

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

## Quarterly Board Meeting

14<sup>th</sup> December 2017  
10:30-13:00

The Abbey, Bisham Abbey National Sports Centre, Marlow Road, Nr. Marlow, SL7 1RR.

**Present:** Sue Anstiss (SA) (Chair), Karen Ross MBE (KR), William Bird MBE (WB), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Nigel Howe (NH); Naveed Mohammed (NM), Paul Owen OBE (PO), Alison Alexander (AA); Derek Peale (DP)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin), Nick West-Oram (NWO) (Head of Development and Insight), Jon McCann (JM) (Relationship Officer)

**Apologies:** Amanda Foister OBE (AF); Ria Ingleby (RI)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>SA opened the meeting with a special welcome to newly appointment board member Alison Alexander (AA)</p> <p>Individual introductions from all Board members.</p> <p>Apologies acknowledged for Amanda Foister OBE (AF); Ria Ingleby (RI)</p>		
2.	<p><b>Declaration of interests</b></p> <p>New declaration of interest forms circulated to the Board for signature. BN explained the form. Board asked to complete and hand back to DC (Admin) before the end of the meeting.</p> <ul style="list-style-type: none"><li><b>Action:</b> DC to follow up with absent board members for any outstanding documentation</li></ul> <p>No further changes recorded from any Board member to report on.</p>	DC	January 2018
3.	<p><b>Minutes and Matters Arising from meeting on 20 September 2017.</b></p> <p>The Minutes from the 20 Sep 2017 were approved as a correct record.</p>		

Item	Description	Action	Deadline
	<p>Actions arising from the 20 Sep 17 meeting were presented in the form of an Action Log (for the first time in this meeting). Actions were discussed and agreed complete.</p>		
4.	<p><b>Review of Board Operations and Conduct</b></p> <p>Discussion with the Board of the Campbell-Tickell report relating to their attendance at the 20th September Board Meeting (see Paper 3) and summary of results for 2017 Board Survey (see Paper 4).</p> <p><b><u>Campbell-Tickell Report (Paper 3)</u></b></p> <p>BN confirmed Campbell-Tickell were impressed with the conduct of GBA board meetings and governance arrangements. Their report provided some useful tips and guidance and ‘things to consider’ in relation to board meeting preparation and board meeting conduct. The report thus provided an excellent basis for board discussion on these two topics.</p> <p>Board Etiquette was discussed in detail including the use on mobile phones during meetings, and its challenges, with varying opinions on this area from across the committee.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Board Etiquette – BN to consider KR proposal of a short paper to discuss this area further with all Board members to gain preferences, and to gather individual feedback</li> </ul> <p><b><u>Board Survey (Paper 4)</u></b></p> <p>BN discussed and summarised the findings of this year’s Board survey (see paper 4). This was the second running of the survey and was again overwhelmingly positive.</p> <p>Matters raised with further discussion as follows (based on at least one person scoring this issue as ‘not sure’ or ‘disagree’:</p> <p><b>2a) Board meeting location and times:</b> Questions raised from the committee about location/times. A few conflicts of interests, but overall majority agreed these were balanced fairly. A question was raised (AA) regarding the number of meetings (4 annually). BN</p>	BN	Jan/Feb



Item	Description	Action	Deadline
	<p>training and development areas are currently under discussion at GBA.</p> <p>Question raised (KR) to ask if the Board are required to do more training? BN confirmed it's not currently a requirement within the SE Governance code.</p> <p>Suggestions made by the Board: Potentially to look at using a system to encourage Board members to talk to staff and offer support. Additionally, that NCVO may be a cost-effective training solution. BN mentioned that GBA (via the CEO) had previously been a member of NCVO but its expense did not warrant continued membership.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> BN will share information on future training possibilities for the Board to consider in future meetings and discuss the above points at that time.</li> <li>• <b>ACTION:</b> BN to circulate training resource by resending links from CSPN to the Board members.</li> </ul> <p>4 b, c, f) [concerning board interaction with CEO] BN advised to raise issues if any were present. No further comments from the Board on these points.</p> <p>4e) The Chair confirmed that she did carry out formal 6-monthly reviews of the CEO's performance using the same appraisal forms as the rest of the GBA staff. It was suggested that on completion the Chair should inform the Board and outline any significant issues raised.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> SA to inform Board of any issues raised during CEO appraisal</li> </ul> <p>5 b, g) [concerning Chair conduct of Board meetings]. No further comments from the Board on these points. It was noted that if Board Members had any issues which they felt unable to raise with the Chair or the CEO they could speak to the Senior Independent Director (SID), currently DP.</p>	<p><b>BN</b></p> <p><b>BN</b></p> <p><b>SA</b></p>	<p><b>March 2018</b></p> <p><b>February 2018</b></p> <p><b>As required at the 6 monthly review date</b></p>

