

# Minutes of the Get Berkshire Active (Berkshire County Sports Partnership)

## Quarterly Board Meeting

29<sup>th</sup> June 2017

Bisham Abbey National Sports Centre, Bisham, SL7 1RR

**Present:** Sue Anstiss (SA) (Chair), Karen Ross MBE (KR), Paul Owen OBE (PO), Derek Peuple (DP), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Naveed Mohammed (NM), Amanda Foister OBE (AF)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Jon McCann (JM) (Sport Development Officer), Kirsty Heath (KH) (Senior Partnership Manager)

**Apologies:** Nigel Howe (NH), William Bird (WB), Ria Ingleby (RI), Andy Couldrick (AC)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>SA welcomed all attendees to Bisham Abbey National Sports Centre</p> <p>Apologies received from NH, WB, RI, AC</p> <p>The board expressed its deep gratitude and appreciation to Andy Couldrick who will be stepping down from GBA Board.</p>		
2.	<p><b>Declaration of interests</b></p> <p>All outstanding documents have been received by DC.</p> <p>No changes from any board members to report on.</p>		
3.	<p><b>Minutes and matters arising from last meeting on 30<sup>th</sup> March 2017.</b></p> <p>The minutes of the last meeting were approved as a correct record. All actions were discussed and agreed, the following was raised:</p>		
3.1	<p>Berkshire School Games future venues discussed. GBA are still having difficulties finding a suitable venue that works for all key events. PO agreed to speak again to his contact at Reading University</p>	<p><b>PO</b></p>	<p><b>By Sep BM</b></p>

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3.2	BN gave an update on Business Offers and confirmed interest from an insurance company, who were also a potential GBA Award sponsor.		
3.3	BN confirmed 2 new Macmillan Move more positions within GBA. Employees have been recruited and will start in August. The Macmillan programme has been added to the strategic risk page. There will be a more detailed brief on the programme at the next board meeting when a Macmillan rep would also be invited.		
4.	<p><b>Equality and Diversity</b></p> <p>KH and KR presented Equality and Diversification requirements which included the following areas:</p> <p>4.1 Equality requirements: KR explained that GBA Board must adopt a target of, and take all appropriate actions to encourage a minimum of 30% of each gender on the Board. Currently the GBA Board make up is 50% gender split, therefore complying with this requirement.</p> <p>Diversity: KR discussed that GBA should recruit and engage people with appropriate diversity, independence, skills, experience and knowledge to take effective decisions that further the organisations goals. It was emphasised that it is important to attract people from different communities across Berkshire when recruiting for Core Team and Board. It was agreed that the open recruitment, widely advertised in Dec 15 ensured the widest possible audience was reached.</p> <ul style="list-style-type: none"> <li>• <b>Action: BN and KH to monitor applicants and job offers</b></li> </ul> <p>KH presented the equality policy and action plan. Some GBA programmes were reviewed and good practice discussed. GBA set high targets for disabled and female participants in programmes.</p> <p>4.2</p> <ul style="list-style-type: none"> <li>• <b>Action: KH to review equality action plan on a 6-monthly basis</b></li> </ul>	<p><b>BN &amp; KH</b></p> <p><b>KH</b></p>	

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5.	<b>Sport England Funding</b>		
5.1	BN provided an update on SE Relationship and Core Funding: SE had a Board Meeting on 21 June which confirmed their requirements for CSPs and we had subsequently received a letter outlining roles and funding.		
5.2	It was confirmed that CSP's will receive Core Funding (which will now be known as Primary Funding) until 2021. The amount of funding received will be the same as funding received yr 16/17. (In reality, we will receive up to that amount based upon the strength of our application)		
5.3	It is confirmed that the National programme Sportivate will be coming to an end in March 2018. There is no instant replacement currently in place for this programme. Effectively, this will leave us short just over FTE salary.		
5.4	A major unknown in funding is for Workforce Leads. This has not been confirmed however should be made clearer over the next month when a decision will be made on whether to extend the funding through to Mar 18. A further decision is expected in Dec 17 on whether Workforce will be funded beyond Apr 18. If it is not funded this would leave a gap of another 1 FTE salary.		
5.5	SE are planning to fund 6 new and different roles within CSP's nationally. The positions would aim to create a 'super-highway' between national policy and local need. The employees would 'belong' to (and be formally employed by) local CSP's, but will feel part of Sport England. CSP's can apply to be an early adopter of this post, however there is only currently scope for 6 positions nationally. BN presented a decisional balance sheet with pros and cons of applying/not applying and the GBA Board discussed this. <ul style="list-style-type: none"> <li>• <b>Decision: The Board enthusiastically support GBA applying for the extended workforce role, but on terms which meet local realities and priorities.</b></li> <li>• <b>Action: BN to write the application for joint approval / sign-off with SA</b></li> </ul>	BN / SA	20 Jul 17
5.6	GBA may need to make some organisational changes and the staff structure may change to align with new strategies. The		

