

Leicester-Shire & Rutland Sport

Summary of Actions of the Board Meeting

Held on Friday, 5th October 2018 at SportPark

No.	Item	Action	Owner & Due Date	Progress /Update
1	4	JS confirmed that the Reserves Policy had been initially reviewed to reflect staffing changes and early indication shows that with a 2% pay award there is a possibility of needing to add to the fixed Reserves. JS to discuss with LCC re pension contributions and an update will be given at the next Board meeting in February 2019.	JS	Verbal Update at LRS BOA & LRS Board February 2019 (cycle)
2	4	Trading & Enterprise Activity – BS requested that the trading figures be reported back, indicating analysis between 17/18 & 18/19. To be placed as an agenda item for February 2019.	JB	Verbal update at LRS BOA plus task and finish group early February 2019- with key actions identified
3	4	LRS Risk Register – There have been some challenges to arrange a meeting to look at this in further detail, however to note that the suggestions from the meeting in May have been incorporated.	JB	Following meeting s with Martyn Ball , Adrian Allen d and LRS BOA it is proposed that current version is updated as part of 2019 – 20 Business Plan process February 2019
4	6	Date to be identified before Christmas to discuss the future scope of LRS' trading & Enterprise work.	JB	See 3 above
5	7	Vacancy for 2 new Board Members. LSA vacancy discussion at conference	BS/JB NH	November 2018 onwards Recruitment undertaken for LSA rep.
6	8a	Life Course Mapping Exercise	JB	12 th October- follow on dialogue with Dr Mary Hardwick and John Byrne in Nov 2019
7	10	Local Industrial Strategy – AR to circulate paper to Board Members. Strategic Growth Plan Framework – JB to circulate document to Board Members.	AR JB	October 2018 October 2018

**Leicester-Shire & Rutland Sport
Minutes of the Board Meeting
Held on Friday, 5th October 2018 at SportPark**

Board Members Present:

Mike Sandys	Vice Chair
Dr Mary Hardwick	Senior Independent Board Member
John Richardson	Board Member
Sue Houghton	Board Member
Andrew Beddow	Board Member
Ben Solly	Board Member

Advisers to the Board Present:

Stuart Lindeman	Specialist Adviser
Andy Reed OBE	Specialist Adviser

Key Partners in Attendance:

None

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
Ali Clements	Economy & Sport Growth 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, Daniel Glover, Amna Rafiq, Bill Cullen, Martyn Ball, Bev Smith, Barry Thompson and Sam Ruddock.</p> <p>Acknowledgement of the resignation of Jo Knight as LSA Chair and LSA representative from the LRS Board.</p>	
2	<p>BOARD GROUP PHOTO UPDATE</p> <p>To be re-scheduled for the February 2019 Board Meeting.</p>	JB/NH
3	<p>MINUTES OF THE LAST MEETING</p> <p>Minutes of the previous meeting held on the 18th May 2018 were agreed as an accurate record of the meeting.</p>	
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> JS confirmed that the Reserves Policy had been reviewed to reflect staffing changes and a 2% inflationary pay award which represented an additional £50k being added to Salaries . Action: JS to discuss with LCC re pension contributions and an update will be given at the next Board meeting in February 2019. 	JS JB

- Trading & Enterprise Activity – BS requested that the trading figures be reported back, indicating analysis between 17/18 & 18/19.

Action: To be placed as an agenda item for February 2019.

JB

- LRS Risk Register – There have been some challenges to arrange a meeting to look at this in further detail however to note that the suggestions from the meeting in May have been incorporated.

Action: JB – ongoing.

- Annual Board Effectiveness Self Evaluation & Skills Audit – agenda item 6.

- Non grant income – agenda item 9.

5 DECLARATIONS OF INTEREST

None.

6 BUSINESS, OVERSIGHT & AUDIT COMMITTEE SUMMARY REPORT

UK Code of Sport Governance

- NH confirmed that LCC had now included within their audited accounts the LRS accounts for 2017/18 which meets the Sport England recommended format within the Code of Sport. Thanks given to LCC for providing this.
- **Skills Audit & Board Effectiveness:** Board noted the conclusion and recommendations of the skills audit and board effectiveness summary reports.
- SL advised that its possible Chief Executives were not allowed to be on an Audit Committee and that this should be checked as the Business Oversight Group had now changed to a Business, Oversight & Audit Committee. **Action:** NH to check and advise.

NH

Sport England Performance Framework

- Consultant commissioned by Sport England to develop a new performance management and improvement framework, which is intended for use by CSPs until at least 2021. Part of this framework will be to undertake Quest external assessment. This will be followed by a round table review meeting with Sport England to look at the findings and any improvement areas highlighted during this process. NH advised that the Board would have a role to play during this process and that there would be some involvement of Board Members. Assessment will take place 18/19 December 2018.
- Board noted the progress indicated in the April to August 2018 performance report to deliver the 2017-21 strategic priorities. Board agreed to support the implementation of Sport England's new performance management process when appropriate.

