

Leicester-Shire & Rutland Sport

Summary of Actions of the Board Meeting

Held on Friday, 18th May 2018 at SportPark

No.	Item	Action	Owner & Due Date	Progress /Update
1	3	Minutes of the previous meeting held on the 23 rd February 2018 were agreed as an accurate record of the meeting with an amendment to item 11 - BME to be changed to BAME.	TD	Done
2	6b	BS requested that the Reserves Policy be an agenda item at the October meeting to allow for further discussion. JS to update at the next meeting the % provided by Sport England and future commitments.	JS	Discussed at Oct 2018 Board
3	6c	Trading & Enterprise Activity - BS requested that the margin differences be reported back during the second half of 2018/19.	JB	Agenda item for Feb2019 Board
4	6d	LRS Marcomms report to be circulated to Board Members for information.	NH	Done
5	7a	Agreed to form a sub-group to complete the LRS Risk Register	JB/DG/MB	Not completed yet
6	7c	Completion by all Board Members of the Annual Board Effectiveness Self Evaluation & Skills Audit	ALL	See Business, Oversight and Audit report
7	9	Non Grant Income – sub group to be created to discuss further	MS/MB/BT/GM	Agenda item for Oct 2018 Board

**Leicester-Shire & Rutland Sport
Minutes of the Board Meeting
Held on Friday, 18th May 2018 at SportPark**

Board Members Present:

Andy Reed OBE	Chair (outgoing)
Bev Smith	Chair (incoming)
Bill Cullen	Vice Chair (outgoing)
Mike Sandys	Vice Chair (incoming)
Dr Mary Hardwick	Senior Independent Board Member
Stuart Lindeman	Board Member (outgoing)
Barry Thompson	Board Member (outgoing)
Jo Knight	Board Member (LSA Representative)
Martyn Ball	Board Member
John Richardson	Board Member (Late Arrival)
Sam Ruddock	Board Member
Amna Rafiq	Board Member
Daniel Glover	Board Adviser)

Key Partners in Attendance:

Kate Scott Leicester-Shire & Rutland Sport

Leicester-Shire & Rutland Sport Team in Attendance:

John Byrne	CSP Director
Noel Haines	Assistant CSP Director
Jo Spokes	Sports Development Manager
Geoff Maltby	Sports Development Manager
Teresa Dalby	Business Support Manager

Item	Minute	Owner & Due Date
1	<p>WELCOME & APOLOGIES</p> <p>Apologies received from John Sinnott CBE, Simon Cole, Sue Houghton, Andrew Beddow and Ben Solly.</p> <p>Welcome given to new Members, Daniel Glover & Amna Rafiq.</p>	
2	<p>NOMINATION OF CHAIR, VICE CHAIR & SENIOR INDEPENDENT DIRECTOR</p> <p>Proposed and agreed the following changes to the LRS Board be made:</p> <p>Chair – Bev Smith Vice Chair – Mike Sandys Senior Independent Director – Dr Mary Hardwick</p> <p>Noted that Andy Reed OBE, Chair and Bill Cullen, Vice Chair stepped down from their roles at this meeting together with Stuart Lindeman and Barry Thompson, Board Members.</p> <p>Bev Smith thanked Andy, Bill, Stuart and Barry for their commitment, contribution and support during their time on the LRS Board.</p>	

3. **MINUTES OF LAST MEETING**

Minutes of the previous meeting held on the 23rd February 2018 were agreed as an accurate record of the meeting with an amendment to item 11 - BME to be changed to BAME.

4. **MATTERS ARISING**

Team Leicestershire – this will be brought back as an agenda item to the October meeting for update.

5 **DECLARATIONS OF INTEREST**

None.

6 **BUSINESS, OVERSIGHT & AUDIT COMMITTEE SUMMARY REPORT**

NH advised that the BOAC had welcomed Dean Eldredge, Soar Media to the committee as a marketing specialist.

(a) **2017-18 Q4 Narrative Report**

The outturn (net) position for 2017/18 is an operating underspend of £200,184.

(b) **2018-21 Financial Projections**

The unrestricted reserves opening balance for 2017/18 was £421,329. There was an original forecast deficit of £137,738 being funded from these reserves which left a projected unrestricted reserve balance of £283,591. The final outturn is now a surplus of £200,185 to add to the reserves, increasing the balance to £621,513 unrestricted reserves. Of which £265,276 are earmarked reserves and £356,237 are unrestricted Reserves.

