm with Jude if they would like an invite to the UK Corporate Games engagement event | | All | COMPLETED |
| 1. Malcolm Armstrong to meet with Chris Milward to discuss the Satellite Clubs assessment. | | Sarah Bixter | COMPLETED |
| 1. Rebecca, Ian, Derek and Jude to get together to discuss the way ahead. Derek to look at the detail to the Delivery Plan and suggest improvements. | | Jude Taylor | COMPLETED |
| 1. Jude to send out revised version of the Delivery Plan to the Board via email for feedback. | | Jude Taylor | COMPLETED |
| 1. Governance and appointments group to meet on the 25th May 2018 at 1400hrs to discuss arrangements for maternity cover in detail. | | Sarah Bixter | COMPLETED |
| 1. Meeting to take place between Naomi, Ian and Rebecca to discuss Marcomms | | Naomi Bird | COMPLETED |
| 1. Sports & Recreation Alliance training link to be sent to all Board members. | | Sarah Bixter | COMPLETED |
| 1. Board members to let Sarah know if they are interested in attending any of the available courses. | | All | COMPLETED |
| 1. To liaise with the 10 local authorities and request nominations for 1 Senior Officer | | Tony McGovern and Janene Cox | COMPLETED |
| 1. To calendar suitable dates for the two Stakeholder events | | Malcolm Armstrong | ONGOING |

|  |  |
| --- | --- |
| **No.** | Item Topic |
|  | Attendance |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | Item Topic | | |
| 4. | Ministry of Wellbeing  * Presentation from Karen Bryson      * Further discussions to take place around potential for collaboration * AF – Points for Life information may prove a useful tool also * **Action Points 1 & 2** | | |
| Actions | | Owner | Date |
| 1. Karen and Jude to meet to discuss potential collaborations around Ministry of wellbeing | | Jude Taylor | 24.10.18 |
| 1. Alistair to share information on Points for Life with Karen | | Alistair Fisher | 24.10.18 |
| 5. | Board ItemsChairs Actions since Last Meeting (MA)  * Our School Games event went extremely well. Well done to Camilla and the whole team for all their hard work. * Jane Kracke has been appointed as Interim Director and Ben Hollands as Strategic Lead. They will be taking up posts from 20.08.18 until 28.05.19 as maternity cover for the Director. * We had a successful team and board away day on 15.05.18 at Cannock Chase, there were in-depth discussions around Delivery Plan and core team values. * MA met with Tim Clegg, the Chief Executive of Stafford Borough Council who has agreed to join SASSOT Board as Chief Exec. Rep. Tim has specific skills in health and policy. | | |
| 6. | Sub-Group Updates **Governance and Appointments Group (MA)**  **Staffordshire Leisure & Culture Officers Forum (SLCOF)**   * Robert Foster, Head of Leisure & Cultural Services at Newcastle Borough Council and Chair of SLCOF attended the last meeting to discuss SASSOT’s involvement with SLCOF. * The recommendation of GAG is:   + That the Board agrees to SLCOF being a formal Sub Group of the SASSOT Board, with a representative of SLCOF continuing to have a seat on the Board (this role is currently undertaken by Alistair Fisher)   + That the Board agrees to a SASSOT Board member acting as an independent Chair for SLCOF * Discussion around the SASSOT and SLCOF’s role. * Board agrees to SLCOF being adopted as a sub group of SASSOT and that MA offers to chair the SLCOF meetings as an independent. Structure to be reviewed after 12 months. * **Action Points 3, 4 & 5** * The Terms of Reference document for the Governance and appointments group has been updated and approved by GAG * The new GAG ToR is approved by the Board * Thank you to Jane for all her hard work with the Tier Three compliance work   **Finance and Audit Group (KR)**   * The Terms of Reference and Internal Control documents for the Finance and Audit Group have both been updated and approved by FAG * The new FAG ToR and Internal Control documents are approved by the Board | | |
| **No.** | Item Topic | | |
|  | **Chair’s Advisory Group (MA)**   * Had a successful meeting with the group on 5th July 2018   **Strategy Advisory Group (JTa)**   * No meeting since last Board meeting * JT explained the groups origin and suggested a new terms of reference was needed and that this group should be used as the forum to scrutinize the delivery plan and to support the team through the PMIF process * **Action Point 6**   **Education Group (AD)**   * To review purpose of group and develop Terms of Reference as appropriate * Simon Ashcroft a Head Teacher from Biddulph is to be thanked for his work in supporting the future vision for School Games in Staffordshire and Stoke-on-Trent * **Action Point 7 & 8** | | |
