

Sports Partnership Herefordshire & Worcestershire Board Meeting  
 Tuesday 28<sup>th</sup> January 2020  
 6pm to 9pm  
 University of Worcester

1. Present:

Jem Teal (JT), (Chair)  
 Steve Brewster (SB), Chief Executive Officer, Sports Partnership H&W  
 Susie Scriven (SS) – Independent Director  
 Denise Strutt (DS) (Stakeholder and Staff Lead) Independent Director  
 Alan Gilmour – (AG) Independent Director  
 Jim O’Toole (JO) – (Business Development Lead) Independent Director  
 Sarah Mackay (SM) Business Development Manager, SPHW  
 Laura Fish – (LF) Independent Director  
 Frances Howie (FH), (Vice-chair) Independent Director  
 Graham MacPherson (GM) – Sport England

Apologies:

Rebecca Widdowson (RW) – (Governance and Finance Lead) Independent Director  
 Sarah Blackburn (SBL), (SPHW) Minute Taker

Item	Discussion Points	Action
1.	Present & Apologies – see above	
2.	<p>Graham MacPherson from Sport England Active Partnerships Team welcomed to the meeting.</p> <p>Gave overview and led on discussion regarding the SE consultation for the new strategy based on 4 key questions:  <b>What are your hopes and fears about the future strategy?</b>  <b>Biggest challenges and opportunities in the sector</b>  <b>If you were in charge what would you change</b>  <b>What do you value the most that you wouldn’t want to lose?</b></p> <p>SE priority is to engage as wide as possible to inform the development of the new strategy</p> <p>Board encouraged to feed thoughts in directly via SE website – strongly encouraged to do so. <a href="https://www.sportengland.org/active-nation/shaping-our-future-strategy/">https://www.sportengland.org/active-nation/shaping-our-future-strategy/</a> This also includes the link to Tim Hollingsworth’s webinar.</p> <p>New strategy launch sept – dec 2020. Shouldn’t be any surprises due to consultation process</p> <p>SS raised the issue of the role of NGB’s. GS suggested a follow up conversation. SB to coordinate</p>	<p style="text-align: right; color: red;">ALL</p> <p style="text-align: right; color: red;">SB/SS</p>
3.	<p><b>Declarations of interest</b>            Jim – Governor at Tudor Grange academy            Frances – Governor at North Leigh Primary school            Laura – left Parkwood leisure now independent consultant</p> <p><b>Minutes from previous meeting – 22<sup>nd</sup> Oct</b>            Jem – proposed</p>	

	<p>Jim – seconded All agreed OK to publish</p> <p><b>Minutes from previous meeting – 3<sup>rd</sup> Dec</b> To have a meeting in Hereford – May meeting. Possibly Hereford Leisure Centre – SB to speak to Alex Haines/Scott Rolfe Minutes Agreed Ok to publish</p> <p>Board gave positive feedback with regards to the action log</p> <p><b>Standing items</b> <b>H&amp;S</b> - Participant had a fall in a S&amp;S class. Board updated on process. FH questioned the screening questionnaire – referrals came from a physio so follow up with them. Board queried 2<sup>nd</sup> fall reference in Op’s report – SB to follow up <b>Safeguarding</b> – Nothing to report <b>Data Protection</b> – Nothing to report</p>	<p>SB</p> <p>SB</p>
4.	<p><b>Operational Update</b></p> <p>SM gave an update on the Q3 operational report and pulled out a few highlights from each work area.</p> <p>SB circulated first draft of new Balanced scorecard reporting template.</p> <p>SB to review with Project Manager’s to ensure content is relevant and ensure it aligns to 2020/21 ops plan</p> <p>AG –no financial measures captured – needs to be included</p>	<p>SB</p>
5.	<p><b>Marketing &amp; Comms Plan / Stakeholder engagement plan</b></p> <p>SM gave overview of M&amp;C and stakeholder engagement plans. When updating crucial to ensure ‘golden thread’ runs from strategy through to actionable outcomes.</p> <p>SM thanked AG for his support and contribution to the development of the plan</p>	
6.	<p><b>Stakeholder Satisfaction survey</b></p> <p>SM shared the results of the recent stakeholder satisfaction survey. Whilst overall it appears positive it was requested – that the results better reflected a comparison to the 2018 results. Tom Lawley to update with this information and recirculate</p>	<p>TL</p>
7.	<p><b>Board appraisal</b></p> <p>Pete Sugg approached to be a trustee – he has accepted. Pete come with a wealth of knowledge and experience in the voluntary sector and disability sport. Board appraisal and personal appraisal form produced – thanks to AG for template. Implemented from September 2020 Board will receive Individual appraisals. These will be used to form a comprehensive report and action plan.</p> <p>Action – next board meeting set meetings dates – face to face ideally</p>	<p>JT</p>

	<p><b>Budget 2019/20</b>  SB presented the current position.  In light of being successful with the falls prevention contract with WCC and the Community lottery project (Our Community Can), neither of which was budgeted for in terms of income and expenditure, we will go over budget against salaries and PSI expenditure, but this will be offset by an increase in income.</p> <p><b>Budget 2020/21</b>  SB circulated draft 2020/21 budget  Salary expenditure increases due to new posts  Macmillan post now funded internally  S&amp;S coordinator not budgeted for but income should offset expenditure on this post £75k committed from reserves – move more, project officer (Adults) YEO  Risk is £25k max  No underspends yet predicted from SE grants  Income target for new DCEO to be set  SB to circulated adjusted figures  Present in future with income first and a comments column</p>	<b>SB</b>
	<p><b>AOB</b></p> <p>Audit &amp; risk committee – all dates set for 2020  All board meeting dates also set</p> <p>DS a polite request - please stop printing all the documents – board happy to assume there won't be papers unless they are asked for</p> <p>SB – caught up with RW to review policies. 2 polices to be reviewed between board meetings – voting system on emails for agreements all changes are in track changes. To be noted in minutes of meetings.</p> <p>Board thanked SM for her contribution to the Partnership during her time with the organisation and wished her well in her new role.</p>	
	<b>Date of Next Meeting:</b>	