

MINUTES OF THE DERBYSHIRE SPORT BOARD MEETING

Date:	27 April 2017	Venue:	South Tower, University of Derby
In the chair:	Kath Mitchell	Minute recorder:	Margaret Blount

Item	Action
<p>1 In Attendance</p> <p>Board Member Kath Mitchell KM Jenny Forbes JF Sarah Fowler SF Paul Gill PG Peter Smith PS David Williams DW</p> <p>Observer/Guest Adam Rigarlsford AR – Sport England Russell Turner RT – Sport England John Krafts JK – KHR Consulting Simon Le Fevre SLF – Wharton Consulting Ilana Freestone IF – Derbyshire Sport Margaret Blount MB – Derbyshire Sport</p>	
<p>2 Apologies Mike Ashworth MA, Paul Robinson PR, Dean Wallace DWc</p>	
<p>3 Minutes of the last meeting held on 16 January 2017 Agreed as a true record</p>	
<p>4 Matters arising KM still to produce and circulate confidential minutes of this meeting. PR still to feedback on whether he is willing to be the safeguarding lead for the Board.</p> <p>Martin Firkin of PKF Cooper Parry had provided very useful guidance on the format of the management accounts. This support from PKF Cooper Parry was agreed for the transitional period. It was discussed that there may be a need for on-going financial expertise on the Board. To be reviewed in light of the governance decision.</p> <p>No further comments had been received on the latest version of the risk register hence the Board are happy to sign this off but it will need to be reviewed pending the outcome of the governance decision.</p>	<p>KM PR</p> <p>KM</p>
<p>5 Declarations of interest No declarations of interest</p>	
<p>6 Director's Report IF gave a verbal update. Key points included:</p> <ul style="list-style-type: none"> • Following the departure of Hayley Lever, MB has taken on line management responsibilities for the team, the lead for the Derbyshire Cycling strategy and local authority work. Guidance for the marketing team is being provided by an external consultancy. • IF has taken over the lead on the Local Delivery Pilot and 'Towards an Active Derbyshire' MOU. • A county application to the Sport England (SE) Local Delivery Pilot fund has been submitted. The application was developed by Derbyshire Sport, Derbyshire Public Health and Community Sports Trust and is supported by Derby City Council. SE has received 101 applications and expects to support c.10. 	

	<ul style="list-style-type: none"> • It has been agreed to partner Derby Telegraph and Champions on the 2017 Sports Awards following discussions with them to increase the profile of community sport. • DWc spoke at the successful Young Active Healthy framework launch. • 6 monthly performance review with SE went well, achieved green rag rating against all performance measures. • SE hosting a consultation meeting on the future role of CSPs on 18 May and DW attending with IF on behalf of the Board. • MA chaired DS Partners Group meeting on 21 March. The meeting included an update and discussion on the governance and collaboration proposals and the Partners Group endorsed the direction of travel. A copy of minutes of this meeting to be sent out to Board members. <p>The Board requested to be informed if the team is unable to take forward work areas as a result of Hayley's departure and reduction in capacity.</p>	<p>MB</p> <p>IF</p>
7	<p>17/18 Core team delivery plan</p> <p>MB presented the draft delivery plan summary sheet for 17/18. The Board discussed the format of future performance reports which they will require on a 6 monthly basis, against this delivery plan and the 'Towards an Active Derbyshire' strategy.</p> <p>Key points raised:</p> <ul style="list-style-type: none"> • Reports need to illustrate to the Board whether as a result of our actions are Derbyshire residents more engaged/active. • Measure what we are in control of so staff can be held to account. • Include measures on people, money, partners and outcomes and progress. • Measures must inform future insight. <p>MB to produce draft performance report for considering at next meeting.</p> <p>The Board approved the delivery plan for 17/18.</p>	<p>MB</p>
8	<p>16/17 financial report and proposed 17/18 budget</p> <p>MB presented the draft end of year accounts for 16/17. The overall surplus to carry forward to 17/18 is £1,112,365. This total does not include a reserve to cover redundancy costs of £120,189. This is in addition.</p> <p>Of the £1,112,365 surplus, £245,182 is uncommitted funding, £867,183 is committed funding.</p> <p>Of the £867,183 committed funding, £290,809 is earmarked to be transferred to DIS CIC. This funding will not be transferred until agreed by Derby City Council. KM sought approval from the Board to authorize this as a Chair's action, once Derby City Council agreement had been received.</p> <p>The Board approved the proposed 12 month (6 month) budget.</p>	<p>KM</p>
9.	<p>Update from Sport England</p> <p>Adam Rigarfsford AR provided an update on SE's thinking on the future relationship with CSPs going forward. IF has been at the centre of these discussions with the SE's Chief Executive Jennie Price. SE want a closer working relationship with CSPs in the future and as part of the core funding specification are likely to put forward that there is staff member within each CSP with a specific role to be the link with SE. In return for SE core funding, CSPs will be expected to:</p> <ul style="list-style-type: none"> • To have a strong understanding of place and people to broker, facilitate and 	