MH queried the reserves amount and limit. JS confirmed that a Reserves Policy is in place but is currently being reviewed. The current limit for fixed reserves is set at £485k and this would cover, 3 months operating costs, any closedown costs and any fulfil any moral obligations. Charity Commission guidance recommends holding reserves that would cover 6 months costs. Sport England currently comfortable with the level of reserves LRS hold. BS requested that the Reserves Policy be an agenda item at the October meeting to allow for further discussion.

SL asked whether the projections reflected Sport England movement with regard to funding reductions. JB advised that Sport England had confirmed core funding for three years at £247-£249k. Previously this funding was only confirmed for the current year and the following year in principle. SE funding is reducing and currently sits at 27% of overall funding portfolio of LRS. This was previously 30% (2016/17). A number of other funding streams have not yet been confirmed for future financial years. JS to update at the next meeting the % provided by Sport England and future commitments.

(c) **Trading & Enterprise Activity**

The Enterprise & Innovation income for 2017/18 was confirmed as £83,212 and expenditure as £66,420. Therefore a surplus of £16,792 was generated in 2017/18.

Proposed at BOAC that LRS reduce the staff working on the Enterprise agenda from 1.0 FTE to 0.5 FTE and that Cuttlefish take a greater responsibility for product management and business development.

Current negotiations with Cuttlefish are nearly finished with outstanding issues resolved. The new negotiated arrangement has potential to maintain or increase the surplus that LRS currently generate through its SportSuite and Workplace Challenge software. BS requested that income and expenditure projections be reported back during the second half year of 2018/19.

Board Members noted the reduction in LRS capacity for the Trading and Enterprise function and the ongoing dialogue with Cuttlefish.

(d) **Performance Reporting**

To note that 98,300 users visited the LRS website, an increase of 45% from 2017/17. Once produced, a copy of the LRS Marcomms report to be circulated to Board Members for information.

(e) **Human Resources**

To note that following interview the role of Finance & Grant Management Officer has been offered and accepted and the new officer will commence 28th June 2018.

Board Members Noted:

(f) The improved 2018 staff survey results

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GOVERNANCE & FINANCE

(a) **2018/19 Risk Register**

Copy of the draft LRS Risk Register is available on the Extranet for information.

Discussion took place regarding potential risks. The Board noted that the new format has been based on the new LCC Risk Management Policy:

- item 1 Safeguarding – DG advised that LRS need to consider its Duty of Care, particularly for activities that sit outside of its direct control.
- To take out items 4, 5
- merge item 11 with item 6.
- item 12 should now be RAG rated as green as SE have confirmed compliance.

There was a general consensus that if appropriate action has been taken to mitigate the identified risk, then the likelihood of it happening should be reduced.

Action: Agreed to form a sub group to complete this piece of work with JB/DG/MB and once complete the Risk Register is to be brought back to the next BOAC meeting and October Board meeting.

(b) **UK Code of Sport Governance Update**

JB/DG/MB

LRS now fully comply with the Code of Sport Governance. There are two outstanding criteria and actions have been agreed by Sport England to enable LRS to achieve.

- An external Board Effectiveness Review will be conducted by March 2020.
- To publish audited accounts in a format that acceptable to Sport England. This has been a challenge but LCC have agreed to include an addendum to their audited and published annual statement of accounts for the financial year 2017/18.

ALL

(c) **Board Skills Audit/Board Effectiveness**

NH advised that all Board Members and Advisers will need to undertake the annual Board Effectiveness Self Evaluation & Skills Audit to ensure LRS maintain compliance with the Code of Sport Governance. Links to the documents requiring completion will be circulated to all Board Members week commencing 21st May 2018 with a deadline for completion of the 8th June 2018.

Board Members noted that LRS comply with the Code of Sport Governance and agreed completion of a skills audit and board effectiveness self evaluation.

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ADVOCACY, INFLUENCE & PARTNERSHIPS

(a) **Local Industrial Strategy Update**

The aim of the Industrial Strategy is to create an economy that boosts productivity and earning power throughout the UK.

