

Sports Partnership Herefordshire & Worcestershire
Board Meeting
Tuesday 23rd January 2018
6pm to 9pm
The Swan, Old Rd, Whittington, West Midlands WR5 2RL

1. Present:

Jem Teal (JT), (Chair)
Steve Brewster (SB), Chief Executive Officer, Sports Partnership H&W
Denise Strutt (DS) (Stakeholder and Staff Lead) Independent Director
Jim O'Toole (JO) – (Business Development Lead) Independent Director
Susie Hart (SHar) – Independent Director
Rebekah Williams (BW), Head of Participation, Sports Partnership H&W
Sarah Mackay (SM) Business Development Manager, SPHW
Sarah Blackburn (SBL), (SPHW) Minute Taker

Apologies:

Frances Howie (FH), (Vice-chair) Independent Director
Rebecca Widdowson (RW) – (Governance and Finance Lead) Independent Director

Item	Discussion Points	Action
1.	Present & Apologies – see above	
2.	<u>Declaration of Interest - STANDING:</u> FH –PSI contract with Worcestershire County Council (previously noted) FH – employed part time at University of Worcester as lecturer	
3.	<u>Minutes of the last meeting (21st November 2017):</u> <ol style="list-style-type: none"> 1. Stakeholder meeting on 15th Dec regarding Active Lives. POSTPONED to 1st February 2018. 2. Code of Governance (point 7 (3)) – update sent to SE for sign off. Some documents have been uploaded to the website. Steve will email the Action Plan to Board members once feedback from SE is received. Please respond with any comments. Final approval will be by email. 3. Jeremy Huw Walton Teal – name needs to be corrected on Companies House website. 4. Equality Action Plan still outstanding. Draft version to be uploaded to website. MINUTES ACCEPTED AS A TRUE AND ACCURATE REFLECTION OF THE MEETING.	SB and Board SBL SM
4.	<u>Safeguarding/Health and Safety issues</u> <ol style="list-style-type: none"> 1. No issues to report. 2. Feedback from CPSU and Anne Croft Trust was to split the safeguarding policy into two – one for children and one for vulnerable adults and the terminology needed to be appropriate for each. Once complete. The Board will need to ratify and staff training will be provided. 3. BW is now the Lead Safeguarding Officer (LSO) and Ruth Jones is the Deputy Safeguarding Officer (DSO). This ensures that any matters can be escalated to the CEO. 4. There is a CPSU implementation meeting in early March – hoping for a green rag rating as in previous years. 5. The staff have all completed the PREVENT training. BW will ensure there is a section in the policy. FH to signpost to WCC lead regarding PREVENT. 6. Also need to have a policy (possibly separate from safeguarding) regarding free speech and a code of conduct for visiting speakers. 	SM BW
5.	<u>Operational Update:</u> <ol style="list-style-type: none"> 1. <u>Funding updates:</u> <ol style="list-style-type: none"> 1) We have secured 3 years' worth of Primary Core funding, although there is a 6% cut in annual funding (i.e. £39K). SB recommends taking the hit in years 2 and 3. 2) Coaching and Workforce funding was not included in primary funding and so we need to apply for this. Applications are due in March for £40K per year for 3 	

	<p>years. Decisions by end of April.</p> <ol style="list-style-type: none"> 3) Innovation funding is also available. 4) PCC – funding due to expire end of May. New bid is due in February for 2 years till April 2020. Funding has been agreed verbally – awaiting official confirmation. 5) Tampon Tax bid - £15 million has been ring-fenced by government. 14 CSPs will be sending in a collaborative bid for £1.5million. This will provide each CSP with £90K for an 18 month period. 50% has to be given as onward grants, but will help to replace Sportivate funding which comes to an end in March. The bid will focus on vulnerable and disadvantaged women and girls, tackling social isolation, mental well-being and women at risk of offending. This fits with company priorities and focus groups, and aligns with This Girl Can which is a national campaign. The bid is due 28th Jan and decisions will be made late spring/early summer. SE will be assessing the applications. 6) PSI Worcestershire – funding confirmed for Year 4 to Sep 2019. We will have to re-bid for Year 5 if the programme continues. <p>2. <u>Other updates:</u></p> <ol style="list-style-type: none"> 1) PSI Herefordshire – 2 courses are running – one in Hereford, one in Ross-on-Wye. 2) Making Every Contact Count (MEC) – need to evaluate what information is required so that it’s not too onerous on staff. 	
6.	<p><u>Summary of Planning Day (16th Jan):</u></p> <ol style="list-style-type: none"> 1. SB thanked the Board for their time. 2. Positive feedback has been received from staff. 3. SM and BW need to pull together the final document with company purpose and objectives for use with partners and stakeholders. 4. The partner engagement event will need to move from 6th March to sometime after April. 	
7.	<p><u>Budgets:</u></p> <ol style="list-style-type: none"> 1. <u>17/18:</u> <ol style="list-style-type: none"> 1) We can keep underspend from core funding (£13K). This will help to balance out the shortfall of £10K in income generation. 2) PSI drop off will affect Year 2 and 3 3) CSPs need to have an independent review as a condition of funding. 2. <u>18/19:</u> <ol style="list-style-type: none"> 1) SB reviewed the proposed draft budget for 18/19, subject to changes in funding with regards to Macmillan, PCC, PSI and Workforce. The Board approved the budget. 3. <u>Four year forecast:</u> <ol style="list-style-type: none"> 1) SB focused on income. Some project funding cannot be guaranteed and some will be subject to bidding processes, but SE expect a speculative forecast. SB to email forecast to Board for feedback and approval will be via email. 	SB Board
7.	<p><u>Board Action Plan:</u></p> <ol style="list-style-type: none"> 1. SB reviewed the Board Review Audit sheets from the November review. 2. Risk Register needs to be sent out at before each quarterly board meeting and will be a standing item on the agenda, but only any matters arising will be discussed at the meeting. Otherwise the Risk register will be reviewed annually. 3. Each board member should have an annual appraisal by the Chair. 4. Should have regular appraisals of board performance against action plans. 5. Agreed to be Code compliant by October 2018. 	
8.	<p><u>A.O.B:</u></p> <ol style="list-style-type: none"> 1. Board members to complete and return the “Fit and Proper Persons Help sheet and Declaration” form. 	Board

9.	Remuneration: Board to discuss salaries and staff employment contracts. SM, SBL and BW excused.	
	Date of Next Meeting: 23 rd April 2018, 6pm to 9pm, The Swan, Old Rd, Whittington, West Midlands WR5 2RL	