

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

Quarterly Board Meeting

29th March 2018

10:00 -13:00

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

Present: Sue Anstiss MBE (SA) (Chair), Karen Ross MBE (KR), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Nigel Howe (NH); Paul Owen OBE (PO), Derek Peuple (DP); Amanda Foister OBE (AF); Ria Ingleby (RI)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin), James Craggs (JC) (Item 9 & 10 only)

Apologies:

William Bird MBE (WB), Naveed Mohammed (NM), Alison Alexander (AA)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence</p> <p>SA welcomed everyone to the meeting</p> <p>Apologies acknowledged: William Bird MBE (WB), Naveed Mohammed (NM), Alison Alexander (AA)</p>		
2.	<p>Declaration of interests</p> <p>Outstanding declaration of interest forms circulated to Amanda Foister (AF) Ria Ingleby (RI) Carole Thelwall-Jones Board for signature.</p> <ul style="list-style-type: none">• Action Carole Thelwall-Jones to email a signed copy back to GBA• Action DC to request signed copy from Alison Alexander <p>Board asked to keep DC updated with any known changes to their DOI forms.</p> <p>No further changes.</p>	<p>CTJ</p> <p>DC</p>	<p>April 2018</p> <p>April 2018</p>

Item	Description	Action	Deadline
<p>3.</p>	<p>Minutes and Matters Arising from meeting on 14 December 2017.</p> <p>The Minutes from the 14 Dec 2017 were approved as a correct record.</p> <p>Actions arising from the 20 Sep 17 meeting were presented in the form of an Action log and discussed.</p> <p>Points made:</p> <p>(action 2) Board etiquette: it was agreed that no formal paper was required, however attendance was agreed to be reviewed (currently 3 of 4 meetings a year are the set expectations). The Board was asked for any opinions. It was noted that if a committee member sits on another committee this to be taken in to consideration - regarding attendance expectation.</p> <p>Action: It was agreed to share the attendance register at each future meeting</p> <p>(action 3) Survey question: BN confirmed there was no need to change this question, the Board agreed</p> <p>All actions on the log were individually discussed and agreed complete.</p> <p>No further comments were made.</p> <p>SA closed the discussion.</p>	<p>DC/CS</p>	<p>On-going</p>
<p>4.</p>	<p>GBA Annual Awards review</p> <p>CTJ led the discussion on the Awards review and shared statistical information, which reviewed the last 3 years. The Board was asked how they felt about the process and to discuss improvements:</p> <ul style="list-style-type: none"> • Action To explore the idea of promoting the awards nominations via the school games to help create more awareness, thus GBA to receive more varied nominations 	<p>RI/BN/JC</p>	<p>April-May 2018</p>

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	<p style="text-align: center;"><i>(discussion required with Sarah Taylor)</i></p> <p>BN - confirmed an early bird offer/information/presentation pack will be available soon for potential sponsors.</p> <p>On behalf of the Board, SA thanked the Awards planning and wider GBA team for delivery of another successful event.</p> <p>CTJ confirmed to continue supporting the Awards next year.</p> <p>Proposed date for next Awards is 15 Feb 2019</p> <p>No further comments were made.</p> <p>SA closed the discussion</p>		
5.	<p>CEO Quarterly Report (15th Dec 2017 – 29th March 2018)</p> <p>CEO's QR circulated in advance.</p> <p>BN summarised CEO's report on the assumption and agreement by the Board this was read in advance. BN confirmed papers would not be evaluated in great detail on these grounds. Board agreed.</p> <p>Discussion had on:</p> <p><u>Primary Role Funding Application</u></p> <p>The success of our own bid to SE was re-iterated but BN outlined that the Oxfordshire CSP (OxSPA) had for various reasons been less successful. He went on to explain the ways in which he had been trying to support them as they transitioned from Oxford City Council control to that of CIO status. He explained this involved providing them with numerous policy and procedure documents and</p>		

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	<p>helping to facilitate a strategic session for them alongside a rep from SE.</p> <p>BN discussed the informal discussions he had had with the Chair of OxSPA which had outlined various possibilities for closer working relationships between the 2 CSPs. At one extreme end this might mean merger at the other end business as usual. Somewhere in between these two were options for more collaboration and the sharing of some resources.</p> <ul style="list-style-type: none"> • Discussion: The various pros and cons of potential merger were discussed along with options for more limited collaboration. • Discussion: Question raised by some BMs if a written paper on the subject outlining pros and cons was required. BN pointed out that SE were not pushing for a merger and that early discussion with OxSPA itself didn't indicate a strong desire there to discuss this topic but, there was willingness to consider less dramatic options. • Action: BN to put a brief together discussing pros and cons of various options. <p><u>Macmillan</u></p> <p>BN explained that Macmillan funding for the whole of the cancer rehab in Berkshire (including the Move More Programme run by GBA) would cease in Aug 18. Currently there was no agreement from CCGs/NHS to provide forward funding but that discussions were still on-going. However, we needed to be prepared for the ending of the programme in Aug 18 if no funding was found. BN/CS confirmed there is no financial risk to GBA as both Tessa/Shirley are on 1 year contracts.</p>	<p>BN</p>	<p>June 2018 (next Board meeting)</p>

