

Sport Across Staffordshire & Stoke-on-Trent



Finance & Audit Group Meeting

1100hrs Tuesday 2nd April 2019

Marmot Room, 3rd Floor, Stafford Borough Council

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

Meeting Minutes

No.	Item Topic						
1.	Apologies – None						
2.	Declarations of interest – None						
3.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - Minutes from 08.01.19 agreed - Previous Actions - No further forward with the Audit Certificate requirements – left with Sport England - All staff contracts extended to March 2020 – this was received very well by staff - Action Point 1 						
	<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>1. Review FAG Effectiveness for Spring 2020 – prior to April</td> <td>FAG</td> <td>01.04.2020</td> </tr> </tbody> </table>	Actions	Owner	Date	1. Review FAG Effectiveness for Spring 2020 – prior to April	FAG	01.04.2020
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1. Review FAG Effectiveness for Spring 2020 – prior to April	FAG	01.04.2020					
4.	Q4 Accounts / Expenditure <ul style="list-style-type: none"> - Accounts are as expected - Showing underspent but this is due to liabilities and contingencies - Jane met with Sarah McGrandle from Tamworth BC – positive meeting, awaiting info from Tamworth - South Staffs - although not funding us this year, they have not ruled out future funding but this will be dependent on their funding/budgets. 						
5.	2019/20 Budget <ul style="list-style-type: none"> - 2018/19 figures may change slightly once actual spend figures are in from Finance - Marketing increased from £8k to £28k. Chris leaving has left us with additional funds and we have decided to make an investment into an Activity Database. The initial cost will be £10k per year for the database. We also want to spend £10k on marketing the database, really promoting it and pushing it out to the public. It was also agreed with Sport England in our roundtable meeting, that we will raise the profile of our organisation and this additional marketing budget will help us to do this. - The IT budget includes 3 new sets of equipment. There may be a change to this due to new office licenses but we are currently in discussions with the ICT dept. 						
6.	4 Year Forecast <ul style="list-style-type: none"> - Staffing roles have been amended due to Chris leaving - We have a vacant position, Communities' manager, part time, 3 days a week. This will be advertised once JD and person spec have been finalised. - Sport England are hoping to let CSP's know rough amounts and roles for next funding cycle by the end of 2019. 						

No.	Item Topic		
	<ul style="list-style-type: none"> - Timeline needs to be agreed for the discussions around future staffing roles. We said we would discuss in 2020 with a view for the changes to be in place by April 2021. - Action Point 2 		
Actions		Owner	Date
2.	Timeline to be produced for discussion in the next FAG and GAG meeting in July	Jane Kracke	09.07.2019
7.	FAG Effectiveness Self-Assessment - Results <ul style="list-style-type: none"> - Low membership – we need to request another member of the Board join FAG - ToR to be updated regarding the length of membership for FAG - Declarations of interest have now been added to the FAG and GAG agendas - We also need a volunteer from the Board to be our whistle blowing representative - Action Point 3 & 4 		
Actions		Owner	Date
3.	Board to be asked for a volunteer to join the Finance and Audit Group	Kimiyo Rickett	09.04.2019
4.	Board to be asked for a volunteer to be the whistle blowing representative	Kimiyo Rickett	09.04.2019
8.	Risk Register <ul style="list-style-type: none"> - The Q4 update to the Risk Register was presented and discussed - Priorities include: <ul style="list-style-type: none"> o Review SASSOT's involvement with a range of strategic groups to ensure there are clearly identified expected outcomes o Confirm 2019/20 budgets and 4 year forecasts up to 2022/23 o Continue to refine our offers to partners o Ensure all funding agreements are signed o Continue work around hosted v independent o Continue to work with the team to ensure that Place Based Approach is successfully implemented and impact can be evaluated 		
Dates of Next Meetings <ul style="list-style-type: none"> - 9th July 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC - 8th October 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC 			

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Prepared By	Date	Checked By	File Code
Sarah Bixter	03.04.2019	Kimiyo Rickett	Finance Group Minutes 02.04.19