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	<p>board discussed any issues that may arise from structural changes.</p> <ul style="list-style-type: none"> <li>• <b>Decision: The Board unanimously supported the CEO to lead discussions with the staff and make changes as required.</b></li> <li>• <b>Action: CEO to discuss with SLT and design an appropriate staff structure.</b></li> </ul>	BN	20 Sep 17
6.	<p><b>CEO Report</b></p> <p>BN summarised CEO's report which included summary and discussion around the following areas:</p> <p><b>Main effort this Q; SE Core Funding; SE Programme Funding; Programme Delivery; Safeguarding and Major Events</b></p> <p>6.1 BN explained GBA's RAG Rating from SE for Q4. GBA had progressed from an amber rating to green for Satellite Clubs and received a green rating for Workforce which was not rated in Q2. These improvements mean that GBA was RAG Rated green in all but one area, Income Diversification, which was amber rated. It is thought that Income Diversification will not be included in the future.</p> <p><b>Programme delivery:</b></p> <p>6.2 School Games:</p> <p>All is on track for the Summer School Games which is taking place on Thursday 6<sup>th</sup> July at Bisham Abbey National Sports Centre.</p> <p>6.3 Get Berkshire Active Awards:</p> <p>The Get Berkshire Active Awards are confirmed to take place on Friday 23<sup>rd</sup> February 2018 at the Hilton Hotel, Reading. Tim Dellor has confirmed he is available to be MC at the event, and CTJ will replace SA in supporting the Awards. 5 sponsors are so far confirmed for next year's event.</p> <p>6.4 Macmillan project:</p> <p>BN confirmed that 2 new employees will be joining GBA in August. Tessa Higgins and Shirley Jackson have accepted job offers and will have the role of Macmillan Move More Physical</p>		

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	Activity Practitioners. KH will be line manager for the 2 new employees.		
7.	<b>Report of the Finance &amp; Governance (F&amp;G) Committee</b>		
7.1	The F&G committee sat prior to the Board meeting to scrutinise the financial papers provided by CS together with the Annual Audited Accounts and Report as well as the latest risk matrix. The notes from that meeting had been circulated to the full board ahead of today's meeting. <ul style="list-style-type: none"> <li><b>Decision: The notes and recommendations of the F&amp;G Committee were noted and accepted by the Board.</b></li> </ul>		
7.2	CS explained that financially GBA are in a strong financial position and that confirmation of stable SE funding for the Primary Role over the next 4 years is very positive news. GBA have strong reserves which had been earmarked previously by the board to cover the potential loss of funding for Workforce/Sportivate Officers. Total income forecast for the year is over £800k and 68% of funding received this financial year is from SE.		
7.3	BN discussed Risks and the Risk Log. The new Macmillan programme has been added to the Strategic Risk Log.		
7.4	BN discussed Safeguarding, the current procedure and that GBA had once again received a Green RAG Rating from SE for Safeguarding.		
8.	<b>AOB</b>		
8.1	BN proposed that a team/board away day would potentially take place in late Summer. The GBA Team would plan strategy and continuous improvement that is required to enhance the organisations impact. <ul style="list-style-type: none"> <li><b>Action: BN to plan Away Day and keep board members informed on this.</b></li> </ul>	<b>BN</b>	<b>20 Sep 17</b>
8.2	One of the requirements of the Code of Sports Governance was to ensure external reviews of our board at a minimum of 4-yearly intervals. BN explained that the GBA had previously had 2 external independent reviews and he proposed that next one should take place in late 2018. GBA also now have an annual board survey that provides an internal review.		

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8.3	<ul style="list-style-type: none"> <li>• <b>Decision: The Board agreed that this would be a suitable time for this to take place</b></li> <li>• <b>Action: BN and SA to discuss the most appropriate mechanism for this external review.</b></li> </ul> <p>CTJ passed on a thank from Reading Rugby Business Network to GBA Staff to supported their previous event.</p>	<b>BN/SA</b>	<b>Sep 17</b>
9.	<p><b>Date of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> September 2017: Venue: Bisham Abbey 1000-1300</li> <li>• 14<sup>th</sup> Dec 2017: Venue TBC</li> <li>• <b>Action: BN to send email, clarifying date and venue</b></li> </ul>	<b>BN</b>	