

**Leicester-Shire & Rutland Sport
Minutes of the Board Meeting
Held on Friday, 23rd February 2018 at SportPark**

Board Members Present:

Andy Reed OBE	Chair
Bill Cullen	Vice Chair
Mike Sandys	Board Member
Stuart Lindeman	Board Member
Barry Thompson	Board Member
Sue Houghton	Board Member (LSA Representative)
Jo Knight	Board Member (LSA Representative)
Andrew Beddow	Board Member
Dr Mary Hardwick	Board Member
Bev Smith	Board Member
Ben Solly	School Representative

Key Partners in Attendance:

Mandip Rai	LLEP
Pat Willoughby	Joint Strategic Planning Manager, County & Districts of Leicestershire, Leicester City and the LLEP

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>APOLOGIES, WELCOME & INTRODUCTIONS</p> <p>John Sinnott CBE, Simon Cole, Amna Rafiq, John Richardson, Martyn Ball, Steve Kind (resigned), Tim Garfield (resigned), Daniel Glover and Callum Orr.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>	
3.	<p>MINUTES OF LAST MEETING</p> <p>Minutes of the previous meeting held on the 6th October 2017 and the 11th December 2017 were agreed as an accurate record of the meeting.</p>	
4.	<p>MATTERS ARISING</p> <p>None.</p>	
5.	<p>LOCAL INDUSTRIAL STRATEGY</p> <p>Presentation given by Mandip Rai (copy attached for information).</p> <p>Discussion then took place with the following key points:</p>	

- Need to identify a local distinctiveness to LLR within the sports economic growth plan. The LLEP Board will look at measuring the impact of sport which has taken place. Andy Reed OBE, LRS Chair sits on the LLEP Board and this links the work of the CSP to the LLEP network but we need to explore a bespoke package to pitch to national government. Immediate common areas would be:
 - o a sports science element (elite athletes)
 - o to cluster and co-ordinate small innovative sports companies in the area and link them to sports science.
 - o the Loughborough University brand which has international reach. Linked to both sports science and skills development which should include Loughborough College and the flexible curriculum offer
 - o Public Health re the health and well-being appeal to businesses and a physically active workforce. To look at where physical activity in a broader sense fits into this ie. Active Travel/green travel, the ageing society and workforce and the economic value of this. Are there growth links within the LRS Strategy which could be identified. Perhaps need to look at the sector definition of physical activity.
 - o Events programme and facilities
 - o The natural environment – Forest/Rutland Water etc. To explore connections to water sports at Rutland. MH advised that Anglian Water are growing water sports, swimming and child related safety etc. The contact at Rutland is Andy Mottram.
 - o Motorsport/Donington – drivers, physical activity, green growth and active travel. This is already in the Growth Strategy but needs join up.
 - o University graduate retention element and development of small businesses. Lots of potential.
 - o The Food Plan, tourism and economic development etc and to build on this work. Look at the structure of who to bring to the table. Alison Clements to liaise with Liz Orton to link and look at methodology.
- Growth Plan – may need to commission more work on this for sports science driven through the LLEP, Colleges and the network. To look at timeline and links to the Local Industrial Strategy.
- Is the timeline linked to the sports sector area of the plan? Sport England are not round the table, only NGB representation and therefore who is driving this work? MR confirmed that members of Sport England sit on the Sports Business Council. Elect Chairs on Board put together case for the sports sector.
- AR in conversations with Loughborough University and to explore areas of sports technology and IT and what is happening at present. To look at the National Centre for Sport & Exercise medicine ie. Olympics and the global experience. AR to capture and to continue to drive.

AR

- Moving forward there is a meeting on the 6th March presenting the sector approach to the Board and to identify key links. This comprises of 12/15 key stakeholders and leads from business and industry who will table the initial discussion of what the sector will look like by 2030.
- BS suggested an internal workshop be held to identify USP. JB confirmed that Alison Clements commences on the 12th March 2018 and she will assist this process together with exploring the consultants list to select businesses for discussions. JB will have a conversation with Loughborough University re USP/experience role and map out a few key players.

JB/AC

6. **GROWTH STRATEGY**

Presentation given by Pat Willoughby, Joint Strategic Planning Manager, County & Districts of Leicestershire, Leicester City and the LLEP.

