

MINUTES OF THE DERBYSHIRE SPORT BOARD MEETING

Date:	26 September 2016	Venue:	Geldards LLP, Pride Park, Derby
In the chair:	Kath Mitchell	Minute recorder:	Margaret Blount

Item	Action
<p>1 In Attendance</p> <p>Board Member Kath Mitchell KM Mike Ashworth MA Jenny Forbes JF Sarah Fowler SF Paul Gill PG David Williams DW</p> <p>Observer/Guest Hayley Lever HL – Derbyshire Sport Ilana Freestone IF – Derbyshire Sport Margaret Blount MB – Derbyshire Sport Russell Turner RT – Sport England Adam Rigarfsford – Sport England Radojka Miljevic – Campbell Tickell</p>	
<p>2 Apologies Paul Robinson Peter Smith John Vicars</p> <p>Due to unavoidable circumstances KM was unable to be present at the start of the meeting. MA chaired the meeting until KM arrived and the order of the agenda was changed.</p>	
<p>3 Minutes of the last meeting held on 11 July 2016 Agreed as an accurate record.</p>	
<p>4 Matters arising All matters arising to picked up by the agenda.</p>	
<p>5 Declarations of interest JF and KM (on arrival) declared an interest in the discussion on the future of Derbyshire Institute of Sport. Register of Business Interest forms were circulated to those present. Please complete and return to MB.</p>	KM,JF, PR,JV, PS
<p>6 ‘Towards an Active Derbyshire’ launch and next steps HL updated the Board on arrangements for the launch event on 5 October 16. The aim of the event is to launch the strategy and inspire action. Invitations have been sent out to current and potential partners/stakeholders from the private, public and voluntary sectors. Kath Mitchell, Andy Reed and HL will be presenting. HL encouraged Board members to attend if available and to pass on the invitation to colleagues.</p>	
<p>7. Derbyshire – Nottinghamshire collaboration options KM took over the chair. MB left the room. Notes of the discussion were recorded by HL.</p>	
<p>8. Future of Derbyshire Institute of Sport (DIS)</p>	

IF presented a paper on DIS. Following an external review on the future sustainability and structures, the proposal that DIS becomes a Community Interest Company from January 2017 is to be considered by the DIS Management Group on 29 September 2016. The funding for DIS to date has been from Derbyshire County Council, Derby City Council, the University of Derby and a private investor. Budget projections have shown that with the funding from the private investor and the current underspend, the new DIS could continue for at least 2 years. Work has already started to ask more private sector companies to support DIS.

DIS has its own budget codes within the Derbyshire Sport budget hence whilst DIS has its own Management Group; this Board is ultimately responsible for its funding. £298,116 was carried over from 15/16 to 16/17 and the projected carry forward for 16/17 is currently c. £351,000. For 15/16 and 16/17 DIS budgets have been charged for DS core team staff time spent on DIS work.

The Board approved:

- the transfer of the remaining programme budget from Derbyshire Sport to the new CIC once established, with the proviso that
 - the funders on the Management Group formally agree to this transfer,
 - a clear plan is produced outlining how this funding will be spent.

On behalf of Derbyshire County Council, MA confirmed that any underspend from Derbyshire County Council's contributions can be transferred to the new CIC once established.

The Board supported:

- the proposed future direction of DIS to safeguard the long term future of the programme to allow Derbyshire to continue to support its emerging talented athletes.

9. **Board responsibilities**

MB explained the need to confirm the first length of term of each Board member. It was agreed that MB should allocate, hence table below. It was agreed that MA will be Vice Chair.

Name	Type of Board member	Length of first term	End date of first term
Kath Mitchell	Independent chair	4 yrs.	June/July 2020
Mike Ashworth	Partner/Funding Partner	4 yrs.	June/July 2020
Sarah Fowler	Partner/Funding Partner	4 yrs.	June/July 2020
Jenny Forbes	Independent	4 yrs.	June/July 2020
Paul Robinson	Partner/Funding Partner	3 yrs.	June/July 2019
Peter Smith	Partner/Funding Partner	3 yrs.	June/July 2019
John Vicars	Independent	3 yrs.	June/July 2019
Paul Gill	Co-opted	3 yrs.	June/July 2019
Dean Wallace	Partner/Funding Partner	2 yrs.	June/July 2018
	Partner/Funding Partner	2 yrs.	June/July 2018
David Williams	Independent	2 yrs.	June/July 2018
	Co-opted	2 yrs.	June/July 2018
Mike Ashworth	Vice Chair	4 yrs.	June/July 2020

Board members were asked to consider whether they would take the lead on safeguarding or disability and to feed back to HL or MB before the next meeting.

MB

All

	<p>The need to involve someone with accountancy and option appraisal experience has been identified, whether as a Board member or as a member of the finance sub group. DW offered to speak to contacts in Cooper Parry about this. More knowledge of each other's skills would be useful. It was agreed to carry out a skills audit before the next meeting so that results can be reviewed at the meeting. KM to provide a skills audit template for use. The results of this will also help the Directors identify who can best support them on specific issues.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> the appointment of Mike Ashworth as Vice Chair the membership of the finance and performance sub groups. 	<p>DW</p> <p>KM</p>
10.	<p>Directors' report</p> <p>HL took the Board through the highlights of the Directors' report. Since the report had been sent out, 10 quotations have been received for the regional evaluation project and interviews will take place.</p> <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> The uncertainty around future funding from Sport England, the outcome of the discussions with Sport Nottinghamshire and any changes to staff structures could have an impact on the delivery timelines for the new strategy. Future Directors' report to include a risk register/diagram of delivery against strategy – what we are delivering and what is at risk. It would be useful to have a diagram of roles and responsibilities of team members. <p>The Board agreed to:</p> <ul style="list-style-type: none"> recommend the appointment of Dean Wallace as a Partner Board member to Partners. 	<p>HL</p> <p>HL</p> <p>HL</p>
11.	<p>Finance paper</p> <p>MB presented the proposed new format for the finance paper. It was agreed that it was an improvement but still changes to be made. The Board needs to be assured that money is being spent wisely.</p> <p>Points raised in the discussion:</p> <ul style="list-style-type: none"> More clarity/information, including timelines, is required to allow a judgement to be made about whether committed funds are being spent wisely. It will be the responsibility of the finance sub group to assess the detailed expenditure plans for committed and uncommitted budget codes. A glossary would be useful to understand more about specific programmes/projects Once CSPN's financial benchmarking information is released, a paper needs to come to Board showing Derbyshire Sport's performance against a benchmarking group. There needs to be an initial discussion about 17/18 budget at the meeting in January 17 and the 17/18 budget will be signed off at the meeting in March 17. <p>The Board noted:</p> <ul style="list-style-type: none"> the management accounts until the end of August 2016. 	<p>MB</p>
	<p>AOB</p> <p>There was no AOB.</p>	

	Dates of future meetings	
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Monday 16/01/17, 18:00 – 20:00, venue tbc

Monday 24/04/17, 18:00 – 20:00, venue tbc