

Sports Partnership Herefordshire & Worcestershire Board Meeting

Tuesday 7th May 2019

6pm to 9pm

Swan Inn Whittington, WR5 2RL

1. Present:

- Jem Teal (JT), (Chair)**
- Steve Brewster (SB),** Chief Executive Officer, Sports Partnership H&W
- Frances Howie (FH), (Vice-chair)** Independent Director
- Susie Scriven (SS)** – Independent Director
- Sarah Mackay (SM)** Business Development Manager, SPHW
- Rebecca Widdowson (RW) – (Governance and Finance Lead)** Independent Director
- Denise Strutt (DS) (Stakeholder and Staff Lead)** Independent Director
- Laura Fish – (LF)** Independent Director
- Alan Gilmour – (AG)** Independent Director
- Ceri Victory-Rowe** – Campbell Tickell (Guest presenter)
- 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.	<p><u>Declaration of Interest - STANDING:</u></p> <p>FH –PSI contract with Worcestershire County Council (previously noted)</p> <p>FH – employed part time at University of Worcester as lecturer (previously noted)</p> <p>RW – husband taking photos at school games and other sporting events (previously noted)</p> <p>LF and AG have both completed the Declarations of Interest form</p>	
5.	<p><u>Item 5 covered first – Board effectiveness evaluation</u></p> <ol style="list-style-type: none"> 1. SB introduced Ceri from Campbell Tickell and reminded the board that external evaluation of the board effectiveness was a requirement of the Code of Governance. 2. Ceri presentation covered the methodology, the key messages, the findings and the next steps that would be taken. 3. The Board Maturity Matrix provoked some discussion around the difference between quality and maturity. Ceri emphasised that the main difference was how governance was embedded. The company has professional-looking, quality policies but these are not necessarily being used effectively by the board. The code of governance should be considered as the baseline for good practice and boards should then further develop their governance practices. Ceri hoped that the report would be used to drive improvement. 4. Ceri felt that there needed to be more clarity around the role of the Audit Committee and that the risk register needed to be a living document reviewed annually by the Audit Committee. Ceri queried whether or not the board took full ownership and had a grip of risk. 5. There appears to be mixed degrees of awareness of board effectiveness, FH asked Ceri to include pointers in the report highlighting the areas of discrepancy. Ceri agreed to do this. 6. There was a suggestion that the board should consider recruiting more directors who had Non-Executive Director experience. 7. The Board appraisal and individual board member appraisals should form an integral part of board practice. 8. Meeting agendas needed to be better planned and meetings better managed, so that board members felt valued and productive, with papers being circulated a week in advance with agenda items being labelled in accordance with the action required (i.e. for information, for decision). It was suggested that quarterly 	

	<p>meetings should be themed and a Dynamic Forward plan should be implemented at the end of each meeting so that board members had an opportunity to feed into the direction of future meetings.</p> <p>9. JT mentioned that SE requirements around the code, PMIF and ongoing application cycle over the past three years, whilst these have important, had put restraints on how strategic the board could be, and had dictated, to some extent, the direction of board meetings.</p> <p>10. DS thanked those board members who had participated in the interviews and surveys, and all agreed that the feedback was an opportunity for growth and improvement. It was agreed that an action plan should be devised at the next meeting.</p> <p>11. Next Steps: Campbell & Tickell will produce a full report which will be circulated to the board allowing time for comment. Once complete this will final report will be shared with SE and AP.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. An action plan will be discussed at the July meeting with short, medium and long term goals. Add to DFP. 2. SM to devise a Dynamic Forward plan template 3. When available the full report to be circulated to board members. 	<p>SM</p> <p>SM SB / SBI</p>
3.	<p><u>Minutes of the last meeting (22nd Jan 2019):</u></p> <ol style="list-style-type: none"> 1. Appointment of chair: Omission from previous meeting – appointment of vice chair. DEFER whilst the board reflect on the Evaluation report. 2. New board members (AG & LF) had their induction on 7th Feb 2019. 3. Case studies are being publicised on the website and social media. 4. The investment strategy and funding opportunities will be reviewed at the July meeting. SM to include on DFP. 5. SB is now exploring how The Move More project will can tie into to social prescribing 6. The bid for the PSI contract is due 28th May. <p>MINUTES ACCEPTED AS A TRUE AND ACCURATE REFLECTION OF THE MEETING.</p>	<p>SM</p>
4.	<p><u>Safeguarding/Health and Safety issues</u></p> <ol style="list-style-type: none"> a) There was an incident during a match at a school games event in which a young person broke three fingers. He was attended to by first aiders and taken to A&E by his parents. The SGO followed up with the school. The activity and environment were both risk assessed prior to the event. b) DS met with staff and CPSU for the Safeguarding policy review. We received very good feedback on both the policy and practices we were demonstrating. Staff run through safeguarding scenarios at team meetings. CPSU offered safeguarding training to the board (to be discussed in July). c) There was also a safeguarding concern raised with a local school after we received TGC feedback from a school child. The school was contacted and although the information provided was anonymous, the school was able to address the situation with the pupils. d) A parcel with PSI participant details was lost in transit on its way to an instructor. The parcel had been sent via recorded delivery according to standard practice and procedures were followed to recover the information, and it was subsequently destroyed in confidential waste. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Safeguarding training for Board members to be discussed at July Meeting. Add to DFP. 	<p>SM</p>
6.	<p><u>Amendments to Articles of Association - SPECIAL RESOLUTION</u></p> <ol style="list-style-type: none"> 1. Applied for Charity status with The Charity Commission. 	