BC gave some context to the presentation in that it is made up of partners from seven districts ie. Leicester City, Leicestershire County and the LLEP. Leicestershire are creating the Strategic Growth Plan. The government want to formalise plans and put arrangements in place over the next 2/3 years. There is a Strategic Planning Group which BC Chairs with senior directors & CEOs also being on this group. This group drives commissioning of technology work and co-ordinates the reporting up through the Member Advisory Group (MAG). It is not a formal decision making group and has to go back to organisations for formal political buy in.

Key discussion points:

- Leisure provision, links to the Sport Economy & LLEP infrastructure/communities that are important to us. How do we design places to promote health? Need to link into the plan to get buy in for Leicestershire and to help shape the more detailed plans. We need to own and have input.
- Health and physical activity is about people, quality of life and their/health. Leicestershire County Council, Scrutiny meeting, consultation has been completed. LRS have been involved in work carried out by the Hinckley Design Council, looking at health, creating lots of green space, linking to Active Travel using a toolkit/checklist which can also be shared with work being carried out on the Food Plan.
- The County discussions after the consultation has finished will be around the challenges to delivery and identifying natural re-growth post 2018. Sport and physical activity links need to be created now by defining the vision and design of communities and use this as a tool/plan to use in Government. We need to demonstrate this work to Government and be ambitious now for growth, extending this to 2050 giving us time to plan for this investment.
- SL advised that there may be some challenges in consulting with Education as there is not one way in which to communicate with them owing to the landscape/academies etc. BS, there will be new schools required along the A46 corridor and we need to make sure that schools are engaged in this process to move forward strategically. LRS Board has direct links with schools and this route should be used wherever possible.

- There has been lots of discussion about universities but not FE colleges. FE colleges are possibly more important in the development of skills than universities. To look at raising the profile of FE and their importance in this process.
- A whole system/approach is needed to overlay this work with strong lobbying to meet any challenges.

7. **SPONSORSHIP – FUTURE APPROACH**

A copy of the LRS Sponsorship Policy was circulated for information and discussion.

GM advised that the document needed to be updated to reflect the current products that LRS offer ie. WPC/health relationships and any new business coming on site, in a toolkit format. BS advised that she would be happy to be involved in tailoring this process. There needs to be a different approach and message, not one pack or one message.

Agreed that moving forward the word sponsorship is not necessarily reflective and needs to change to a more strategic partnership model. It should be more about having discussions and building relationships with organisations. LRS need to be careful not to compete for funds with delivery partners and look at different markets and promote our brand so that there is an awareness of LRS.

To explore potential links to the Growth Strategy and any opportunities that this presents.

Agreed to put this as an agenda item for future meeting.

JB/GM

If any Board Members have contacts that may be of use, could they please advise GM. GM advised that LRS are currently nurturing a relationship with Boost Trampoline Park who have two sites in the County.

ALL

8. **BUSINESS & OVERSIGHT SUMMARY REPORT**

Business & Oversight Summary report circulated with Board Papers for information.

Sport England have reduced LRS funding by 7% which is due to a fall in lottery sales. To put this in context some CSPs have taken a 25/30% funding decrease linked to their performance. Bids that are successful to Sport England are the bids that are shown to be working with partners who have a relationship with local communities. It has been indicated that CSPs are not preferred as the lead organisation for some of the Sport England funded programme but the liaison and broker between partners for any bid submissions.

Board agreed and note the recommendations from the Business & Oversight Meeting Summary 24th January 2018 as follows:

- (a) The Board to note the name change of the Business, Oversight and Audit Committee, which more accurately represents its role.
- (b) The Board to note the resignations of Steve Kind and Tricia Pedlar and the appointment of Dean Eldredge to the Business, Oversight and Audit Committee.

- (c) The Board to note that a draft proposal setting out potential future roles and responsibilities of both LRS and Cuttlefish in respect of our Enterprise function has been produced and currently being scrutinised.
- (d) The Board adopt the new draft Safeguarding Policy for LRS.
- (e) The Board adopt the new draft Terms of Reference for the Committee.