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5.	<p>5 i) Board evaluation: The Board agreed there was a comprehensive evaluation process. No further comments were made.</p> <p>7. Board NPS net promotor score: BN confirmed 67% percent from this survey (<i>indicating slightly lower than last year's score</i>). He also explained the NPS scoring calculation.</p> <p><b>CEO Quarterly Report (20<sup>th</sup> Sep 2017 – 14<sup>th</sup> Dec 2017)</b></p> <p>CEO's Narrative Report circulated in advance.</p> <p>BN summarised CEO's report (paper 5) on the assumption and agreement by the Board this was read in advance. BN confirmed the papers would not be evaluated in great details on these grounds. Board Agreed.</p> <p>Points made:</p> <p>Announcement from BN with congratulations to Kirsty Heath from GBA, who will be departing in March 2018 for Maternity leave. BN had already been in discussion with an experienced member of staff from London Sport who was keen to transfer to GBA. A question was raised by KR as to whether we were obliged to advertise the post. BN replied that we were not and as this was simply maternity cover (that we wished to have promptly in place) that there was no need to externally advertise.</p> <p><i>Secretary's Note: This individual has now been appointed by means of a 12-month secondment from LS starting on 20 Mar 18.</i></p> <p>DP commended BN as CEO in securing funding for the School Games via Greenham Common Trust and the Berkshire CF/Ascot Racecourse.</p> <p>WB raised a question to ask if GBA could add into future CEO reports the other organisations which have been successful in county funding, for Insight purposes, as currently Sport England not always sharing this information. BN noted that SE did not always inform us</p>		

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6.	<p>of investments they make with other organisations in the County.</p> <ul style="list-style-type: none"> <li><b>ACTION:</b> GBA to add updates and knowledge into the next CEO report</li> </ul> <p>The Board commended the CEO on the work to ensure our Governance Compliance with the new code especially as GBA were one of only 2 CSPs to have already achieved full compliance.</p> <ul style="list-style-type: none"> <li><b>ACTION:</b> GBA to add reference to our GREEN governance status for SE compliance in next newsletter and circulate to our partners.</li> </ul> <p>BN/WB discussion held about the current Active Live Survey and how/where this is used. BN confirmed details to the Board.</p>	BN	Mar 18
	<p><b>Financial Report and Update</b></p> <p>CS gave an overview of latest figures and updates from the Finance &amp; Governance Committee Meeting December 2017. The notes of that meeting (1<sup>st</sup> Dec) were discussed (Paper 6) and Finance Papers (Paper 7).</p> <p>CS advised a more detailed budget would be presented in March 2018 meeting when our main funder (SE) have provided more certain figures and approvals on funding.</p> <p>CS confirmed that areas including workforce and satellite clubs are still awaiting approval and notification from SE but GBA is in a secure position as per the 3 Year plan shown on Finance Report.</p> <p>NH raised question about the deficit. CS noted it was standard practice to have deficit budget predicted at this stage in December. She pointed out that she was presenting a 'worst-case' situation due to lack of true visibility of funding and projects which are not yet confirmed. CS confirmed the figures are based on a few probable assumptions and it stands as a work in progress situation. The Finance sub-committee will discuss in detail in March 2018 and then present a full 18-19 budget to the Board.</p>	DC	Dec 17

