

## Sport Across Staffordshire & Stoke-on-Trent

### Governance & Appointments Group Meeting

2<sup>nd</sup> April 2019, 1200hrs

Marmot Room, 3<sup>rd</sup> Floor, Stafford Borough Council



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

### Meeting Minutes

No.	Item Topic		
1.	<b>Apologies</b> – Ian Kelsall and Toyin Higgs		
2.	<b>Declarations of Interest</b> – None		
3.	<b>Minutes of Last Meeting &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>- Minutes from 08.01.2019 agreed</li> <li>- Attendance to be reviewed quarterly in every Board meeting</li> <li>- 1-2-1 meetings outstanding for Ian Kelsall and Toyin Higgs</li> </ul>		
Previous 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
4.	<b>Hosting V Independent – Update</b> <ul style="list-style-type: none"> <li>- Following discussions with Sport England there is £20k available to apply for. Therefore we have gone out to tender for consultants and had 4 applications.</li> <li>- We have chosen a company (pending confirmation of SE funding)</li> <li>- The funding from Sport England will allow us to contract the successful consultants and various pensions reports from Staffordshire County Council</li> <li>- The company will be consulting with staff in the early stages and reporting to us ready for the next Board meeting in July.</li> <li>- The next Board meeting in July will be where the strategic decision around going independent will be discussed</li> <li>- <b>Action Point 1</b></li> </ul>		
Previous Actions		Owner	Date
1. Board to be emailed advising them that the next Board meeting is crucial and that everyone's attendance would be greatly appreciated		Sarah Bixter	05.07.2019
5.	<b>Board Effectiveness / Self-Review Survey – Results</b> <ul style="list-style-type: none"> <li>- Overall results are very good and generally well supported</li> <li>- Suggest that the following questions be discussed in the next board meeting: Q7, Q10, Q16, Q17 and Q23.</li> <li>- Are our subgroups right? Are they fit for purpose?</li> </ul>		

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	<ul style="list-style-type: none"> <li>- We have changed the Board agenda, placing the more important agenda items at the beginning of the meeting to ensure we do not run out of time.</li> <li>- Ask each Board member to suggest one thing to improve the Board.</li> <li>- Joint away day with the Team and the Board – provisional date 12<sup>th</sup> November 2019</li> </ul>						
6.	<p><b>Ambassadors</b></p> <ul style="list-style-type: none"> <li>- CAG has been an extremely useful tool – meeting with Dave Pinnock, Andy Weston &amp; Janene Cox.</li> <li>- Discussion around setting up a group of ambassadors to promote SASSOT – These could be current or ex-sports personalities with a local connection, who could promote SASSOT to their networks. There is also potential to look at business people or those active within their communities.</li> <li>- Malcolm will discuss this with CAG this afternoon. Can we discuss this with the team prior to the Board meeting and feedback? Is this a good idea/beneficial – who would we invite?</li> <li>- <b>Action Point 2</b></li> </ul>						
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7.	<p><b>Strategic Staffing</b></p> <ul style="list-style-type: none"> <li>- Timeline needs to be agreed for the discussions around future staffing roles for 2021/22. We said we would discuss in 2020 with a view for the changes to be in place by April 2021. FAG has agreed that the timeline will be done by the next meeting 09.07.2019.</li> </ul>						
8.	<p><b>Safeguarding Policy Update &amp; Safeguarding Champion</b></p> <ul style="list-style-type: none"> <li>- Minor policy amendment to reflect changes in legislation which needs the Boards approval.</li> <li>- Changes discussed.</li> <li>- Would like to request that Toyin Higgs be the Boards Safeguarding Champion due to her experience.</li> <li>- <b>Action Point 3</b></li> </ul>						
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9.	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>- 9<sup>th</sup> July 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC</li> <li>- 8<sup>th</sup> October 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC</li> </ul>						

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Prepared By	Date	Checked By	File Code
Sarah Bixter	03.04.2019	Malcolm Armstrong	Governance Group Minutes 02.04.19