

**Sport Across Staffordshire & Stoke-on-Trent**  
**Governance & Appointments Group Meeting**



5<sup>th</sup> July 2018, 1600hrs, Stafford Borough Council

Present Attendees	Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Ian Kelsall (IK) Jane Kracke (JK) Jude Taylor (JT) Kimiyo Rickett (KR) Robert Foster (RF) Sarah Bixter (notes)	SASSOT Chair Board Member Chief Operating Officer, SASSOT Director, SASSOT Senior Independent Director SLCOF Chair Admin Office Manager	Board

**Meeting Minutes**

Previous Actions	Owner	Date
1. Jude Taylor to prepare formal proposal for the Board on maternity cover for the Director Role, including job descriptions and person specifications.	Jude Taylor	COMPLETED
2. Sarah Bixter to add Jude's proposal to the agenda for the Board meeting on 18.04.18	Sarah Bixter	COMPLETED
3. Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm	Sarah Bixter	ONGOING
4. Sarah to add GAG membership to the agenda for the Board meeting on 18.04.18	Sarah Bixter	COMPLETED
5. Jane to update Terms of Reference for GAG	Jane Kracke	COMPLETED
A. Review attendance for all Board Members	Malcolm Armstrong	ONGOING
B. CEO Representative for Board	Malcolm Armstrong	COMPLETED
C. Review future membership of GAG and FAG	Board	COMPLETED

No.	Item Topic
1.	<p><b>SLCOF Governance</b></p> <p>Introductions and welcome by Malcolm Armstrong.</p> <p>Robert Foster, Head of Leisure &amp; Cultural Services at Newcastle Borough Council and Chair of the Staffordshire Leisure &amp; Culture Officers Forum (SLCOF) is here to discuss SASSOT's involvement with SLCOF.</p> <p><b>Background</b></p> <ul style="list-style-type: none"> <li>- SLCOF was originally set up to establish the County Sports Partnership</li> <li>- SLCOF have continued to meet since then and meet regularly with external organisations attending to present to the group</li> <li>- Robert Foster took over as chair 18 months ago</li> <li>- SLCOF meet quarterly with regular reports from Museums and Heritage, the Facility Managers Forum and the Sports Development Officers</li> <li>- SLCOF has just undergone a review where Keith Johnson from Xense Consulting came and worked with us on what we wanted the group to achieve</li> </ul>

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	<p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>- A number of local authorities have started procurement exercises for leisure operators</li> <li>- Pressures in local government management</li> <li>- Difficult to steer the group</li> <li>- Dwindling numbers in attendance</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>- SLCOF to become a sub group of SASSOT</li> <li>- Volunteer from SASSOT Board to chair the SLCOF meetings</li> <li>- Accountability needed and power to make decisions</li> <li>- More structure needed to ensure clear outcomes</li> <li>- SLCOF group accept that they need to work more strategically</li> <li>- Report required to the Board for discussion</li> <li>- <b>Action Point 1</b></li> </ul>		
	<b>Actions</b>	<b>Owner</b>	<b>Date</b>
1.	Jane Kracke to produce a report containing the SLCOF recommendations for discussion in the Board meeting next week	Jane Kracke	11.07.2018
2.	<b>Apologies – None</b>		
3.	<p><b>Minutes of Last Meeting &amp; Matters Arising</b></p> <ul style="list-style-type: none"> <li>- Minutes from 29.03.2018 agreed.</li> </ul>		
4.	<p><b>Board Diagram &amp; Team Diagram</b></p> <ul style="list-style-type: none"> <li>- Board diagram updated to following changes, Wendy Jennings removed, Tim Clegg &amp; Ben Hollands added</li> <li>- One vacancy remaining on the Board – possibly fill with a SLCOF member? For discussion at Board</li> <li>- Team diagram updated to show Cath Pendlebury no longer in post and position being covered by Claire Greenwood &amp; Sarah Bixter in the interim</li> <li>- Restructure completed for Directors maternity leave – to be discussed with the Board in the Directors report</li> </ul>		
5.	<p><b>Team &amp; Board Away Dates 2018 &amp; 2019</b></p> <ul style="list-style-type: none"> <li>- Current team away day booked for 7<sup>th</sup> August - although 3 team members are on holiday now for this date. Decision made to rearrange for when the whole team can attend.</li> <li>- Board ½ day away day to be arranged for 9<sup>th</sup> November 2018, 1000-1300hrs to discuss the future of SASSOT</li> <li>- <b>Action Points 2 &amp; 3</b></li> </ul>		
	<b>Actions</b>	<b>Owner</b>	<b>Date</b>
2.	New date to be decided upon for Team Away Day for the end of September to ensure the whole team attend	Jane Kracke	31.07.2018
3.	Venue to be booked for the Board ½ day away day	Sarah Bixter	31.07.2018

