

Sport Across Staffordshire & Stoke-on-Trent
Governance & Appointments Group Meeting
 2 February 2018, 1200hrs, Stafford Borough Council



Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair	SASSOT Chair	Janene Cox	Board
David Pinnock (DP)	Senior Independent Director	Russell Turner	
Kimiyo Rickett (KR)	Independent Director		
Jane Kracke (JK) notes	Strategic Lead, SASSOT		
Jude Taylor (JT) by phone	Strategic Lead, SASSOT		

Summary of Issues and Action

No.	Item Topic																		
1.	Apologies – As above																		
2.	<p>Minutes of Last Meeting & Matters Arising</p> <ul style="list-style-type: none"> - Minutes 19.12.17 agreed as accurate - Previous Action Point 1: Summary of annual Board Member attendance at Board meetings to be presented at each Board meeting from 18.04.18 																		
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3.	<p>Board Recruitment</p> <ul style="list-style-type: none"> - Updated Skills Matrix presented by JK, with Tony McGovern, Dave Pinnock and Janene Cox removed and Kimiyo Rickett and Rebecca Roberts added. Still awaiting completed matrix from one Board Member - Recruitment to target private sector, performance measurement (academic) and risk management experience - Previous recruitment plan to be used with Make it Stoke-on-Trent and Staffordshire, www.jobs.ac.uk and direct mailing to HE institutions to be investigated too – Action Point 1 - JK to update previous advert and pack and circulate to group for comment – Action Point 2 - Future membership of GAG and FAG to be discussed at next Board meeting once new Board appointments in place – Action Point 3 																		

- Recruitment timeline as follows:																	
Recruitment to Board																	
Advertise	19.02.18																
Closing Date	16.03.18																
Shortlist	20.03.18	Panel: • Malcolm Armstrong • TBC															
Interviews	28.03.18	Panel: • Malcolm Armstrong • Kimiyo Rickett • Dave Pinnock • TBC (from Director / Russell Turner / Janene Cox)															
Actions		Owner															
1. Investigate additional recruitment avenues		Jude Taylor / Sarah Bixter															
2. Circulate advert and pack for comment		Jane Kracke															
3. Review future membership of GAG and FAG		Board															
4.	Team Recruitment <ul style="list-style-type: none"> - Amended four-year budget circulated based on confirmed Leadership roles, with c£5000 unrestricted funds by 31.03.18 - Discussion around security of partner funding and how to ensure larger unrestricted reserves - JK to redraft budget and circulate – Action Point 4 - Recruitment timeline as follows: <table border="1"> <tr> <td colspan="3">Recruitment to other Team Roles (Internal)</td> </tr> <tr> <td>Advertise</td> <td>19.02.18</td> <td></td> </tr> <tr> <td>Closing Date</td> <td>02.03.18</td> <td></td> </tr> <tr> <td>Shortlist</td> <td>06.03.18</td> <td>Panel: TBC</td> </tr> <tr> <td>Interviews</td> <td>w/c 14-15.03.18</td> <td>Panel: • Director • Malcolm Armstrong • Wendy Jennings • Chief Operating Officer</td> </tr> </table>		Recruitment to other Team Roles (Internal)			Advertise	19.02.18		Closing Date	02.03.18		Shortlist	06.03.18	Panel: TBC	Interviews	w/c 14-15.03.18	Panel: • Director • Malcolm Armstrong • Wendy Jennings • Chief Operating Officer
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4. Amend budget based on discussions within meeting and re-circulate		Jane Kracke															
		Date															
		08.02.18															

5.	<p>Leadership Recruitment</p> <ul style="list-style-type: none"> - Job adverts went live 01.02.18 - Recruitment timeline as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #d3d3d3;">Recruitment to Leadership Roles (External)</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Advertise</td> <td style="width: 50%;">30.01.18</td> <td style="width: 25%;"></td> </tr> <tr> <td>Closing Date</td> <td>16.02.18 Midnight</td> <td></td> </tr> <tr> <td>Shortlist</td> <td>19.02.18</td> <td>Panel: TBC</td> </tr> <tr> <td>Interviews</td> <td> One day per role: 26.02.18 – Director 28.02.18 - COO </td> <td> Panel – Director: <ul style="list-style-type: none"> • Malcolm Armstrong • Graham Macpherson • Kimiyo Rickett • Dave Pinnock • Wendy Jennings Panel – Chief Operating Officer: <ul style="list-style-type: none"> • Malcolm Armstrong • Dave Pinnock • Wendy Jennings </td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Confidential discussion continued after JK and JT had left the meeting 	Recruitment to Leadership Roles (External)			Advertise	30.01.18		Closing Date	16.02.18 Midnight		Shortlist	19.02.18	Panel: TBC	Interviews	One day per role: 26.02.18 – Director 28.02.18 - COO	Panel – Director: <ul style="list-style-type: none"> • Malcolm Armstrong • Graham Macpherson • Kimiyo Rickett • Dave Pinnock • Wendy Jennings Panel – Chief Operating Officer: <ul style="list-style-type: none"> • Malcolm Armstrong • Dave Pinnock • Wendy Jennings
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6.	<p>AOB and Date of Next Meeting</p> <ul style="list-style-type: none"> - The timings and format of the Partner Engagement Event / Strategy Launch on 24.04.18 were agreed: 1-3pm, 1 hour strategy launch, 1 hour network opportunity (structured) - Date of next Governance & Appointments Group meeting: Tuesday 27th March 2018, 1pm, Stafford Borough Council – Mercian Room
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Actions	Owner	Date
1. Investigate additional recruitment avenues	Jude Taylor / Sarah Bixter	19.02.18
2. Circulate advert and pack for comment	Jane Kracke	09.02.18
3. Review future membership of GAG and FAG	Board	18.04.18
4. Amend budget based on discussions within meeting and re-circulate	Jane Kracke	08.02.18
A. Review attendance for all Board Members	Malcolm Armstrong	ONGOING
B. CEO Representative for Board	Malcolm Armstrong	ONGOING

Prepared By	Date	Checked By	File Code
JK	02.02.2018	MA	Governance Group Minutes 180202