2. The Charity Commission recommended that we change the Articles of Association to better reflect the areas of work we are involved in. The changes, as listed below, were agreed by Board members via email in February 2019.
3. This was in the email from the Charity Commission and forwarded to board members for approval:

The Organisation’s Purposes (expressed as objects):

A Charity’s objects must be worded in a way that the law regards as being exclusively charitable. They must also accurately reflect the charitable purpose or purposes being furthered. This is something that has been established by the courts over many years.

The trustees have given the following as the objects of your organisation:

“(1) The advancement of amateur sport for the benefit of local communities in England, and primarily in Herefordshire and Worcestershire;

(2) To promote the physical and mental health and well-being of members of the public in the area of benefit by the provision or assistance with provision of facilities for sport, exercise and physical activity and training;

(3) To advance the education of the public in the area of benefit with regard to sport science, sport and physical activity, including by carrying out facilitating and / or enabling research into the benefits of sport and physical activity and the publication of useful results of such research.”

We (the Charity Commission) have reviewed the activities which the organisation carries out, as demonstrated in your application and on your website. Based on this we do not feel the objects above are an accurate reflection of your work.

We feel the following charitable purpose may be a closer reflection of your activities, however this is for the Trustees to decide.

‘For the public benefit, to promote community participation in healthy recreation, primarily in Herefordshire and Worcestershire by:

- working with and through local organisations to increase levels of participation in sport and physical activity;

- promoting and providing programmes and services for sport, recreation, physical activity, informal education and other leisure time occupation for healthy recreation;

- promoting and providing education, training and coaching courses which promote physical health and fitness.’

4. The changes were all approved. The signed Special Resolution and the Form CC04 will be sent to Companies House with a copy of the amended articles.
5. Once accepted by Companies House, then the Charity Commission application can proceed.

ACTION: Two signatures to be added and then all relevant documents to be forwarded to company’s house for acceptance, once accepted these will be forwarded to the charity commission in order to progress our application.

SB/SBL

	<ol style="list-style-type: none"> 1. There is an improvement plan in place based on the Quest report (previously circulated). 2. The board requested that the KPI dashboard be embedded on a new tab within the improvement plan so that actions and improvements could be measured against outputs. 3. AG felt there was a disconnect between what is being measured and our outcomes and queried if the KPIs related to strategic objectives. SB mentioned that we have an Evaluation Framework in place that helps to measure desired outcomes. AG offered to meet and discuss further. 4. The improvement plan will be reviewed in April 2019 with more of a narrative approach. RAG rating will be determined by the Project Managers. <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. KPI dashboard to be embedded on a new tab within the improvement plan 2. AG and LF to meet with SB prior to July meeting regarding reporting information to the board. 	SM SB
8.	<p><u>Operations Plan</u></p> <ol style="list-style-type: none"> 1. The Operations Plan will be refreshed every 12 months. This needs to be added to the risk register to ensure that potential projects are monitored for risk. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Add Operations Plan to risk register 	SBL
9.	<p><u>KPI Dashboard</u></p> <ol style="list-style-type: none"> 1. It was agreed that the KPI dashboard along with case studies should be sent separately to board members and that a member of staff would deliver a 10 minute presentation at each board meeting. The presentation would need to be very formal and structured in relation to their programme and include qualitative and quantitative information. 2. FH suggested this format: <ol style="list-style-type: none"> a. Aim of programme b. What happened? c. What went well / not so well? d. So What? 3. Josh Skinner will deliver a presentation on TGC at the next meeting. <p>ACTION:</p> <p>Confirm Josh Skinner's attendance at the July board meeting</p>	SB
10.	<p><u>Budgets 2018/19</u></p> <ol style="list-style-type: none"> 1. Income target achieved for this period. 2. There was an underspend on salaries 3. The accounts for the year will be sent to the accountants was the SE income has been reconciled and allocated to the correct year. 4. Audited accounts can be anticipated by September 5. LF suggested that management accounts should be done every 6 months 6. DS suggested that there should be a named responsible person for the audit committee <p>ACTION:</p> <ol style="list-style-type: none"> 1. SB to meet with LF prior to July to review presentation of budgets to the board 2. LF to investigate the value of having management accounts every 6 months. Present findings to board in July for approval. 3. Discuss named responsible person for audit committee – July board 	SB LF SM
11.	<p><u>Budget 2019/20</u></p> <ol style="list-style-type: none"> 1. SB presented the draft budget 	

	<ol style="list-style-type: none"> 2. The 3 to 4 year plan will be presented in July 3. AG queried the difference in the PSI income between 18/19 and 19/20. SB confirmed this was because we only had guaranteed funding for the next 6 months. 4. The Board approved the draft budget. 	
12.	<p><u>Name change discussion</u></p> <ol style="list-style-type: none"> 1. Following on the previous discussion in January, it was agreed that a consultation would take place with stakeholders and the board, providing the greater context of the name change of the CSPN to Active Partnerships. 2. The results would come back to the board for a final decision. <p>Action:</p> <ol style="list-style-type: none"> 1. Consult with stakeholders and board 	SM/SB
13.	<p><u>AOB</u></p> <ol style="list-style-type: none"> 1. Staff Satisfaction survey: SM met with DS. They have agreed a draft plan of action to address staff issues. Will meet with SB to discuss. 2. RW requested the creation of a separate page on the website that was only accessible to board members where all policies and relevant documents could be stored. SM confirmed that this is currently available and that all passwords and the link would be re-sent. 3. DS confirmed that she has now conducted 5 exit interviews and feedback would be provided at the July meeting. 4. It was agreed that Budgets would come under standing items. 	SM/DS SM SB
<p>Date of Next Meeting: Tuesday 23rd July 2019, venue TBC</p>		