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6.	<ul style="list-style-type: none"> Action: BN to keep the Committee updated on the Macmillan decisions. <p><u>Balance Score card (work in progress)</u></p> <p>The headline measures were reviewed and displayed on the screen – BN ran through the statistics.</p>	BN	June 2018 (next Board meeting)
	<ul style="list-style-type: none"> Discussion: Should the BSC overall status show Green rather than Orange for financial measures. BN confirmed this was for Board discussion and to clarify today. BN asked Board if they are in agreement with the BSC RAG Rating. Board agreed this should be green. Action BN to circulate GBA current programmes document to the Board, for their interest in possible participation. 	BN	ASAP
	<p><u>Wrike overview</u></p> <p>BN presented the Wrike software to showcase how programmes and tasks are currently managed in the GBA team for our Continuous Improvement Programme.</p> <ul style="list-style-type: none"> Action: Request for an update to the Board next meeting on the new website developments. 	BN	June 2018 (next Board meeting)
<p>Financial Review and Update</p> <p>CS provided an overview on F&G with March 2018 being the close of GBA’s financial year.</p> <p>CS Confirmed the forecast had no major changes since the December 2017 updates, coming in slightly ahead with a £33k unrestricted surplus, and</p>			

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	<p>advised the amount of reserves GBA currently have could generate questions. This had been previously discussed and it was noted that GBA have ideas around spending some of the current surplus. CS also noted that costs associated with Kirsty Heath's maternity pay (at approximately 12k), would be put against reserves.</p> <p>CS confirmed GBA will close out with a very healthy position, however 2018/19 sees a drop of around 100k (due to the Sportivate money being removed from SE funding). Due to our healthy reserves it has been decided to take a greater proportion of the SE reduction in Primary Funding in year 1 of the programme.</p> <p>CS confirmed to bring an updated overview on the budget in June.</p> <p>Other points made:</p> <p>-Non-SE programmes are now bringing in a good amount of funding, approximately 40% predicted for 2018-19. However, whilst this looks positive on face value it is in part due to a reduction in SE funding alongside an increase in non-SE funding.</p> <ul style="list-style-type: none"> • Discussion: Archie's replacement. <i>BN confirmed GBA are looking at possibilities for covering this role, with possible shared post considerations – and financially GBA have this covered at Archie's rate for the remaining of this year.</i> • Discussion: Workplace Challenge income. <i>SA confirmed there will be a change coming with a small fee to be applied for the service (for workplaces/employees to take part) SA confirmed this will likely be a flexible model.</i> • Discussion: Times of budget/forecast – are these currently at the right times? CS 		

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	<p><i>confirmed this was a historical method for budgeting, and provided reasons why this works well, confirming the budget is usually quite conservative with the figures.</i></p> <p>This section was formally approved – no further comments or actions.</p> <p>CS/SA closed</p>		
7.	<p>Salary</p> <p>BN confirmed paperwork was sent out to the Board prior to the meeting. BN confirmed the % pay increases that were scheduled to GBA staff. Thoughts were asked from the Board. No further comments were made.</p> <p>CEO salary discussion was held (CEO: BN left the room). SA led the CEO salary discussion. Board confirmed and approved the salary amendments; the recommendations were originally made by the finance and governance subcommittee.</p> <p>This section was formally approved – no further comments or actions.</p> <p>SA closed</p>		
8.	Comfort Break		

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9.	<p>Safeguarding</p> <p>JC presented the GBA safeguarding updates</p> <p>DP commended James and the wider GBA Team on detailed work and their approach to the area of safeguarding</p> <p>JC confirmed that no live issues were present around safeguarding and highlighted the GBA team are reviewed and assessed regularly on areas for safeguarding (showed these areas in the presentation and advised staff training has been implemented within the new online training portal)</p> <p>JC confirmed GBA has a procedure in place and that GBA have an account with the DBS to manage situations accordingly on a required / as need basis</p> <p>JC confirmed site safeguarding at Serco/GBA is an improving area and any comments could be passed on, as some concerns by the Board that Bisham is a public site and is open to more risk.</p> <p>A Green RAG rating (from the Child Protection in Sport Unit) was predicted for this area of work.</p> <p>DP confirmed and approved the policy</p> <p>No further comments or actions.</p> <p>SA closed</p>		
10.	<p>Children & Young people programmes and work</p> <p>JC provided an overview of the CYP programme work, and forthcoming events/developments happening.</p> <p>Covering:</p> <ul style="list-style-type: none"> -School Games -Satellite Clubs (concerned with more disadvantaged groups) 		

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11.	<p>-Primary School Sport Premium (DP commended JC on the outcome of attendance for the upcoming Schools Conference)</p> <p>- Active Lives Survey for Children at school years 1-11 (note: GBA are above national average in terms of completion rates)</p> <p>No comments or actions</p> <p>SA closed</p> <p>AOB:</p> <p>SA thanked James for his contribution to the Board meeting.</p> <p>BN – GDPR update: Data Protection staff training confirmed for 12th April. Data Audit completed and data on staff policy will be devised soon. Already some in the staff handbooks. N-Howe can we add this to agenda item? BN yes - the risk register portrays this already.</p> <ul style="list-style-type: none"> • Action: DC to edit Sue Anstiss name with MBE to the minutes • Action BN to send email to the Board about data we hold on Trustee members • Action: Embrace festival on 5th May – GBA and the Board help promote this <p>No further AOB's or actions</p>	<p>DC</p> <p>BN</p> <p>ALL</p>	<p>April 2018</p> <p>April 2018</p> <p>April 2018</p>
12.	<p>Date of next meetings:</p> <p>28th June 2018 – 1000-1300 – Bisham Abbey</p> <p>27th Sep 2018 (Including AGM)</p> <p>13th Dec 2018</p> <p>SA thanked everyone and closed the meeting.</p>	<p>All</p>	