

MINUTES OF THE DERBYSHIRE SPORT BOARD MEETING

Date:	16 January 2017	Venue:	South Tower, University of Derby
In the chair:	Kath Mitchell	Minute recorder:	Margaret Blount

Item		Action
1	<p>In Attendance Board Member Kath Mitchell KM Mike Ashworth MA Jenny Forbes JF Sarah Fowler SF Paul Gill PG Paul Robinson PR Dean Wallace DWc David Williams DW</p> <p>Observer/Guest Michelle North MN – Child Protection in Sport Unit Adam Rigarlsford AR – Sport England Russell Turner RT – Sport England Hayley Lever HL – Derbyshire Sport Ilana Freestone IF – Derbyshire Sport Margaret Blount MB – Derbyshire Sport</p>	
2	<p>Apologies Peter Smith PS</p> <p>It was reported that John Vicars has stood down as a Board member due to increasing work commitments.</p>	
3	<p>Minutes of the last meeting held on 12 December 2016 Agreed as a true record</p>	
4	<p>Matters arising MB to continue to chase up outstanding declaration of interest forms HL has spoken to the PKF Cooper Parry contact and a meeting is to be set up to discuss his potential support with financial monitoring and reporting.</p>	<p>MB MB</p>

5	<p>Declarations of interest No declarations of interest</p>	
6	<p>Safeguarding responsibilities of Derbyshire Sport MN outlined the safeguarding responsibilities of Derbyshire Sport and the role of a Board Safeguarding lead.</p> <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> • Members of the Board need assurance that members of the core team are aware of and competently delivering the organisation’s safeguarding responsibilities – that they are doing it and doing it right. • Need to ensure that the partners funded to deliver projects on our behalf have sound safeguarding practices and policies and the Derbyshire Sport SLAs issued to these partners are sound. • Resources are not available within the core team to visit every project for young people that is funded through Derbyshire Sport. • Whilst part of Derbyshire County Council, a Board member who takes on the role of Safeguarding lead would not have an individual legal responsibility. With the proposed change to incorporation, this could change. • Derbyshire Sport needs to focus on what it can control, ensure that our policies and procedures are sound, are capable of picking up noise in the system and we are able to respond appropriately. • Work is required to develop Derbyshire Sport’s Adults at risk policy, awareness and procedures for the core team and partners. <p>KM stressed that the Board needs a member to take on this role and an email to be sent out to all asking for a volunteer. PR to have a discussion with colleagues within Derby City Council about this role and feedback.</p> <p>MN was thanked for her contribution.</p>	<p>MB PR</p>
7	<p>Introduction to Derbyshire Sport team and lead work areas Due to timing, this item was deferred to a future meeting.</p>	

8	<p>Leadership Options</p> <p>A confidential paper was tabled and MB withdrew from the meeting at the start of the agenda item and HL and IF withdrew after introducing the Board to the tabled paper. KM minuted this item.</p>	
9	<p>Financial projections for 2017/18</p> <p>The Board struggled with the format of the financial report and tables, finding them difficult to understand.</p> <p>It was explained that:</p> <ul style="list-style-type: none"> • whilst the projected transfer of c.£315,000 of committed funds to DIS by the end of the financial year means that the projected end of year surplus at £566,521 is less than the budgeted figure of £839,343, the projected end of year surplus of uncommitted funds at £189,411 is better than budget and this is the most important figure. • However uncommitted expenditure is projected to exceed uncommitted new income by c.£16,000. This deficit will be funded, this year, as in previous years from the uncommitted carry forward sum from 15/16. • The 15/16 budget was set with uncommitted expenditure to exceed uncommitted income. • End of year reserves are projected to be c.£309,000. <p>The Board agreed that:</p> <ul style="list-style-type: none"> • Carry forward must be kept separate from 'income in year' and not treated as income. • Uncommitted 'income in year' must equal or exceed uncommitted expenditure. Ideally this would be the case for the 17/18 budget but might take until 18/19 to achieve. • The total amount of reserves available needs to be clear on the management accounts. • Discuss a new format of management accounts with PKF Cooper Parry contact so that new format also fits better with what will be required from a company limited by guarantee and a registered charity. • The Board needs to agree a reserves policy. <p>The 17/18 projections were not discussed.</p>	MB

10	<p>Risk Register</p> <p>It was reported the format of the risk register had been amended slightly to take into account feedback at the last Board meeting on scores and rag ratings. The new format is based on the template used by the Peak District National Park. The risks listed and the mitigating actions are primarily the same as in the previous version.</p> <p>Following discussions at this Board meeting, KM identified the 3 main risks as:</p> <p>Failure to put in place, in good time, an appropriate senior management structure. Failure to achieve a balanced budget. Failure to ensure sound safeguarding practices adhered too by delivery partners.</p> <p>Risk register to be amended to ensure these 3 risks are included.</p> <p>All Board members were asked to read the current register and feedback any additional comments to MB in time to allow a revised version to be brought back to the next meeting for sign off. Risk Register sign off to be the first agenda item.</p>	<p>MB</p> <p>All</p>
12	<p>AOB</p> <p>Following the discussion at the last meeting on the Sport England lottery funding pots, and their intention to fund 10 local delivery pilot projects (total funding available £130m), SE have organised a series of Expression of Interest workshops for interested parties to attend. Derbyshire Sport have registered for a workshop, with partners working towards a collaborative systems approach across City and County. A meeting is taking place on Wed 18th to engage partners around the MOU concept, and to develop the content of this along with the priority action to further develop the approach to the local delivery pilot.</p>	
13	<p>Dates of future meetings</p> <p>Monday 24 April 17 18:00 – 20:00 venue tbc Monday 10 July 17 18:00 – 20:00 venue tbc Monday 30 Oct 17 18:00 – 20:00 venue tbc Monday 15 Jan 18 18:00 – 20:00 venue tbc Monday 23 April 18 18:00 – 20:00 venue tbc</p>	