

Meeting minutes

Subject Sport England Main Board

Date Monday 15th October 2007 **Mtg** SEMB(07) 9.2

Location Victoria House, Bloomsbury Square, WC1B 4SE **Time** 10am

Chair Person Derek Mapp, Chair

Email Address alexis.freeman@sportengland.org

Present

CHAIRMAN
Derek Mapp

MEMBERS
Jack Rowell
Andrew Foster (AF)
James Stewart
Michael Farrar
Ashia Hansen (from item 4)
Andy Worthington
Ged Roddy
Philip Lemanski
Martin Thomas
Mich Stevenson
Jill Ainscough

CHIEF EXECUTIVE
Jennie Price

DCMS
Paul Heron (departed at Item 7)

DIRECTORS
Charles Johnston (part)

OFFICERS
Alexis Freeman – taking minutes (AKF)
Mike Diaper – Chief of Staff
Jane Clarke

VISTORS

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David Higgins – ODA
Alison Nimmo – ODA
Malcolm Nelson - CLM

| | Item | Action |
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| | APOLOGIES AND DECLARATIONS OF INTEREST | |
| 1 | DM welcomed everyone to the meeting. Karren Brady sent her apologies . There were no declarations of interest made. | |
| | MINUTES OF THE 3rd SEPTEMBER MEETING & MATTERS ARISING | |
| 2 | <p>There were no points of accuracy raised and therefore the minutes were agreed as a correct record.</p> <p>The Regional Handbook was distributed to all Members.</p> <p>JP confirmed that discussions on redundancy terms under our organization change policy are still ongoing with our Union and therefore the Remuneration Committee had not yet been contacted but would be in due course.</p> <p>JP and DM have held discussion with regard to the frequency of internal audit inspection and have decided that each region will undergo a Grant Audit over next 18 months and Bentley Jennison, our internal auditors, are happy to do this.</p> <p>It was agreed this would be discussed further under Item 10.</p> <p>JP confirmed that the Facilities Improvement Service will be reviewed in 18 months time.</p> | |
| | CHAIRMAN'S REPORT | |
| 3 | DM accepted that everyone had read his paper before the meeting. DM discussed the recent press coverage surrounding the CSR and confirmed | |

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| | <p>that a DCMS official had confirmed that the omission of Sport England in the official documents had been an administrative error. DM and JP are currently in discussion with DCMS officials and the Secretary of State on the future priorities of Sport England post the CSR review</p> <p>DM told Members that attending the three Party Conferences had been an extremely worthwhile use of time for JP and himself and thanked the team for their hard work pulling the events together.</p> | |
| | CHIEF EXECUTIVE'S REPORT | |
| 4 | <p>JP took members through her report and embellished areas that she felt were key, starting with the NGB Categorisation when Members took the opportunity to have a discussion and ask questions of JP and DM. DM summarised the feeling to be that "Members are questioning the inclusion of any sport if there are no plans in place to strengthen and grow their participation".</p> <p>Reference Paragraph 21 of the CE report, the Sport England Main Board are asked to reject the application for Ladies Gaelic Football to be recognised as a sport on the grounds that the activity is not unique, being a variation of an already recognised sport – this was <u>AGREED</u>.</p> <p>Thomas Godfrey, Commercial Director, commenced his position today and as such JP suggested that the Commercial Strategy be brought to either the January or February board meeting.</p> | AKF |
| | DIRECTOR OF FINANCE REPORT | |
| 5 | <p>AC took members through the finance report to the end of August. A reduction against forecasted Lottery income continues to be a problem and this has already been reduced to £120m from £135m. Award funding expenditure is currently £91m behind profile and this is mostly made up of £58m for the Olympics, £16m for the Football Foundation and £14m for Whole Sport Plans. These are mostly issues of timing rather than genuine underspends. AC reported that two risk areas over the year as a whole are</p> | |

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| | <p>National Sports Foundation and CCDF.</p> <p>These issues would be fully addressed in the full reforecast which would be submitted to the Board in December.</p> <p>DM told Members that AC would be leaving in December and thanked him for the work he has done during his time with Sport England.</p> | |
| | REPORT FROM THE SPORT ENGLAND PROJECT COMMITTEE | |
| 6 | <p>AC took Members through the Mountbatten Centre paper in order to gain Members' approval for the award of £5,490,000 to Portsmouth City Council for the Mountbatten Centre Redevelopment, including a condition that, in the event of a land sale, Sport England be entitled to a clawback amounting to £2,490,000. Members <u>AGREED</u> to this award with these stipulations.</p> | |
| | AQUATICS CENTRE | |
| 7 | <p>Charles Johnston and Kevin Mills joined the meeting to give Members some background to this project in advance of a £40m application for Lottery Funding that will be taken at the December Board Meeting.</p> <p>Alison Nimmo and David Higgins of the ODA (accompanied by Malcolm Nelson of CLM) joined the meeting. Members were given a presentation detailing the complex project of building the Aquatic Centre and the changes that have been made in order to keep to budget and house the 'plant' for the site. Members then asked questions of the ODA representatives, particularly regarding the question of the centre in legacy mode, in order to better equip themselves with the knowledge required for making an informed decision in December.</p> | |
| | ACTIVE PLACES | |
| 8 | <p>Charles Johnston took Members through the paper and asked for board approval to go out to procurement for the continued maintenance of the database for a period of three years. Members felt that the amount of hits</p> | |