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7.	<p>CS confirmed we have a reserves policy in place. £115k of estimated reserves (shown on the report).</p> <p>SA – thanked CS for the update and confirmed end of discussion with Board. No further questions were raised.</p> <p><b>SE Update:</b></p> <p>Additional discussion on the update from SE funding position and timelines as follows:</p> <p>- <b>Primary Funding application:</b> BN confirmed there was still no news if GBA was successful from the recent application submitted.</p> <p>-BN advised there was a known reduction from lottery funding and probable cuts to CSP's overall funding because of this and advised GBA should hopefully know more on this before Christmas. BN advised that Sportivate will be ending and that GBA coaching funds are also still unclear from SE. BN advised GBA are still considered to be in a strong and positive position, and are quite secure with good reserves in place.</p> <p><i>Secretary's note: Subsequent to this board meeting GBA were informed that our Primary Funding Application to SE had been assessed as outstanding and that we have been allocated a guaranteed 3-year Primary Funding package from SE. This would entail a small reduction of 6% in line with reduced lottery revenue. The board has been made aware of the details.</i></p> <p>Macmillan funding is also an uncertainty post the initial 12-month contract as the CCGs have not yet agreed to take over the funding of the Berkshire Cancer Rehab service. However, feedback from Macmillan on GBA's running of the MMP is very positive. Both Macmillan and the CEO (via his involvement in the 2 Berkshire NHS STP Prevention groups) will continue to advocate for funding.</p> <p>BN confirmed our Macmillan employees are on a 1-year fixed term contract.</p>		

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8.	<p><b>Balance Score Card</b></p> <p>Detailed overview of the BSC presented on screen to the Board by BN - for discussion. Board approved the concept and acknowledged they would be presented with performance and impact information via the BSC at future meetings.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Add reserves/deficit balance snapshot to the Balance Score Card</li> <li>• <b>ACTION:</b> Stakeholder Survey to be sent out to the Board (GBA to send results) – this is due in Jan.</li> <li>• <b>ACTION:</b> Summary of next Staff Survey results to be circulated to the Board</li> </ul>	<p>CS</p> <p>BN</p> <p>BN</p>	<p>Mar 18</p> <p>Feb 18</p> <p>Feb 18</p>
9.	<p><b>GBA Awards</b></p> <p>Nominations closed at a record level this year.</p> <p>11 of 12 sponsors are confirmed.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Community Club of the Year (AA advised possible for RBWM to sponsor. BN/AA to discuss offline (<i>Secretary's note: funding via the 6 UAs confirmed thanks to AA</i>))</li> </ul> <p>CTJ thanked the Board for their contributions and asked for any further assistance with Raffle prizes, ticket awareness, and for Board members to book their VIP ticket as soon as possible.</p> <p>Winter Olympic theme confirmed</p> <p>Amber Hill (British Skeet Shooter) confirmed as guest.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Alex Gregory (Guest) SA hopeful for a reply and to advise BN. DP to advise GBA on his proposed guest.</li> </ul>	<p>BN/AA</p> <p>All</p> <p>SA/DP</p>	<p>Beginning of Jan 18</p> <p>ASAP</p> <p>Beginning of Jan 18</p>
10.	<p><b>Berkshire Insight overview</b></p> <p>NWO/JM provided an overview of GBA's insight and analysis work to date from the new GBA Insight Team.</p>		

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11.	<p>The board acknowledged the brilliant and in-depth work carried out and noted this would be of great value to the team going forward.</p> <p>Question raised to ask if there would be access for other local organisations to see and utilise this information. BN confirmed eventually this will be shared.</p> <p>NWO confirmed to the Board a wider discussion to be had on commercial implications and decisions to be made about how GBA will use and share this data.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> NWO/JM to share this data presentation with the Board</li> <li>• <b>ACTION:</b> to include insight as part of next agenda item to review in more depth conversation with whole Board present – as integral to what GBA do. <i>Note made to be mindful this information is for GBA use at this stage, deciding factors on how this information is used to be discussed at future meetings.</i></li> </ul> <p><b>AOB</b></p> <p>Advisory: SA has stepped down from CSPN board to focus on work and commitments to the GBA &amp; Women's Sports Trust boards.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> All future Board meeting dates for 2018 to be re-circulated to the committee members (<i>note change of date to 12<sup>th</sup> December for 2018</i>).</li> <li>• <b>ACTION:</b> School Games Dates to be circulated to the Board</li> </ul> <p>No further points raised.</p> <p>Meeting closed by SA</p>	<p><b>JM/NWO</b></p> <p><b>BN/DC</b></p> <p><b>BN/DC</b></p> <p><b>DC</b></p>	<p><b>Jan 18</b></p> <p><b>Mar 18</b></p> <p><b>Jan 18</b></p> <p><b>Jan 18</b></p>