

Sport Across Staffordshire & Stoke-on-Trent
Governance & Appointments Group Meeting
 19 December 2017, 1330hrs, Stafford Borough Council



Meeting Minutes

| Present Attendees | | Apologies | Also Distributed To: |
|--|--|---|----------------------|
| Malcolm Armstrong (MA) Chair David Pinnock (DP) Russell Turner (RT) Jane Kracke (JK) Sarah Bixter (SB) notes | SASSOT Chair Voluntary Sector Sport England Strategic Lead, SASSOT Admin Officer, SASSOT | Janene Cox Jude Taylor Wendy Jennings | Board |

Summary of Issues and Action

| No. | Item Topic |
|-----|---|
| 1. | Apologies – As above |
| 2. | <p>Minutes of Last Meeting & Update</p> <ul style="list-style-type: none"> - Minutes 06.11.17 agreed as accurate <p>MA Update</p> <ul style="list-style-type: none"> - MA confirmed he has spoken to Alistair Fisher and that he is keen to maintain his position on the Board and the Vision 2021 group. However, due to his heavy workload it was agreed this will be reviewed in 12 months, based on his attendance and ongoing capacity. - Action Point 1 - Angela Dale to become the HEfE Rep and feed back to the other group members on behalf of the Board. Jonathan Pace and Trevor Humphreys to be thanked in writing for their time on the Board - Action Point 2 - MA confirmed he has met with Cllr Mark Deaville and he is keen to continue as the Boards Political Rep - MA has had no response from Tony McGovern about the 1 Senior Officer for the 10 local Authorities - Action Point 3 |

| Actions | Owner | Date |
|---|-------------------|------------|
| 1. Review attendance for all Board Members | Malcolm Armstrong | 31.01.2019 |
| 2. Letters to be sent to Jonathan Pace & Trevor Humphreys thanking them for their time on the Board | Malcolm Armstrong | 24.01.2018 |
| 3. Email to be sent to Tony McGovern regarding progress | Malcolm Armstrong | 24.01.2018 |

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|----|--|-------------------|------------|
| 3. | Succession Planning <ul style="list-style-type: none"> - Document presented by Jane Kracke, accepted and approved by GAG members - Term dates to be added as an appendix - To be presented to the Board for information | | |
| 4. | Controls – Internal & External <ul style="list-style-type: none"> - Document presented by Jane Kracke, accepted and approved by GAG members | | |
| 5. | Governance <ul style="list-style-type: none"> - 2 new Board members have been appointed – pending full Board approval at next meeting - Kimiyo Rickett & Rebecca Roberts - Kimiyo specialises in finance, inclusion and strategy - Rebecca specialises in marketing and communications | | |
| 6. | Tier 3 update <ul style="list-style-type: none"> - Document presented by Jane Kracke – Good progress is being made against the code’s requirements - Outstanding is Diversity Statement/Plan, Code of Conduct and Accounts - Quorate vote for the Diversity Statement and Plan and the Code of Conduct has been completed - The Code of Conduct will be signed by all outstanding members at the next Board meeting - Male to Female ratio will be met at the next Board meeting - Accounts cannot be done until the end of the financial year. SBC Finance has estimated that SASSOT’s will be completed by July 2018. | | |
| 7. | Structure / Sub-Structure Diagram <ul style="list-style-type: none"> - Draft Board diagram presented by Malcom Armstrong – to be presented to the Board - The Finance & Audit Group has a vacancy for the role of Chair – MA would like Kimiyo to take on this role - Recruitment will need to take place in March to replace Dave Pinnock and Janene Cox OBE - The skills matrix will need updating after the next Board meeting to ensure that we can target our advertisement for the required skills - Action Points 4 & 5 | | |
| | Actions | Owner | Date |
| 4. | Kimiyo Rickett to be asked to take on the role of Chair for the Finance & Audit Group | Malcolm Armstrong | 24.01.2018 |
| 5. | Skills Matrix to be updated after next Board Meeting | Jane Kracke | 01.03.2018 |
| 8. | Confidential Item – Leadership <ul style="list-style-type: none"> - Jane Kracke and Sarah Bixter left the meeting - Wendy Jennings (HR) unable to attend meeting due to HR system upgrade issue - Confidential item – no minutes | | |
| 9. | Date of next Governance & Appointments Group meeting <ul style="list-style-type: none"> - Tuesday 27th March 2018, 12.30pm, Stafford Borough Council – Mercian Room | | |

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| 5. Skills Matrix to be updated after next Board Meeting | Jane Kracke | 01.03.2018 |

| Prepared By | Date | Checked By | File Code |
|-------------|------------|------------|------------------------------------|
| SB | 02.01.2018 | MA | Governance Group Minutes 171219 |