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| | being made on this website were low and that further marketing was required. This was <u>AGREED</u> however it was accepted that further work must be carried out to show increased usage by external parties and this should form part of the communication strategy. | CJ |
| | NATIONAL CENTRES | |
| 9 | Charles Johnston took Members through the key points of the paper which was for information only. A further report would be presented to the board in February on recommendations for future management of these facilities. | AKF |
| | ANNUAL REPORT AND ACCOUNTS | |
| 10 | AF reported that the Annual Accounts are all in order except a payment in respect of the Velodrome which may have breached Section 27 of the Lottery Act. This has been considered by the NAO who have concluded it is not sufficiently serious to lead to a qualification of the accounts. NAO have confirmed that the accounting processes are much better. We have continued to have concerns about some of the findings of Internal Audit, in that we have fallen behind with the completion of internal audit recommendations and this remains a concern. AF felt that the Annual Report was clear and simple and is much more accessible than previous reports. | |
| | AUDIT COMMITTEE VERBAL UPDATE | |
| | AF confirmed that the recent Audit Committee had discussed the following:- There is still concern regarding the SE grants process (which the change process should address) and Committee have found further evidence that the existing culture of the organisation does not give accountability issues sufficient weight. Having had recent issues with the South East Region, our Internal Audit has raised similar concerns in the South West which is very concerning. Audit Committee feel that Sport England need to challenge RSB Chairs to find out if | |

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| | <p>they concern themselves with, and are satisfied with, the grant making process. The Chairman confirmed he would be pursuing this.</p> <p>We had a progress report at last meeting about the state of the pension fund and the deficit has gone up to £30m, even though we have started to close down the scheme. An independent review of the scheme is being commissioned by the Committee.</p> <p>Committee felt in light of AC leaving in December we should keep Bentley Jennison as our internal auditors for a further year but set them more challenging performance and qualitative targets this was <u>AGREED</u>. The organisation as a whole must take auditing of awards more seriously.</p> <p>DM felt that there should be more training on governance issues for the regional staff and Chairs should be told this facility is available.</p> <p>PL commented that in July the Committee was promised a “clean bill of health” clearing any internal audit recommendations by October but although progress had been made this has not been delivered. We could be heading for 6 regions with limited assurance levels which might lead to a qualification to the accounts. We must increase penetration of internal audit and support for improvement for all regions between now and March.</p> <p>JA stated that we must see visible accountability for things that have gone wrong (JA asked if there had been any disciplinary action taken for the mistakes in the SE). JA also believes there is a need for a skills audit. DM proposed taking this to RSB Chairs and looking at what it is they need to enable them to do this successfully and come back to December Board.</p> <p>MF suggested putting in a standing audit committee at local level.</p> | <p>AC to review</p> <p>AC/JP to prepare</p> <p>JP/DM</p> <p>DM</p> |
| | <p>UK ATHLETICS (20062016)</p> | |
| <p>11</p> | <p>The Board <u>Agreed</u> to award £1,866,500 to UK Athletics from the Athletics Legacy Fund (Lottery) to support delivery of the Athletics One Stop Plan by UK Athletics and England Athletics for the period 1 October 2007 to 31 March 2008. <i>(Subsequent to this meeting and following a letter received from UKA, the Chief Executive is now happy that no monies are being</i></p> | |

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| | <i>forwarded to the other home countries, and therefore agreed under delegated authority to award the final payment of this award of £271,000 which makes up the total amount paid to UKA £2,137,500).</i> | |
| | ROYAL CHARTER | |
| 12 | Under the rules of the Privy council the Board is required to go through a 2 stage approval process for the Sport England Royal Charter when changes are made (for inclusion of The Lord Mayor of London in regard to the London RSB). There being no further changes to the paper that came forward to the meeting in September the second approval to this paper was given Members. | |
| | COMMUNICATIONS STRATEGY | |
| 13 | <p>Jane Clarke and Peter Jones joined the meeting. JC introduced the item and made two clear points – 1) our customer is the participant, we must put people participating in sport at the heart of everything we do. CSPs, CSNs and NGBs are our partners. We work with them to reach and mobilise our customers. 2) not only supply but also demand, as an organisation we have been focussed on building our supply chain and now we need to put more energy <u>and</u> resources into building demand. It is our job to mobilise people, to get people to change their behaviour, by communicating the joy, pleasure, fun and sociability of sport.</p> <p>PJ then gave a brief presentation about our Brand and the role a communications campaign might play in implementing our future strategy. Members agreed to consider this further at the Strategy day.</p> <p>JR commented that we must ensure that this encompasses sport running through to activity.</p> <p>AF said he'd found it useful and interesting and suggested that at strategy day we start to bring this down to practical "what if's" and which way communications and brand are going to go. The presentation was subsequently sent to members.</p> | |



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| 14 | ANY OTHER BUSINESS | |
| | Mihir Warty joined the meeting and took Members through the proposed agenda for the Strategy Awayday on Tuesday 13 th November. DM informed Members that at his request Len Jackson and Mary McAnally will join the day to further increase the regional representation. | |
| 15 | DATE OF NEXT MEETING | |
| | The SE Main Board will meet at The Grange Holborn Hotel for dinner at 7pm on Monday 12 th November, with a Strategy Day on Tuesday 13 th November, followed by the Annual Meeting at Wembley from 5.30-8pm. | |

A Freeman
October 2007