	<p>maintain the right relationships locally to help key partners reach and work with audiences, especially the inactive and under-represented.</p> <ul style="list-style-type: none"> • To land the SE strategy and projects on SE's behalf. • To support local authorities (all departments) impact positively on their communities where there are participation gaps. • To influence non-sport partners to consider their role in sport and physical activity. <p>Key points raised in the discussion included:</p> <ul style="list-style-type: none"> • SE's core funding is for strategic influencing. Programme/project funding will not necessarily come through the CSP and this could have an impact of the level of delivery funding available to partners. It will therefore be a key CSP role to help partners identify delivery funding. • To assess the progress of 'Towards an Active Derbyshire' the Board needs to know about the success and quality of delivery based projects in the county even if it is not accountable for the projects. • The Board will need to help build up the capacity of new delivery organisations to apply for funding and deliver successful projects. • If the core funding from Sport England is for strategic work, the Board needs to be mindful of the possible impact this could have on the charitable status of a new independent organisation. The strategic role would need to be included in any new organisations charitable objectives. <p>KM stressed the need for the Board to have reassurance from SE that the proposal to become a joint venture was viewed by SE as a positive way of working that would strengthen the new organisation's future financial position and ability to deliver.</p> <p>AR confirmed that SE is supportive of the direction of travel to date. If a new organisation is set up and submits a core funding application, SE will need to complete a due diligence assessment of the application and new organisation.</p>	
10	<p>Collaboration with Sport Nottinghamshire - governance and HR implications MB left the meeting and IF recorded the minutes of the rest of the meeting.</p> <p>The Board considered a report on the feasibility into the creation of a new shared legal entity to integrate the Derbyshire Sport/Sport Nottinghamshire Services. Presentations were made by John Krafts, HR Consultant and Simon Le Fevre, consultant supporting the Governance work.</p> <p>In light of the information in presented paper, and discussion that had taken place earlier in the meeting, it was agreed that:</p> <ol style="list-style-type: none"> 1) Subject to funding assurance from Sport England, and in the knowledge that Sport Nottinghamshire had confirmed its desire to collaborate, the Board agreed to collaborate with Sport Nottinghamshire and in doing so will move to an independent organisation, a Company Limited by Guarantee with Charitable status. 2) Derbyshire County Council would be asked to transfer the remaining funding and the workforce to the new body in accordance with the options for change noted in the paper. 3) The new organisation should aim to be up and running by 1st October. <p>Discussion then moved on to implementation and the following points were covered:</p>	

	<ul style="list-style-type: none"> • Reassurance of funding from Sport England and confirmation of a primary role for CSPs, following the current consultation, is a priority for DCC to enable workforce transfer discussions to continue. • Whilst options for transferring the workforce were discussed, it was agreed that this is a decision for Derbyshire County Council and John would discuss the 3 options with DCC and agree a preferred way forward and a plan for implementation with DCC. • Derbyshire funding partners had very much been considered in the development of the new governance structure. This is not required for Nottinghamshire, therefore the composition/ToR of the oversight panels might be slightly different. • Partners would be reassured that funding specific to Derbyshire would be ring-fenced to be spent in Derbyshire and it was still intended to have a Derbyshire based office. • A presentation had been made to the Partners Group on the proposed collaboration and move to independence and all partners endorsed the direction of travel. • It would be necessary to consult on the restructure in advance of the transfer to enable the new organisation to deliver the requirements for funding partners in terms of delivery of the strategy and it will also be necessary to secure future funding from Sport England. JK to discuss with DCC • The new organisation would need to be established in advance of the 1st October to enable consultation to take place. It was acknowledged that whilst this is a working timescale that makes sense all round, arrangements could be made and agreements put in place if for any reason this timescale is missed. • Following local elections, an early discussion will be needed with the relevant politicians at the County Council to ensure relationships are maintained during this period. 	<p>AR</p> <p>JK</p> <p>SLF</p> <p>JK</p>
	<p>AOB</p> <p>Sport England are consulting on the new primary role for CSPs on 18th May and Board members are invited. Agreed that David Williams would attend.</p>	
	<p>Dates of future meetings</p> <p>Derbyshire Sport AGM Tuesday 18 July 17 14:00 – 16:00 Horsley Golf Course</p> <p>Board Meetings</p> <p>Monday 10 July 17 18:00 – 20:00 Room S303, South Tower, University of Derby Monday 30 Oct 17 18:00 – 20:00 Room S303, South Tower, University of Derby Monday 15 Jan 18 18:00 – 20:00 Room S303, South Tower, University of Derby Monday 23 April 18 18:00 – 20:00 Room S303, South Tower, University of Derby</p>	