

Sport Across Staffordshire & Stoke-on-Trent

Governance & Appointments Group Meeting

Tuesday 9th July 2019, 10.30am

Chetwynd Room, Civic Suite, Stafford Borough Council



Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Jane Kracke (JK) Kimiyo Rickett (KR) Jude Taylor (JT)	SASSOT Chair Chief Operating Officer, SASSOT Senior Independent Director Director, SASSOT (by phone)	Toyin Higgs	Board

Meeting Minutes

No.	Item Topic		
1.	Apologies – Toyin Higgs		
2.	Declarations of Interest – None		
3.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - Minutes from 02.04.2019 agreed - Attendance to be reviewed quarterly in every Board meeting - 1-2-1 meetings outstanding for Ian Kelsall and Toyin Higgs - Email sent to Board emphasising importance of next Board meeting - Ambassadors role discussed with Core Team who felt the same impact could be achieved through other work - Toyin Higgs agreed to be the Board's safeguarding champion 		
Previous Actions		Owner	Date
- Review attendance for all Board Members		Malcolm Armstrong	ONGOING
- Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm		TBC	ONGOING
- Board to be emailed advising them that the next Board meeting is crucial and that everyone's attendance would be greatly appreciated		Sarah Bixter	COMPLETED
- Discussion to be had with the core team around having a group of ambassadors to promote SASSOT.		Jane Kracke	COMPLETED
- Toyin Higgs to be asked to be the Boards Safeguarding Champion		Ben Hollands	COMPLETED

4. **Hosting V Independence**
Report from Consultants
- JK produced finance projections to replace the ones within the report as these were incorrect. JK to add in projections for 2023-24 in time for Board meeting
 - Report and revised finance figures to be circulated to team, Board, Stafford BC, Chair's Advisory Group Lee Mason (Active Partnership national team) and Graham Macpherson (Sport England)
 - **Action Point 1 & 2**
- Board Meeting Format
- The consultants will present their reports, followed by the opportunity for questions from the Board
 - This will be followed by Lee Booth providing an overview of the staff perspective, and views of the Director / Chief Operating Officer will also be given
 - Discussion to be based around the following questions, to be circulated to the team and Board beforehand:
 1. Should SASSOT continue to be hosted by Stafford Borough Council or should we become an independent organisation?
 2. If we remain hosted what are the time scales for a restructure?
 3. If we opt to establish an independent organisation, by which method should we transfer staff:
 - a) dismissal and re-engagement (see page 4 option b of attached report)
 - b) TUPE transfer staff on current t&c's (see page 4 option c). Please note TUPE does not cover pension liabilities.
 4. Are the Board happy to delegate operational decisions relating to the project to the Governance Advisory Group?
 - All SASSOT team members to be asked to leave the meeting for part of the discussions
 - The consultants to be asked to remain for the discussions in order to answer any further questions
 - Derek Peters to minute the decision and key factors towards this, and to feed these back to the team immediately afterwards
 - Lee Mason (Active Partnership National Team) and Graham Macpherson (Sport England) to attend as observers
- Role of GAG following Board decision
- To propose to Board that GAG takes responsibility for moving this work forward between Board meetings
 - Membership to be reviewed / increased in light of expected increased commitment over next few months
 - **Action Point 3**

Actions	Owner	Date
1. Financial projections for 2023-24 to be added to finance document	Jane Kracke	16.07.19
2. Report and revised finance figures to be circulated to team, Board, Stafford BC, Chair's Advisory Group Lee Mason (Active Partnership national team) and Graham Macpherson (Sport England)	Jude Taylor / Jane Kracke	10.07.19
3. Membership of GAG to be reviewed / increased	Malcolm Armstrong	16.07.19

5.	<p>Terms of Reference</p> <ul style="list-style-type: none"> - As identified through the FAG Self Effectiveness Checklist, the Terms of Reference were amended to state that terms run in conjunction with Board terms - The amended ToR were approved and adopted by the Group
9.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> - 30th July 2019 – 1100hrs – venue TBC - 8th October 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC - The following dates were also agreed for 2020: <ul style="list-style-type: none"> 07.01.20 – 11am FAG, 12pm GAG, 2pm PALS (formerly SLCOF) 21.01.20 – 2pm Board 07.04.20 – 11am FAG, 12pm GAG, 2pm PALS 21.04.20 – 2pm Board 30.06.20 – 11am FAG, 12pm GAG, 2pm PALS 14.07.20 – 2pm Board 06.10.20 – 11am FAG, 12pm GAG, 2pm PALS 20.10.20 – 2pm Board

Actions	Owner	Date
1. Financial projections for 2023-24 to be added to finance document	Jane Kracke	16.07.19
2. Report and revised finance figures to be circulated to team, Board, Stafford BC, Chair's Advisory Group Lee Mason (Active Partnership national team) and Graham Macpherson (Sport England)	Jude Taylor / Jane Kracke	10.07.19
3. Membership of GAG to be reviewed / increased	Malcolm Armstrong	16.07.19
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	TBC	ONGOING

Prepared By	Date	Checked By	File Code
Jane Kracke	12.07.19	Malcolm Armstrong	Governance Group Minutes 09.07.19