9. FINANCE

2017-18 Q2 Narrative Report

Appendix A provides the current income and expenditure statement and forecast as at 31st December 2017.

The forecast outturn for 2017/18 has been updated since the last full LRS Board meeting of the 6th October 2017 to reflect operation and programme changes since the last meeting. The financial statement presented is the current estimate of income and expenditure for the present financial year.

2018-21 Financial Projections

At LRS Board in October 2017, LRS presented figures for years 2018-2021 and this has now been updated, See Appendix C. The estimates are also indicative while we await outstanding unconfirmed income sources and expenditure associated with these.

Reserves 2018/19 – 2021/22

Appendix B shows 'Use of Reserves' table updated for 2017/18 forecast and estimates for 2018/19 – 2021/22.

MH asked whether LRS had a written Reserves Policy and whether the sponsorship targets are included within the income targets? JS confirmed LRS have a Reserves Policy and that sponsorship targets are not built into the income figures however, JB advised that any sponsorship would be shown within the Innovation & Enterprise targets and not specifically sponsorship. AR/BC/MH suggested building these figures into future targets with recognition that projections are a moving target and are fluid.

JS

To note that £115k CCG funding is the first unlock of funding for the Steady Steps programme. Thanks to MS/JS/Liz Orton.

Board agreed the following recommendations from the LRS 2017/18 Financial Report Period 9:

- (a) Approve the 2017/18 revised forecast position (Appendix A)
- (b) Note that the current financial estimates for 2018/19 – 2021/22 (Appendix C)
- (c) Note the associated use of Reserves (Appendix B).

10. GOVERNANCE

Board Resignations

JB advised that Andy Reed OBE, Bill Cullen, Stuart Lindeman and Barry Thompson would be stepping down from their role on the Board in line with the UK Code of Sport Governance. Both Tim Garfield and Steve Kind

have resigned. Recognition and thanks for all of their work during their time on the Board was expressed.

New Board Member Nominations

To note that Bev Smith, Dr Mary Hardwick, Amna Rafiq and Daniel Glover have been invited to join the Board. At the next Board meeting in May the roles of Board Chair (Bev Smith) and Vice Chair/SID (Dr Mary Hardwick) will be nominated formally.

New Board Advisers

Daniel Glover has been appointed as a specialist adviser.

UK Code of Sport Governance Update

Compliance to Tier 3 of the Code is now in place and although LRS adhere to the majority of the Code there are currently two areas where we do not comply, namely,

- (a) LRS will be required to publish its audited accounts. LRS is working with Sport England and Leicestershire County Council to agree the format for this.
- (b) The LRS Board are required to appoint a suitably qualified individual or organisation to conduct an external Board Effectiveness review.

Risk Register

Board noted that the current risk register format is being reviewed to bring it into line with the new risk management system being introduced by LCC in April 2018.

Board noted that risks are being managed.

11. ANY OTHER BUSINESS

Team Leicestershire – a copy of the monitoring & evaluation information was circulated to Board members for information (copy attached). There are now 63 affiliated schools and 7 affiliated colleges. IT software is in place (School Fixtures) which is compatible with SIMs in schools and this report provides insight into the work taking place and will provide data for future bids etc.

Request to bring this back to next Board agenda to give an overview on Pupil Premium % to include BAME?

12. FUTURE BOARD AGENDA ITEMS

- (a) Team Leicestershire
- (b) Sponsorship – to look at investment and strategic partnerships/portfolio.

13. DATE & TIME OF NEXT MEETING(S)

LRS Board

Friday, 18th May 2018, 9.00 am – 12.00 noon – SportPark
Friday, 5th October 2018, 9.00 am – 12.00 noon - SportPark

LRS Business, Oversight and Audit Committee

Wednesday, 25th April 2018, 2.00 – 4.00 pm – SportPark

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

12.

OTHER DATES TO NOTE

- 8th January – 4th March 2018 – Active Workplace Challenge
- Friday 9th March 2018 – This Girl Can Charity Night Out
- Wednesday 21st March 2018 – School Games Spring Championships
- Thursday 19th April 2018 – GO GOLD Presentation Evening
- Friday 29th June 2018 – School Games Summer Championships