

Sport Across Staffordshire & Stoke-on-Trent

Governance & Appointments Group Meeting

8th January 2019, 1200hrs

Chetwynd Room, Civic Suite, 1st Floor, Stafford Borough Council



Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Jane Kracke (JK) Kimiyo Rickett (KR) Sarah Bixter (notes)	SASSOT Chair Interim Director, SASSOT Senior Independent Director Admin Office Manager	Ian Kelsall Ben Hollands Toyin Higgs	Board

Meeting Minutes

No.	Item Topic		
1.	Apologies – Ian Kelsall, Ben Hollands and Toyin Higgs		
2.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - Minutes from 05.07.2018 agreed - Action Points 		
	Previous Actions	Owner	Date
	1. Constitution to be updated and discussed at the next GAG Meeting	Jane Kracke	COMPLETED
	A. Review attendance for all Board Members	Malcolm Armstrong	ONGOING
	B. Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm	Sarah Bixter	ONGOING
3.	Independent V Hosted <ul style="list-style-type: none"> - Meeting with HR/Payroll Manager and Chief Accountant today regarding TUPE, Pensions and Liability - Going from hosted to independent would mean that all staff's terms and conditions would be protected under TUPE. Only new employees would be able to go onto new terms and conditions - Wendy from HR is going to speak to the pensions team over at the County for exact figures - Going Independent would increase our liabilities – to find our exact costings would cost £1,500 - Example back office costings provided by other Independent CSP's shows an average outgoing of £41.5k which is a huge increase on our current cost - GAG has reviewed pensions, staffing situations and back office costs and have decided on a watching brief. Recommendation to the Board will be that remaining hosted by Stafford Borough Council is currently the best option for SASSOT, but that this should be reviewed on a six-monthly basis in light of any significant changes to circumstances 		
4.	Constitution <ul style="list-style-type: none"> - Discussion regarding content of current constitution and minor changes made. - Recommendation for Board to adopt revised constitution. 		
5.	Board Self-Assessment <ul style="list-style-type: none"> - Amendments to Board Self-assessment approved and GAG will recommend to the Board that the changes be adopted 		

No.	Item Topic
6.	Skills Matrix <ul style="list-style-type: none"> - Amendments to Board Skills Matrix approved and GAG will recommend to the Board that the changes be adopted
7.	Staff Member Observation <ul style="list-style-type: none"> - Suggested by the management team that a member of the SASSOT Core Team attend the Board meetings as an observer. They would not have a vote but they would be able to contribute if they wished to do so. This would be good for team and Board relationships and be a good opportunity for development. - GAG will recommend to the Board that SASSOT staff be able to observe the Board meetings
8.	Name Change <ul style="list-style-type: none"> - Naomi Bird (Insight, Marketing and Communications Manager) has been invited to the next Board meeting to discuss a change of name / re-branding of SASSOT. - This will be a discussion around feedback from the stakeholder survey, cost implications and Board will be asked to feedback
9.	Leadership Cover - Board Chair <ul style="list-style-type: none"> - In the absence of Malcolm Armstrong, Kimiyo Rickett, Senior Independent Chair will Chair meetings and attend events on his behalf.
	Dates of Next Meeting <ul style="list-style-type: none"> - 8th January 2019 – 1200hrs – Chetwynd Room, Civic Suite, SBC - 2nd April 2019 – 1200hrs – Marmot Room, Third Floor, SBC - 9th July 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC - 8th October 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC

Actions	Owner	Date
A. Review attendance for all Board Members	Malcolm Armstrong	ONGOING
B. Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm	Sarah Bixter	ONGOING

Prepared By	Date	Checked By	File Code
Sarah Bixter	16.01.19	Malcolm Armstrong	Governance Group Minutes 08.01.19