

Sport Across Staffordshire & Stoke-on-Trent
Board Meeting
 23rd January 2019, 2.00pm, Craddock Room, Stafford Borough Council



Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Alistair Fisher (AF) Angela Dale (AD) Ben Hollands (BH) Prof. Derek Peters (DP) Ian Kelsall (IK) Jane Kracke (JK) Jonathan Topham (JT) Jude Taylor (JTa) Kimiyo Rickett (KR) Rebecca Roberts (RR) Tim Clegg (TC) Toyin Higgs (TH) Sarah Bixter (SB) notes	SASSOT Chair Stoke-on-Trent City Council Keele University Strategic Lead, SASSOT Independent Independent Interim Director, SASSOT Public Health, Staffordshire CC Director, SASSOT Senior Independent Director Independent Chief Executive, SBC (Host) Independent Admin Office Manager, SASSOT	Prof. Pauline Walsh Cllr Mark Deaville	SASSOT Core Team

No.	Item Topic
1.	<p>Staff Member Observer</p> <p>MA – The Governance and Appointments group would like to recommend that a member of the staff team be permitted to attend each Board meeting as participant observer. They would not have a vote but they would be able to contribute if they wished to do so. It would be down to the staff team to decide who attends each meeting and they would be asked to leave during discussions on confidential items.</p> <p>Accepted by the Board and Naomi Bird invited into the meeting as the staff member observer.</p>
2.	Apologies – as above
3.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> - Tim Clegg declares an interest in the discussion around Hosted v Independent as the host authority Chief Executive.
4.	Minutes of Last Meeting – 24 th October 2018

Previous Actions	Owner	Date
1. Congratulation emails to be sent to staff regarding their successes in Quarter 2.	Sarah Bixter	COMPLETED
2. Rebecca to share the learning from a recent internal comms review with Naomi and Jane	Rebecca Roberts	COMPLETED
3. Lee Booth to make contact with Prof. Pauline Walsh around the Clinical Champions Training	Jane Kracke	COMPLETED
4. Board to be emailed what does excellent look like for the 3 Strengths chosen by the board.	Sarah Bixter	COMPLETED
5. Room to be booked for the practice presentation on the 4 th December 2pm.	Sarah Bixter	COMPLETED

Previous Actions	Owner	Date
6. Board members to let Sarah know if they are free to act as a presentation/feedback audience for the PMIF practice presentations at 2pm on the 4th Dec.	All	COMPLETED
A. Karen and Ben to meet to discuss potential collaborations around Ministry of wellbeing	Ben Hollands	ONGOING
B. Malcolm to review the structures after 12 months	Malcolm Armstrong	January 2020
C. Jane to review Terms of Reference for Strategy Advisory Group	Jane Kracke	COMPLETED
D. Jude and Jane to invite project leads to present on PBA in next Board meeting.	Jude Taylor & Jane Kracke	COMPLETED

No.	Item Topic
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Attendance



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Current	First Name	Last Name	24/01/2018	18/04/2018	11/07/2018	24/10/2018	Possible	Actual	%
Y	Malcolm	Armstrong	1	1	1	1	4	4	100
Y	Sarah	Bixter	1	1	0	1	4	3	75
Y	Tim	Clegg			0	1	2	1	50
Y	Angela	Dale	1	1	0	1	4	3	75
Y	Mark	Deaville	1	0	1	1	4	3	75
Y	Alistair	Fisher	1	1	1	1	4	4	100
Y	Toyin	Higgs				1	1	1	100
Y	Ian	Kelsall		1	1	1	3	3	100
Y	Jane	Kracke	1	1	0	1	4	3	75
Y	Derek	Peters		1	0	1	3	2	67
Y	Kimiyo	Rickett	1	1	1	1	4	4	100
Y	Rebecca	Roberts	1	1	1	1	4	4	100
Y	Jude	Taylor	1	1	1	0	4	3	75
Y	Jonathan	Topham	1	1	0	0	4	2	50
Y	Pauline	Walsh		1	1	1	3	3	100

5.	<p>Board Items</p> <p>Chairs Actions since Last Meeting (MA)</p> <ul style="list-style-type: none"> - Coaching 2 staff members - Preparations for PMIF - Meeting with Rob Foster regarding SLCOF - Chairs Reception (Sport England) - CSPN AGM - PMIF Rehearsal and 2 day assessment - FAG and GAG Meetings - Meeting with Stoke City Football Club - Report for SASSOT Newsletter - General Admin - Survey on Sport Governance – Can all Board members please complete this - Action Points 1, 2 & 3
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Actions	Owner	Date
1. Contact to be made with Port Vale FC to arrange a meeting with Malcolm and Jane	Jane Kracke	28.02.2019
2. Sarah to email the Survey on Sport Governance to all Board Members	Sarah Bixter	24.01.2019

