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

**Board Meeting**

9th April 2019, 2.00pm, Chadwick Room, Stafford Borough Council

**Meeting Minutes**

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| **Present Attendees** | | **Apologies** | **Also Distributed To:** |
| Kimiyo Rickett (KR) **Chair**  Angela Dale (AD)  Ben Hollands (BH)  Camilla Denham-White  Prof. Derek Peters (DP  Doug Patterson  Ian Kelsall (IK)  Jane Kracke (JK)  Tim Clegg (TC)  Toyin Higgs (TH)  Sarah Bixter (SB) **notes** | Senior Independent Director  Keele University  Strategic Lead, SASSOT  SASSOT Team Observer  Independent  Active Partnerships Chair  Independent  Interim Director, SASSOT  Chief Executive, SBC (Host)  Independent  Admin Office Manager, SASSOT | Malcolm Armstrong  Alistair Fisher  Jonathan Topham  Jude Taylor  Cllr. Mark Deaville  Prof. Pauline Walsh  Rebecca Roberts | SASSOT Core Team |

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| **No.** | Item Topic | | |
| 1. | Apologies – as above | | |
| 2. | **Declarations of Interest** -None | | |
| 3. | Minutes of Last Meeting – 23rd January 2019 | | |
| Previous Actions | | Owner | Date |
| 1. Contact to be made with Port Vale FC to arrange a meeting with Malcolm and Jane | | Jane Kracke | COMPLETED |
| 1. Sarah to email the Survey on Sport Governance to all Board Members | | Sarah Bixter | COMPLETED |
| 1. All Board members to complete the online Survey on Sport Governance | | All | COMPLETED |
| 1. Employment Law Solicitor to be approached for guidance on the TUPE process | | GAG | COMPLETED |
| 1. Neighbouring CSP’s to be approached for information on their back office costs | | Jane Kracke | COMPLETED |
| 1. Self-Assessment to be emailed out to the Board for completion | | Sarah Bixter | COMPLETED |
| 1. All Board members to complete the new Self-Assessment by 22nd February 2019 | | All | COMPLETED |
| 1. All Board members to complete the new Skills Matrix after the next Board meeting | | All | ONGOING  30.04.2019 |
| 1. Employment Law Solicitor to be asked about redundancy protocols and staff on temporary contracts | | GAG | COMPLETED |
| 1. Investigations to be started into generating other income | | Jane Kracke | ONGOING  16.07.2019 |
| 1. Rebecca to share income generation documents with Jane Kracke if able to do so | | Rebecca Roberts | ONGOING |
| 1. Meeting to be arranged with Ben, Tim, Jon and Glynn Luznyj to discuss the HWBB / SASSOT relationship. | | Sarah Bixter | COMPLETED |