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6.	<p><b>Future Board Meetings</b></p> <p>Light lunch at 1315hrs and meeting start 1400hrs</p> <ul style="list-style-type: none"> <li>• Wednesday 23<sup>rd</sup> January 2019</li> <li>• Tuesday 9<sup>th</sup> April 2019</li> <li>• Tuesday 16<sup>th</sup> July 2019</li> <li>• Tuesday 15<sup>th</sup> October 2019</li> </ul>									
7.	<p><b>New Terms of Reference</b></p> <ul style="list-style-type: none"> <li>- Document updated – See papers submitted.</li> <li>- Membership section states that when acting as a nomination committee the majority of members will be Independent Board Members</li> <li>- Document approved by GAG and will be put forward for approval to the Board</li> </ul>									
8.	<p><b>Staff Satisfaction Survey</b></p> <ul style="list-style-type: none"> <li>- CSPN require all CSPs to complete this annually</li> <li>- The survey went out in February and the results collated in April</li> <li>- This year a significant drop in satisfaction was evident, we note that there has been issues around leadership and decisions etc.</li> <li>- The results and ways forward have been discussed with the team in our team meeting, we outlined steps to take to address the issues that were raised and made a commitment to bring the survey results to GAG for discussion</li> <li>- A mid-year survey should be sent out to catch up on satisfaction levels from February - IK</li> <li>- One to ones with an independent member would also be useful – IK happy to take on this role</li> <li>- <b>Action Points 4 &amp; 5</b></li> </ul>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Actions</th> <th style="width: 25%;">Owner</th> <th style="width: 25%;">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="81 1330 858 1400">4. Mid-Year staff satisfaction survey to be created by Ian Kelsall to be sent to all staff asap</td> <td data-bbox="858 1330 1182 1400">Ian Kelsall</td> <td data-bbox="1182 1330 1489 1400">31.07.2018</td> </tr> <tr> <td data-bbox="81 1400 858 1469">5. One to one meetings to be scheduled with team members and Ian Kelsall to discuss the survey</td> <td data-bbox="858 1400 1182 1469">Sarah Bixter &amp; Ian Kelsall</td> <td data-bbox="1182 1400 1489 1469">31.07.2018</td> </tr> </tbody> </table>		Actions	Owner	Date	4. Mid-Year staff satisfaction survey to be created by Ian Kelsall to be sent to all staff asap	Ian Kelsall	31.07.2018	5. One to one meetings to be scheduled with team members and Ian Kelsall to discuss the survey	Sarah Bixter & Ian Kelsall	31.07.2018
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9.	<p><b>Tier 3 Update – Diversity in Governance &amp; Leadership Action Plan</b></p> <ul style="list-style-type: none"> <li>- Currently outstanding – Diversity in Governance &amp; Leadership Action Plan, Audited Accounts and Governance Statement.</li> <li>- Awaiting feedback from Diversity in Governance &amp; Leadership Action Plan</li> <li>- Governance Statement now approved</li> <li>- Accounts completed just awaiting audit information from SBC Finance team – can we use their audit certificate or do we need an independent one.</li> </ul>									
10.	<p><b>Dates of Next Meeting</b></p> <ul style="list-style-type: none"> <li>- 9<sup>th</sup> October 2018, 1200hrs, Chetwynd Room, Civic Suite, 1<sup>st</sup> Floor, SBC</li> <li>- 8<sup>th</sup> January 2019, 1200hrs, SBC</li> <li>- 2<sup>nd</sup> April 2019, 1200hrs, SBC</li> <li>- 9<sup>th</sup> July 2019, 1200hrs, SBC</li> <li>- 8<sup>th</sup> October 2019, 1200hrs, SBC</li> </ul>									

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Prepared By	Date	Checked By	File Code
SB	17.07.2018	Malcolm Armstrong	Governance Group Minutes 05.07.18