Actions	Owner	Date
3. All Board members to complete the online Survey on Sport Governance.	All	28.02.2019
<p>6. Sub-Group Updates</p> <p>Governance and Appointments Group (MA)</p> <ul style="list-style-type: none"> - The Constitution has been amended to improve clarity and to reflect current practice. It is the recommendation of GAG that the new constitution be approved by the Board. - Discussion around the changes. - The amended Constitution is approved by the Board. - Following research into the average back office costs of 13 independent CSP's and the information gathered from SBC HR and Finance team around TUPE, the Group would like to recommend 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. - Discussion round the research and other information available. - Decision made by the Board for GAG to look into this further. Conflicting information from various sources regarding TUPE, it is important to get it right. More specific legal advice is needed regarding the TUPE process. Neighbouring CSP's to be approached for information on their back office costs. - Action Points 4 & 5 - To ensure ongoing compliance with Tier Three of A Code for Sports Governance Boards are required to self-evaluate on an annual basis. A template for this has been drawn up for completion. The Skills Matrix produced for SASSOT by Campbell Tickell has also been updated to better-reflect the needs of the organisation. It is the recommendation of GAG that the Board adopts the Self-Assessment and Skills Matrix templates, and individual members commit to completing them within the specified timescales. - The Board self-assessment and Skills matrix documents are approved by Board. - Action Point 6, 7 & 8 		
Actions	Owner	Date
4. Employment Law Solicitor to be approached for guidance on the TUPE process.	GAG	09.04.19
5. Neighbouring CSP's to be approached for information on their back office costs.	Jane Kracke	09.04.19
6. Self-Assessment to be emailed out to the Board for completion	Sarah Bixter	31.01.19
7. All Board members to complete the new Self-Assessment by 22 nd February 2019	All	22.02.19
8. All Board members to complete the new Skills Matrix after the next Board meeting	All	30.04.19
<p>Finance and Audit Group (KR)</p> <ul style="list-style-type: none"> - Risk register priorities for the quarter are to investigate the potential of bringing Tamworth back on board as a funding partner Review SASSOT's involvement with a range of strategic groups to ensure there are clearly identified expected outcomes; Draft 2019-20 budgets and 4-year forecast to 2022-23; Ensure team are consulted on Partner Agreements before signing and improve log of agreed actions - To comply with Tier Three, FAG should self-review its effectiveness on an annual basis. A template based on the one recommended by Sport England was agreed, with results to be discussed at the next FAG meeting in April. - Minimal changes to the 4 year financial projection. Due to the predicted deficit for 2021-22, and the minimal unrestricted reserves at the end of 2020-21, it is recommended that SASSOT's operating model be reviewed during 2020-21. 		