| Actions | | Owner | Date |
| 1. Malcolm to propose accepting chairs position for SLCOF | | Malcolm Armstrong | 24.10.18 |
| 1. SLCOF to be formally adopted as a sub group of the board | | Malcolm Armstrong | 24.10.18 |
| 1. Malcolm to review the structures after 12 months | | Malcolm Armstrong | 01.07.19 |
| 1. Jude to review Terms of Reference for Strategy Advisory Group | | Jude Taylor | 24.10.18 |
| 1. Malcolm, Chris & Jude to review purpose of group and develop Terms of Reference as appropriate | | Malcolm Armstrong, Chris Milward & Jude Taylor | 24.10.18 |
| 1. Malcolm to formally thank Simon Ashcroft, Biddulph Head teacher, for his help on the School Games and ask him to join the Education Sub Group if appropriate. | | Malcolm Armstrong | 24.10.18 |
| 7. | **Directors Report (JTa)**  **Partner Funding**   * SASSOT to take over the project management of the Ironman contract games following an extended negotiation with SCC around the partnership funding SLA’s. * 9 local authorities have now signed SLA’s and 6 month review meetings are in the calendars * Ongoing negotiations taking place with both universities as their funding works on an academic year   **Maternity Leave Plan**   * Maternity leave plan is to finish 17th August and return on 28th May 2019   **Sport England Q4 Review Meeting**   * Our end of year review with Sport England has taken place and we have retained our green RAG status.   **Performance Management & Improvement Framework**   * Sport England have now confirmed the mechanisum by which they will assess, support and improve CSPs in the furture, known as the Performance Management and Improvement Framework (PMIF). * It is expected that all CSPs will go through the Quest process in the last three months of 2018. SASSOT has issued a formal request to be an early adopter of the PMIF, to help shape the process and content, we await a response from Sport England. * **Action Point 9** | | |
| **No.** | Item Topic | | |
|  | **The Core Modules**   * Sport England and CSPN have designed 7 Quest modules, which they consider to be as critical to success. Each module will have 6-8 descriptors which are then linked directly to structured ratings/benchmark criteria.   **Chief Operating Officers Report (JK)**  **2018-19 Accounts: Expenditure against Budget**   * Hosting fees all paid * Little discrepancy, showing underspent as SBC have not yet taken the lump sum for employees pensions * Place Based Delivery – no money out yet * School Games – promotions overspent as the school games website upgrade wasn’t in the initial budget but we did have a contingency spend to fall back on   **4-Year Financial Forecast**   * Maternity costs / interim staffing will be covered within the original staffing costs budgeted for that period * We are due to have at least £10,000 in unrestricted funds at the end of the current funding period (not including our redundancy liabilities, which are also covered) * These figures allow for up to three local funding partners to withdraw funding during this period * If we continue on our predicted levels of expenditure and income into a new funding period, we will have a deficit of almost £66,000 by March 2022   **Risk Register / Risk Management Plan**   * Current Risk Register last reviewed by the Board in October 2017, a full review is needed in line with SASSOT’s new strategy * FAG have reviewed good practice guidance from Sport England and have agreed a format for the revised document, with a view to the final version being approved at the October 2018 Board Meeting * **Action Point 10**   **Tier Three Compliance**   * Still awaiting communication from Sport England about compliance with Tier Three * SBC still in discussions with the Council’s auditors regarding providing an audit certificate and the costings, we have also identified two other companies to quote for this work if needed * A Governance Statement for 2017-18 has been produced and approved by the Governance and Appointments Group. * The Governance Statement is approved by the Board.   **The work of the team (via the Annual Delivery Plan)**   * Following discussion at the April Board Meeting and at the Board / Team Away Day, the Annual Delivery Plan template has been amended * Additionally, a one-page Annual Delivery Plan Dashboard has been produced, summarising progress, highlights and challenges for the quarter * All feedback welcomed on the new documents. | | |
| Actions | | Owner | Date |