It is a long-term plan (30 years) that provides a policy framework against which major private and public sector investment decisions can be made. Through the LLEP we need to place sport and physical activity on the agenda.

The Industrial Strategy is based around five foundations of productivity:

- **Ideas** – the world’s most innovative economy
- **People** – good jobs and greater earning power for all
- **Infra-structure** – a major upgrade to the UK’s infra-structure
- **Business Environment** the best place to start and grow a business
- **Place** – prosperous communities across the UK

AR advised that we need to try and position the sport and physical activity agenda as a golden thread.

In addition, there are four challenges which have also been included that would support put the UK at the forefront of industry. These are:

- **Artificial Intelligence and Data Economy** – putting the UK at the forefront of the artificial intelligence and data revolution
- **Future of Mobility** – becoming a world leader in the way people, goods and services move
- **Clean Growth** – maximising the advantages for UK industry from the global shift to clean growth
- **Ageing Society** – harnessing the power of innovation to help

meet the needs of an ageing society

The challenges are an invitation to business, academia and civil society to work together to innovate and develop new technologies and industries in areas of strategic importance to the UK.

AR/Ali Clements are currently attending round table discussions to place physical activity and sport into these discussions. SL suggested that mental health should also be explored through the physical activity and sport agenda ie. the Mental Health Charter.

MS – to also consider the public health impact to the economy ie. active travel/green travel and creating an environment to develop this in Leicestershire.

BC supported the idea of positioning the sports sector and we need to make sure that we pull out the place priorities. There is a strong and unique place for sport in Leicestershire. The Tourism Advisory Board has invited the LLEP to attend a specific event so that they have a full understanding of what Tourism is. Having a presence at LLEP meetings is important to maintain momentum.

Moving forward Sport England have supported the Economy & Sport Growth Manager post and recognition through the local industrial strategy could be a hook for Sport England moving forward re uniqueness/USP.

To circulate presentation I and summary of workshop discussions.

JB

Action: BS suggested that this be brought back as an agenda item for further discussion.

(b)LRS Progress Against Strategy – LRS Direction of Travel – Next Steps

40 min workshop took place to discuss – notes attached for information

9 **NON GRANT INCOME**

There are four areas to consider: sponsorship, corporate social responsibility, fees and charges, and fundraising.

The aim is to build relationships and partnerships and then link them to these themes. There may not be a financial outcome, but rather support and buy in for programmes or in-kind contributions.

Need to consider the income target required and what we would like to do with this income, being realistic about what it takes to achieve. To consider whether the additional £17k income is worth the distraction away from LRS day to day core business.

Marketing experience is missing from this area of work and needs to support it. Suggested that Dean Eldredge from the Business Oversight, Audit Committee could assist this process.

Action: Sub Group to be created to discuss this further – MS/MB/BT/GM

MS/MB/BT
/GM

10 **SHARING BEST PRACTICE**

Kate Scott, Sports Development Officer, LRS, gave a short presentation of

the Sport England funded Inclusion Project – (copy attached).

A copy of the impact document once printed will be circulated to partners.

11. **EXTENDED WORKFORCE UPDATE**

Board noted that progress has been made to appoint a strategic level operator to drive forward the Sport England Extended Workforce initiative

It is anticipated that this person will commence September onwards.

12. **ANY OTHER BUSINESS**

(a) SR advised that he had been working on workshops to address mental health ie. stress/exams etc as part of mental health awareness and was keen to continue the development of this work through LRS. Any ideas/comments to SR.

(b) Received confirmation from Sport England that the Families Fund bid had been successful – embargoed until 23rd May 2018.

13. **FUTURE BOARD AGENDA ITEMS**

- (a) Team Leicestershire
- (b) Mental Health
- (c) Local Industrial Strategy Priorities – physical activity & sport
- (d) Reserves Policy
- (e) Innovation & Enterprise Update

14. **DATE & TIME OF NEXT MEETING(S)**

LRS Board

Friday, 5th October 2018, 9.00 am – 12.00 noon - SportPark

LRS Business, Oversight and Audit Committee

Wednesday, 19th September 2018, 2.00 – 4.00 - SportPark

12. **OTHER DATES TO NOTE**

- Friday, 29th June 2018 – School Games Summer Championships