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	<ul style="list-style-type: none"> - At present, the majority of staff contracts end on 31.03.19 and staff have been notified that they are at risk of redundancy. This excludes one member of staff who is fully-funded by projects which run on the academic year, and whose contract currently runs to 31.08.19. Given the levels of confirmed funding, the estimated unrestricted funds to be carried into 2019-20 and the impact on staff morale, FAG feel that there is an acceptable level of risk extending the contracts of all staff funded through Primary Role and Satellite Club funding to 31.03.20. - Discussion around extending staff contracts until 31.03.20, HR procedures and staff morale. - The Board agree to extend contracts for all staff, including those not funded through Primary Role and Satellite Club funding, to 31.03.20 and to ask the question around redundancy protocols from the Employment Law Solicitors approached regarding TUPE. - Thanks from NB on behalf of the Core Team for the sensitivity to the Board and their comments around protecting the staff morale. - Next Board meeting it is agreed that we need to explore how we can generate other income. - RR – I may have some documents around income generation that might be appropriate to share. - Action Points 9, 10 & 11 												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="858 804 1182 875">Actions</th> <th data-bbox="1182 804 1294 875">Owner</th> <th data-bbox="1294 804 1519 875">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="858 875 1182 976">9. Employment Law Solicitor to be asked about redundancy protocols and staff on temporary contracts</td> <td data-bbox="1182 875 1294 976">GAG</td> <td data-bbox="1294 875 1519 976">09.04.19</td> </tr> <tr> <td data-bbox="858 976 1182 1048">10. Investigations to be started into generating other income</td> <td data-bbox="1182 976 1294 1048">Jane Kracke</td> <td data-bbox="1294 976 1519 1048">16.07.19</td> </tr> <tr> <td data-bbox="858 1048 1182 1120">11. Rebecca to share income generation documents with Jane Kracke if able to do so</td> <td data-bbox="1182 1048 1294 1120">Rebecca Roberts</td> <td data-bbox="1294 1048 1519 1120">09.04.19</td> </tr> </tbody> </table>	Actions	Owner	Date	9. Employment Law Solicitor to be asked about redundancy protocols and staff on temporary contracts	GAG	09.04.19	10. Investigations to be started into generating other income	Jane Kracke	16.07.19	11. Rebecca to share income generation documents with Jane Kracke if able to do so	Rebecca Roberts	09.04.19
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	<p>Chair’s Advisory Group (MA)</p> <ul style="list-style-type: none"> - No meeting – next meeting is in April after the PMIF results meetings and Sport England round table. <p>Strategy Advisory Group (JTa)</p> <ul style="list-style-type: none"> - The last SAG meeting was PMIF focused. Therefore we have produced a new ToR to reflect the revised role. - The Board agree to adopt the new Terms of Reference. <p>Education Group (JK)</p> <ul style="list-style-type: none"> - The last meeting was cancelled due to low attendance, lots of interest but peoples teaching timetables didn’t allow the time. Keele University and Staffordshire University, working with some of the colleges are about to submit a collaborative Mental Health bid; if this is successful this could be a good place to start. 												
7.	<p>Interim Directors Report (JK)</p> <ul style="list-style-type: none"> - PMIF / Quest result in as GOOD. Feedback as expected on our strengths and weaknesses and Improvements Actions. Process was a positive one. Final report due back on 24th January which will be circulated. Round table booked in with Sport England for 7th March. - BH – It’s important not to lose sight of the results and to take action using the Improvement plan. Thank you to the whole Board for their support throughout the process and for the collaborative approach everyone took. - JT – Thank you to Ben for leading SASSOT through the PMIF / QUEST process. - We will be using the Stakeholders Event to feedback on PMIF to our Stakeholders. The feedback from the Stakeholders survey was clear – face to face feedback is important. 												

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	<ul style="list-style-type: none"> - MA – Thank you to the SASSOT Core team, who pulled together with energy and showed how, skilled, committed and articulate they all were. Well done. - MA – Thank you to the Board for your continued commitment and support. Our PMIF assessor Fiona also expressed her thanks. - Stakeholder Event is on 7th February at the Stone House Hotel 11-2pm. It will be good to see a good representation from the Board as well as Stakeholders. We will be updating on what we have done, what we are doing and asking what do you want? - Q3 update – please take time to read the highlights and challenges. <p>Interim Strategic Lead Report (BH)</p> <ul style="list-style-type: none"> - Looking for advice on the Health & Wellbeing Board. What started as one thing has now evolved to us reporting on SASSOT. I'm conscious there has been a change of focus. Is this worth looking at? - Discussion around this being an important strategic relationship. - Decision made for Tim Clegg, Jonathan Topham and Ben Hollands to meet review SASSOT's future relationship with the HWBB and if needed bring back to the July Board meeting. - Action Point 12 		
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	12. Meeting to be arranged with Ben, Tim, Jon and Glynn Luznyj to discuss the HWBB / SASSOT relationship.	Sarah Bixter	09.04.19
8.	<p>Name Change / Re-branding Discussion (NB)</p>  <p>Board Presentation SASSOT Rebrand 23r</p> <ul style="list-style-type: none"> - Presentation from Naomi Bird - Board split into three groups for discussions. Each group fed back their discussion points. - The Board agree to tweaking the Branding of SASSOT but not to making any radical changes at this time. The time is not right and resources are better spent on delivery. 		
9.	<p>Staff Showcase – Place Based Approach (BH)</p>  <p>PBA overview.pptx</p> <ul style="list-style-type: none"> - Presentation from Ben Hollands - Board to revisit this in 6-12 months to track progress / changes 		
	<p>Date of next meeting(s)</p> <ul style="list-style-type: none"> - 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 		

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Prepared By:	Date	Checked By	File Code
Sarah Bixter	24.01.2019	Malcolm Armstrong	Board Minutes 23.01.19