ALL

Trading & Enterprise Activity

- MS asked whether the margins were in line with previous predictions. JB/NH confirmed that they were and that there is a current transition from Workplace Challenge to the new Activity Tracker coupled with new elements of SportSuite. The second half

of the year will be crucial to assist predictions.

- Board noted the projected 2018/19 surplus for our trading and enterprise activity.
- **Action:** Date to be identified before Christmas to discuss the future scope of LRS' trading & Enterprise work.

JB

7 **GOVERNANCE & FINANCE**

(a) **2018-19 Q2 Narrative Report**

The current revised forecast (net) position for 2018/19 is an operating deficit of £136,275 which is an overall reduction in the deficit since the start of the financial year of £48,740.

Board approved the 2018/19 revised forecast position (Appendix A).

(b) **2019-23 Financial Projections**

JS outlined the associated use of reserves during the period 2019 – 2023. These are indicative figures based on assumptions of core funding is a best estimate based on known programme funding at present and it is anticipated that they will change.

Board noted that the current financial estimates for 2019/20 – 2022/23 and associated use of reserves (Appendix B & C).

(c) **Risk Register Review**

A sub group meeting is outstanding and trying to coordinate diaries has been challenging. Actions from the previous Board Minutes on the 18th May 2018 have been incorporated into the document. SL requested that once the risk register has been finalised that the Risk Register be reviewed annually by Board to ensure full accountability and best practice.

- **LRS Equality & Diversity Action Plan 2018-2019**

The Equality and Diversity action plan has been updated to reflect the actions of the both the Board and the team. This plan is driven by the Code of Sport Governance for the Board and by the Business Plan for the LRS Team. An update on progress will be produced by Jan 19. The update plan will be placed on the LRS website under the Governance section for information.

Jo Knight's resignation from the Board and will be discussed at the LSA session being held at the LRS conference on the 8th November 2018.

NH

8 **LRS STRATEGY REVIEW DISCUSSIONS – WHAT NEXT?**

(a) **Life Course Mapping Exercise & Key Priorities**

Group discussion took place following on from the LRS Strategy Review discussions on the 6th September 2018 at Beaumanor Hall. The three main purposes of the draft mapping exercise are as follows:

1) To help us understand /agree where our efforts as a board (and team) need be best focused to enable us to deliver on the wider strategy,

2) To help us map the key system influencers: organisations and individuals,

3) To influence what we might stop doing /do less of or simply not have as a priority.

Action: JB to collate all comments from this session and any further comments from Board members by Friday, 12th October 2018.

JB

(b) Board Members were involved in round table discussions with the Leadership team, exploring the current challenges and priorities for the Get Active, Stay Active, Active Economy and Skilled and Representative Workforce areas.

9 NON SPORT ENGLAND GRANT INCOME

GM updated Board members on the current position of this piece of work, including background/context and previous successes/challenges. A short discussion followed highlighting our future priorities and roles & responsibilities of both the LRS core team and LRS Board members.

Action: Board members were asked to complete the non-grant income exercise with suggestions of how LRS could deliver against future priorities in this area of work and the roles of both LRS officers and Board members

Board
Members

10 ADVOCACY, INFLUENCE & PARTNERSHIPS

Local Industrial Strategy

JB advised that a new process is now in place for feedback into the Local Industrial Strategy. BS is heavily involved and the process will be started again based on ground up/evidence based information. Meetings will take place between the LLEP, Chair and permanent Secretary. Leicester and Leicestershire are unique to other areas which have Mayoral powers.

AR

Action: AR to circulate paper for information.

There are 3 Boards:

- Business Board
- Place Board, BS Chairs
- People Board, JR/Jane Toman and Anne Court

We need to target the Business Board to influence. AR is on the Business Board as a private sector member.

Strategic Growth Plan

Consultation took place and comments submitted which have now been fed into the new document. The document is a framework and became available on the 2nd October 2018.

JB

Action: JB to circulate a copy for information. Currently looking for October-December sign off by local partners. JB in the process of reviewing the new document to check for any changes that from the feedback submitted.

11 **ANY OTHER BUSINESS**

None.

12 **FUTURE BOARD AGENDA ITEMS**

(a) Facilities research with Loughborough University

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

LRS Board

Friday, 22nd February 2019, 9.00 am – 12.00 noon - SportPark

Friday, 17th May 2019, 9.00 am – 12.00 noon - SportPark

Friday, 4th October 2019, 9.00 am – 12.00 noon - SportPark

LRS Business, Oversight and Audit Committee

Wednesday, 23rd January 2019, 2.00 – 4.00 pm – SportPark

Wednesday, 17th April 2019, 2.00 – 4.00 pm – SportPark

Wednesday, 18th September 2019, 2.00 – 4.00 pm – Sportpark

12. **OTHER DATES TO NOTE**

- Please check LSA websites for details of the 8 locality Sport & PA Awards that will be running between November – December 2018.
- 8th November – LRS Annual Conference
- 4th April 2019 – GO GOLD Presentation Evening