

Sport Across Staffordshire & Stoke-on-Trent
Governance & Appointments Group Meeting



29th March 2018, 1500hrs, Stafford Borough Council

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

Meeting Minutes

No.	Item Topic																					
1.	Apologies – None. Janene Cox OBE, David Pinnock and Russell Turner are no longer members having stepped down from the Board.																					
2.	Minutes of Last Meeting & Matters Arising - Minutes from 02.02.2018 agreed.																					
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3.	<p>Confidential Item – Malcolm</p> <ul style="list-style-type: none"> - I am delighted to announce that Jude Taylor has confirmed that she is expecting a baby in September 2018. Congratulations Jude and family. - Jude has confirmed that the baby is due on the 2nd September and she would like to take 9 months of maternity leave, from August 2018 to May 2019. - Malcolm met with Jude and Jane and asked them to come up with a plan for what action they think would be best for maternity cover. <p>Jane & Jude</p> <ul style="list-style-type: none"> - As part of the recruitment for Chief Operating Officer included covering for the Director when needed it is natural that Jane stands in for Jude whilst she is on Maternity. - Finance and Governance is also to remain with Jane. - Jane would increase her hours back up to 32 hours per week. - We then propose advertising internally within the team for an elevated role, potentially on the Chief Operating Officer pay band, on a full time basis. Mainly based around Strategy and Partnership. - These two staff could then split the funding partners and staff management, with the elevated role covering health work, commonwealth games and Strategy engagements events. 																					

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	<p>Malcolm</p> <ul style="list-style-type: none"> - You will need to complete a full proposal for the Board, including job descriptions and person specifications as soon as possible - The person internally elevated will also need to consider their current workload – what happens to this depends on who get the role. However I agree it will be easier to backfill at staff level rather than Director. - Jude to present formal proposal at the next Board meeting. - Sarah to add this to the Agenda for the next Board meeting in April. - Action Point 1 and 2. <p>Jane & Jude</p> <ul style="list-style-type: none"> - Awaiting information on SMP from Wendy in HR <p>Malcolm</p> <ul style="list-style-type: none"> - The formal proposal must go to the Board with or without the SMP information as we are time critical. <p>Jude</p> <ul style="list-style-type: none"> - To confirm that I get 10 keeping in touch days and I plan on making the most of them so I don't lose touch with the Board or what's happening strategically. 									
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4.	<p>Update – Jane</p> <p><u>Tier 3 Compliance</u></p> <ul style="list-style-type: none"> - The deadline was January but we now have extra time to meet with compliance – new date is 16.04.18. - Sport England has stated that we failed to meet 4 of the criteria. Two were not met because they could not open one of the files submitted as evidence. We also still haven't met the criteria around Diversity in Leadership and Decision Making (they require our Action Plan to include our wider team and influencing partners) and Succession Planning (we haven't sufficiently addressed business continuity in the case of illness or similar) - I am awaiting exact information on these requirements from Sport England. - I will make sure amended evidence is submitted by 16.04.18. <p><u>Board Appointments</u></p> <ul style="list-style-type: none"> - 3 new board members, all independent to be presented to the Board at the next meeting on 18th April 2018: <ol style="list-style-type: none"> 1. Professor Pauline Walsh 2. Ian Kelsall 3. Professor Derek Peters 									
5.	<p>Board Induction, Training & Away Day – Malcolm</p> <ul style="list-style-type: none"> - Sarah has already been instructed to send welcome letters to the 3 new Board members, invite them to all future Board meetings and send them log in details to the Board Members induction area of our website. - 1-2-1 Meetings will need to be arranged with Malcolm and Jude. 									

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	<ul style="list-style-type: none"> - Team away day is set to be the 15th May 2018. 1030-1530hrs venue TBC. - I think that staff should be encouraged to request any training and development that they feel they may benefit from. It is important that they take control on their own development. - We have invited Ben and Naomi to showcase their skills at the next two Board meetings, Naomi on 18.04.18 and Ben on 11.07.18. - Action Point 3. 		
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3.	Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm	Sarah Bixter	30.04.18
6.	<p>Hosting Agreement (Enc.1)</p> <ul style="list-style-type: none"> - I would suggest that we consider this again in May 2019 when the Director is back from maternity leave and set up a small working party. <p>Jude</p> <ul style="list-style-type: none"> - It will also be worth everyone keeping their eyes and ears open for opportunities – lots of volunteer organisations are merging and there may be opportunity there. We will need to be agile should an opportunity present itself. <p>Jane</p> <ul style="list-style-type: none"> - As part of our work on GDPR compliance, the question has been raised around who would cover our liabilities should, for example, we receive a fine greater than the amount we currently hold to cover redundancy liabilities. - As part of our Hosting Agreement, this states SBC has responsibility 'To maintain valid insurance policies pertaining to the Partnerships staff and work areas. - Our biggest risk would be HR and employment and this is currently covered by SBC as our Host so it's not worth amending the agreement at this time. 		
7.	<p>Rewarding Staff</p> <ul style="list-style-type: none"> - This would be picked up as part of our longer-term Workforce plan. 		
8.	<p>Review of membership of GAG</p> <ul style="list-style-type: none"> - Kimiyo has been invited to the meeting as the Senior Independent Director and is happy to attend future meetings. - It is proposed that we discuss the membership at the next Board meeting and see if anyone else would like to put themselves forward as a member. - Jane to update terms of reference for GAG. - Action Point 4 & 5. 		
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4	Sarah to add GAG membership to the agenda for the Board meeting on 18.04.18	Sarah Bixter	11.04.18
5.	Jane to update Terms of Reference for GAG	Jane Kracke	05.07.18
8.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> - 5th July 2018, 1230hrs, Stafford Borough Council 		

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Prepared By	Date	Checked By	File Code
SB	03.04.2018	Malcolm Armstrong	Governance Group Minutes 180329