| 1. Malcolm to write to Sport England to reiterate offer around early adoption around Performance Management and Improvement framework. | | Malcolm Armstrong | 24.10.18 |
| 1. Jane to draft a copy of the Risk Register and Risk Management plan to be presented to board at next meeting. | | Jane Kracke | 24.10.18 |
| **No.** | Item Topic | | |
| 8. | **Safeguarding Adults Policy & Children’s Implementation Plan - Lee Booth**   * The safeguarding delivery plan has been developed following a formal review of SASSOT’s safeguarding work in 2017/18 by the CPSU. The review process identified some new priority areas to address in the coming delivery year. * The plan will also roll forward a number of work areas from the 2017/18 plan where there is ongoing need. These areas primarily relate to ensuring SASSOT’s programmes continue to meet minimum safeguarding requirements and keeping SASSOT’s policies and procedures up to date and in line with best practice. * The plan has been agreed by the CPSU as part of the Q4 reporting process. * The safeguarding adults at risk policy is the first such policy that SASSOT have had in place and has been created as a response to the requirement from Sport England and CPSU that SASSOT develop and adopt a Policy this year. * The policy has been reviewed and endorsed by the ACT, the body recognised and partly funded by Sport England as the expert advisors in safeguarding adults in sport. * Following discussion, both documents are accepted by the Board. * **Action Point 11** | | |
| Actions | | Owner | Date |
| 1. Lee to share Safeguarding Vulnerable Adults Policy with the Safeguarding Adults Board. | | Lee Booth | 24.10.18 |
| 9. | Staff Showcase – Ben Hollands  * Presentation from Ben Hollands      * Thank you to Ben for the work he has done on the Sustainability Transformation Plan. Job well done. * **Action Point 12** | | |
| Actions | | Owner | Date |
| 1. Jude and Jane to invite project leads to present on PBA in next Board meeting. | | Jude Taylor & Jane Kracke | 24.10.18 |
| 15. | Board ½ day away day  * Board ½ day away day planned for Friday 9th November 2018 - 1000hrs – 1300hrs * During this away day we will discuss the future of SASSOT * Venue to be confirmed * **Action Point 13** | | |
| Actions | | Owner | Date |
| 1. Sarah to confirm and circulate event venue and information for Board Away Day on the 9/11/18. | | Sarah Bixter | 24.10.18 |
| 2MT 16. | Date of next meeting(s)  * Wednesday 24th October 2018 – Craddock Room, Stafford Borough Council * Wednesday 23rd January 2019 – Craddock Room, Stafford Borough Council * Tuesday 9th April 2019 – Chadwick Room, Stafford Borough Council * Tuesday 16th July 2019 – Walton Room, Stafford Borough Council * Tuesday 15th October 2019 - Walton Room, Stafford Borough Council | | |

|  |  |  |
| --- | --- | --- |
| Actions | Owner | Date |
| 1. Karen and Jude to meet to discuss potential collaborations around Ministry of wellbeing | Jude Taylor | 24.10.18 |
| 1. Alistair to share information on Points for Life with Karen | Alistair Fisher | 24.10.18 |
| 1. Malcolm to propose accepting chairs position for SLCOF | Malcolm Armstrong | 24.10.18 |
| 1. SLCOF to be formally adopted as a sub group of the board | Malcolm Armstrong | 24.10.18 |
| 1. Malcolm to review the structures after 12 months | Malcolm Armstrong | 01.07.19 |
| 1. Jude to review Terms of Reference for Strategy Advisory Group | Jude Taylor | 24.10.18 |
| 1. Malcolm, Chris & Jude to review purpose of group and develop Terms of Reference as appropriate | Malcolm Armstrong, Chris Milward & Jude Taylor | 24.10.18 |
| 1. Malcolm to formally thank Simon Ashcroft, Biddulph Head teacher, for his help on the School Games and ask him to join the Education Sub Group if appropriate. | Malcolm Armstrong | 24.10.18 |
| 1. Malcolm to write to Sport England to reiterate offer around early adoption around Performance Management and Improvement framework. | Malcolm Armstrong | 24.10.18 |
| 1. Jane to draft a copy of the Risk Register and Risk Management plan to be presented to board at next meeting. | Jane Kracke | 24.10.18 |
| 1. Lee to share Safeguarding Vulnerable Adults Policy with the Safeguarding Adults Board. | Lee Booth | 24.10.18 |
| 1. Jude and Jane to invite project leads to present on PBA in next Board meeting. | Jude Taylor & Jane Kracke | 24.10.18 |
| 1. Sarah to confirm and circulate event venue and information for Board Away Day on the 9/11/18. | Sarah Bixter | 24.10.18 |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared By: | Date | Checked By | File Code |
| Georgia Phillips &  Sarah Bixter | 17.07.18 | Malcolm Armstrong | Board Minutes 11.07.18 |