

Sports Partnership Herefordshire & Worcestershire
 Board Meeting
 Tuesday 18th September 2018
 6pm to 9pm
 The Bank House Hotel Bransford Worcester WR6 5JD

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

Jim O’Toole (JO) – (Business Development 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> 1. Amendment on page 2 point 5.9. ‘Get out of Worcester’ campaign was called ‘Leave the Big City Behind You’ 2. Minutes accepted subject to above amendment 3. SM mentioned that JO had gave staff a masterclass in social media – which was very well received. MINUTES ACCEPTED AS A TRUE AND ACCURATE REFLECTION OF THE MEETING.	
4.	<u>Safeguarding/Health and Safety issues</u> 1. A ‘Breach of Trust’ referral was received concerning a member of staff. This was investigated thoroughly in line with the Local Authority Designated Officer (LADO) request and resulted in the officer concerned being completely exonerated and the case closed by the LADO. 2. Discussions to be had regarding how we best protect staff and whether or not we have insurance to cover this type of situation. How best would we support staff in the event of accusations being made? 3. We have flagged an issue to the FA regarding a mentor/coach taking a young person to football coaching in the car, on his own. 4. PSI – a delegate with severe epilepsy has been prevented from continuing to attend classes due to the severity of his condition. The epilepsy nurse raised a concern that we were being prejudiced. The matter was referred to County Council. The matter has been resolved and we have the backing of County in the decision we made. BW will send a letter to the referring physio, who didn’t provide all the relevant medical information. 5. Do we need to report incidents to insurers, in case a charge is brought at a future date? 6. Safeguarding issues are always discussed with JT and will be escalated to the full board if necessary.	SB/SBI BW
5.	<u>Budgets:</u> 1. SB reviewed the budget for 17/18 and the forecast for 18/19. 2. There is an underspend from the core funding rolled forward from 17/18 3. Need to find approx. £30,000 savings over 3 years 4. SB meeting with auditors 27 th Sep	

	<p>5. Audit committee to meet at 5.30pm on 23rd Oct prior to board meeting. SBI to diarise.</p> <p>6. 69% of all funding comes from Sport England therefore we need to completed the Performance Management Framework through Quest, by Jan 2019. This will involve a 2 day assessment with staff, stakeholders and the board.</p>	SBI
6.	<p><u>Strategy/Blue print:</u></p> <ol style="list-style-type: none"> 1. SPHW is now code compliant with SE. 2. SB reviewed the blueprint in line with SE's five performance outcomes: Physical wellbeing, mental wellbeing, individual development, community development and economic development 3. The five SPHW strategic outcomes are: <ol style="list-style-type: none"> a) Increasing the visibility and accessibility of opportunities b) Developing a workforce that inspires c) Empowering individuals, communities and groups d) Partner influence e) Target new areas for growth 4. SPHW has a focus on the Preventative Agenda and has developed five themes through which to approach this work: <ol style="list-style-type: none"> a) Inspiring a generation b) Promoting independence c) Positively impacting on mental wellbeing d) Reducing social isolation e) Mass market 5. SE requires us to be innovative, deliver programmes, influence partners through policy and be sustainable, providing activities that are also sustainable. 6. Strategic blueprint needs to be translated into an action plan. 7. We are in the process of preparing a bid for Active Communities funding through Big Lottery for £364000 for a 4 year period. To be submitted February 2019. 8. The Risk Register is divided into Business development, human resources, stakeholders, governance and finance and performance impact. The register will be emailed to the board prior to the next meeting for review. 	SB
7.	<p><u>Nomination committee/Board recruitment:</u></p> <ol style="list-style-type: none"> 1. SB and SM have attended workshops on board diversity and inclusivity. 2. Board please review the Board Recruitment pack and feedback any suggestions or comments to SB by Friday 21st Sep. The document will be assumed to be approved if no comments are received. 3. Once approved the recruitment pack can be disseminated through social media, mouth to mouth or website channels. 4. The interview process needs to be more formal and robust and SB appointed a Nominations Committee to oversee the process of recruitment and the annual board review. SB to circulate the board review from last year. 5. The maximum number for the board is 12, and we need to manage expectations and rejections. 	Board SB
8.	<p><u>Chair term of office:</u></p> <ol style="list-style-type: none"> 1. JT's term as chair comes to an end in December. 2. The directors will select the new chair. 3. JT is willing to stand again. Please inform SB of any intention to stand for chair. 4. The appointment needs to be formalised at the next meeting on 23rd October. 	Board
7.	<p><u>Structure:</u></p> <ol style="list-style-type: none"> 1. SM, BW and SBL (members of staff) were asked to leave the room for discussion on re-structuring. 	

8.	<p>A.O.B:</p> <ol style="list-style-type: none"> 1. SM presented the Diversity Action Plan. SM will update progress as some dates needed to be amended, and re-circulate. It was agreed, subject to progress updates on the document, that if no further suggestions or comments were received by Friday 21st September, that the plan would be considered to be approved. 2. It was agreed that the Board Coms newsletter was useful. 3. The Safeguarding Implementation Plan was circulated via the newsletter. 4. RW suggested a staff/board Christmas function which could tie in with board recruitment. 	SM / Board
	<p>Date of Next Meeting: 23rd October 2018 5.30 pm to 6.30 pm – Audit Committee 6.30 to 9 pm Board meeting Venue TBC</p>	