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| Previous Actions | | Owner | Date | |
| 1. Karen and Ben to meet to discuss potential collaborations around Ministry of wellbeing | | Ben Hollands | ONGOING | |
| 1. Malcolm to review the structures after 12 months | | Malcolm Armstrong | January 2020 | |
| 3. | Attendance | | | |
| 4. | Refresh of Re-branding (NB)   **Main Discussion Points**   * Importance of relevance of Staffordshire Knot – not actually a Staffordshire knot with the arrow – Also the knot is actually the Stafford knot, not representative of Staffordshire. * Strap line of ‘Everyone More Active More Often’ looks strong and delivers our message well * Dots between the strapline look better than without * Waves look better – could be an indication of movement * Naomi to take away and tweak design following the suggestions from the Board and then send to Rebecca Roberts for her opinion * Once new logo designed – Naomi to meet with Rebecca and Ian to discuss what information/explanation goes out to our partners with the new logo * **Action Point 1 & 2** | | | |
| Actions | | Owner | Date | |
| 1. Naomi to take away and tweak design following the suggestions from the Board and then send to Rebecca Roberts for her opinion | | Naomi Bird | 30.04.2019 | |
| 1. Naomi to meet with Rebecca and Ian to discuss what information/explanation goes out to our partners with the new logo | | Naomi Bird | 31.05.2019 | |
| 5. | Place Based Approach (BH) | | | |
| **No.** | Item Topic | | | |
|  | **Main Discussion Points** The difference between ward based and district based PBA  * Can we share what worked in one ‘place’ in a district with other districts? Proven success – they may not have considered? * Influencers V Doers – do we have the capacity? * How do we show the results? Working on evaluation framework with Tiller – this should have been in place before we started PBA – we are now playing catch up. * We need to develop our relationships with the leisure providers in the community – Leisure Trusts * National work going on with Active Partnerships and Leisure Trusts – working group – Doug Patterson will speak to Lee Mason about SASSOT participating * Suggestion that the team go away and think about if we want to amend PBA or make a big difference – what would we do? * Team encouraged to ask the Board for help – worst that can happen is we say no * Funding partners pay a similar amount for our service but size of districts, requirements and resources are vastly varying - we need to have some open conversations about what funding partners get for their money * Re-appraisal of strategic V granular PBA work * Review of SLA commitments and how to resource these * **Action Point 3, 4. & 5** | | | |
| Actions | | Owner | Date | |
| 1. Doug Patterson to speak to Lee Mason about SASSOT participating in the working group between Active Partnerships & Leisure Trusts | | Jane Kracke | 31.05.2019 | |
| 1. Team to go away and think about what further changes are required to how we approach delivering to achieve more impact including a re-appraisal of if we are striking the right balance between strategic and operational PBA | | Ben Hollands | 16.07.2019 | |
| 1. Review of SLA commitments and consider how we prioritise these against more granular PBA work | | Ben Hollands | 16.07.2019 | |
| 6. | Board ItemsChairs Actions since Last Meeting – See Enc. 3 from Malcolm Armstrong. | | | |
| 7. | Sub-Group Updates **Governance and Appointments Group (JK)**   * Applied for £20K funding from Sport England to assist us with the Hosted V Independent work * Invitation to quote went out and we have provisionally selected a consultant – pending finance from SE. Chosen a consortium of consultants with a variety of specialisms. We will report their findings in the next Board meeting. * 11 responses to the Board self-assessment survey – full results in Enc. 4 * See 4.2 in the GAG report for areas of improvement – we are starting to address theses – for example a change in the order of the agenda to ensure that important items are covered first. * Ambassadors – this was an idea Malcolm had which he wanted some input on from the team and the Board – the team felt that there were better ways to promote SASSOT. * Changes to the Safeguarding policy following changes in legislation. * Toyin Higgs has agreed to be our Safeguarding Champion. * The new Safeguarding Policy and Safeguarding Champion were adopted by the Board. | | | |
| **No.** | Item Topic | | | |
|  | **Finance and Audit Group (KR)**   * 2019/20 budget and 4 year forecast discussed and included in Enc. 5 * Board effectiveness checklist has highlighted that we are a Board member short on the finance and audit group – would anyone like to volunteer? Angela Dale volunteered. * Declarations of Interest added to FAG and GAG agendas * Independent representative needed to act as Whistle Blowing Policy Rep. This cannot be a member of FAG or GAG – any volunteers? Derek Peters volunteered. * 2018/19 Accounts not final as carry over not yet confirmed by finance. * Request from TC that in future more explanation be included in the report regarding carry over and a breakdown of the underspends * 4-Year forecast – updated to reflect the changes in staffing following Chris Millward leaving. We will be recruiting for a Communities Manager once a role profile and person specification has been compiled. * Risk register - Priorities for Q1 2019-20 include:   + Review SASSOT’s involvement with a range of strategic groups to ensure there are clearly identified expected outcomes   + Confirm 2019-20 budgets and 4-year forecast to 2022-23, plus formal accounts   + Continue to refine SASSOT’s offer to Partners   + Ensure outstanding funding agreements x 3 are signed   + Continue work around Hosting v Independence, working with the contracted consultants in preparation for the July Board meeting   + Continue to work with team to ensure Place Based Approach is successfully implemented and impact can be evaluated. Ensure revisions to Communities Manager role will best support PBA * **Action Point 6 &7**   **Chair’s Advisory Group** – No report  **Strategy Advisory Group (JK & BH)**   * Roundtable feedback from Sport England was supportive. They approved the improvement plan and our key work areas - Bring to fruition the relationships and work that we’ve put the ground work in over past 12 months e.g. Relationship with STP and health partners and relationship with Stoke City Council and promote ourselves better, locally and nationally. * Final drafts of the Improvement Plan and 2019-20 Annual Delivery Plan have been produced incorporating the feedback and require approval from the Board. * The final drafts of the Improvement Plan and Delivery Plan are adopted by the Board. * We are due a directional review in December with SE. * The improvement plan will be a live document and will be discussed in our team meetings * Stakeholder event on 28th November 2019 will be around influence and Board support would be greatly appreciated.   **Staffordshire Leisure & Cultural Officers Forum (JK)**   * Malcolm now chairs this meeting. There was a SLCOF ½ day away day to discuss the future of SLCOF which was well attended * The decision was made to keep meeting and that SLCOF should comprise of the Chief Leisure Officers or equal to ensure that districts keep an overview of Leisure & Culture. * The two sub groups – Facilities Managers Forum and the Sports Development Officers Forum – would merge to one forum – partner’s forum and would include leisure trust and possibly HEfE. * A small working group has been put together to come up with ToR for the groups and discuss membership. * Final decisions will be made on 21st May which will come into force for the next SLCOF meeting in July. | | | |
| Actions | | Owner | Date | |
| 1. Angela Dale to be added to the invite list for the Finance and Audit Group | | Sarah Bixter | 12.04.2019 | |
| 1. More explanation be included in the financial report regarding underspends | | Jane Kracke | 16.07.2019 | |
| 8. | **Interim Directors Report (JK)**   * Challenges include PBA and SASSOT’s relationship with the HWBB as described on Q4 dashboard * Please have a look at the ‘Achieving our Vision’ case study – well done to Chris and Camilla * Derek Peters would like an opportunity to view the draft evaluation framework model and any slides available from the Physical Activity and Mental Health in Young People training. * Please note that School Games will be on Friday 28th June 2019 – the Board are all invited – even if you can’t attend the whole morning just come along for what you can * We are aiming for a Board and Core Team away day on 12th November 2019 - TBC * **Action Point 8, 9 & 10** | | | |
| Actions | | Owner | | Date |
| 1. Derek Peters to be sent a copy of the draft evaluation framework model | | Naomi Bird | | 30.04.2019 |
| 1. Derek Peters to be sent a copy of any slides available from the Physical Activity and Mental Health in Young People training | | Camilla Denham-White | | 30.04.2019 |
| 1. Board to save the dates in their calendars for the School Games Event & The Board & team away day | | Sarah Bixter | | 30.04.2019 |
| 9. | Date of next meeting(s)  * 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 | 10.04.2019 | Kimiyo Rickett | Board Minutes 09.04.19 |