

## Meeting minutes

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**Subject** Sport England Main Board

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**Date** Monday 3<sup>rd</sup> September 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

Andy Worthington from item 4

Ged Roddy

Philip Lemanski

Martin Thomas

Karren Brady from item 4

CHIEF EXECUTIVE

Jennie Price

DCMS

Paul Heron

DIRECTORS

Stephen Baddeley (part)

Joanna Robinson (part)

Mihir Warty (part)

Charles Johnston (part)

OFFICERS

Alexis Freeman – taking minutes (AKF)

Mike Diaper – Chief of Staff

Angela Amadi

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	<b>Item</b>	<b>Action</b>
	APOLOGIES AND DECLARATIONS OF INTEREST	
1	DM welcomed everyone to the meeting and gave apologies for Mich Stevenson and Jill Ainscough. Andy Worthington declared an interest for the Sportscoach UK item.	
	MINUTES OF THE 16 <sup>th</sup> JULY 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 Communications plan is being brought to the next meeting.</p> <p>National Centres – Leisure Connections contract - an agreement in principle has been reached equating to a reduction in the management fee of £1.5m for the remaining 18 months of the contract, together with amendments to the agreement which will put in place an incentive based structure. The current contract will terminate at the end of March 2009 as previously agreed.</p> <p>Best practice – JP and GR gave Members an update on how this piece of work is running and how it will be developed to become an important part of our information required for evidence based decisions. It was confirmed that “process” as well as “project” best practice will be examined.</p> <p>PH updated Members he had received a letter from UK Sport with regard to the repayment of the £5m transfer of funds made to UK Sport from Sport England, and confirmed that this has been copied to JP who will be taking this forward with UK Sport as part of a wider discussion. It indicated that the earliest UK Sport might be able to repay the £5m April 2009.</p> <p>PH confirmed that the proposed meeting between DCSF, SE and YST to discuss FE &amp; HE had not yet happened and therefore the meeting with John</p>	<p>JP</p> <p>PH</p>

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	<p>Denham had not been arranged either. PH will give a further update at the next meeting.</p> <p>The Regional Handbook will be circulated for comment in due course.</p> <p>The Delivery framework will be discussed at the November Strategy day.</p> <p>Mobile gyms as an exemplar project will be passed to the Commercial Director when appointed as an opportunity to seek external funding.</p> <p>A paper was tabled giving an update on Risk Management and AC took Members through this. A more developed proposition on strategic risk management will be brought forward to the November Strategy day, with further work also being carried out at the October Audit Committee.</p>	<p>MD</p> <p>AKF</p> <p>JP</p> <p>AC</p>
	<b>CHAIRMAN'S REPORT</b>	
3	<p>DM took Members through his paper.</p> <p>Members agreed to the suggestion of adding two new members to the Board, specifically with a sporting background.</p> <p>DM gave an update from the last RSB Chairs meeting and reiterated that the regions, through CSN's and CSP's, are critical to our delivery and DM stated that we are making good progress within the regions and the RSB Chairs are showing a greater understanding of their own areas and the strategic direction that SE is moving in.</p>	
	<b>CHIEF EXECUTIVE'S REPORT</b>	
4	<p>JP took Members through her report.</p> <p>The Change Process Team is meeting next week and following this meeting a further update to all Colleagues will be sent out. JP confirmed that details of redundancy terms will be being discussed by the Executive Group later this week and will then be sent by email to the Remuneration Committee for final approval. MF encouraged the adoption of a clear policy to redeploy employees wherever possible.</p>	<p>JP</p>

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	<p>JP took Members through the Financial and Process issues raised in her paper and confirmed that the specific actions proposed were:-</p> <ul style="list-style-type: none"> <li>• Clarify the roles and responsibilities of managers who are exercising a control function;</li> <li>• Recruit more project management and financial expertise in key posts;</li> <li>• Provide more training to key people;</li> <li>• Improve the quality of our interaction with our internal auditors, and ensure we comply promptly with their recommendations;</li> <li>• Improve our approach to risk management; and</li> <li>• Ensure everyone is clear about the rules on financial control and process, and the consequences of failing to comply with them.</li> </ul> <p>JP confirmed that this is a high priority for her and the Board. AF stressed that once people had been properly trained we must be prepared to make them accountable for the outcomes of their actions, even if that means disciplinary action.</p> <p>It was also agreed after discussion that we should give active consideration to whether we should increase the frequency of internal audit inspection. This will be discussed by JP/DM in the first instance and then with the RSB Chairs.</p>	<p>JP/DM AKF</p>
	<p><b>DIRECTOR OF FINANCE REPORT</b></p>	
<p>5</p>	<p>AC took members through his report which set out (a) the financial outturn for the first quarter and a full-year reforecast of income and awards for 2007/08 and (b) a breakdown of financial commitments by sport.</p> <p>Members agreed that the breakdown of award commitments by sport was very useful, though the “multisports” section was vague and needed further analysis.</p> <p>There was some discussion about the relationship between the budget and the forecast, and it was established that forecast represented our most likely</p>	

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	outcome but budget should remain fixed.	
	<b>NGB CAPACITY INVESTMENT 09-13</b>	
6	<p>JP presented the paper setting out recommendations for future NGB Capacity Investment from 09 to 13. (NB this proposal is still awaiting DCMS approval.) This was approved in principle by the Board, but at its next meeting the Board wished to see further information on the impact it will have on individual sports. In addition the Board emphasized that if a particular NGB was not delivering evidence of raised participation we needed to be more robust than at present, and be prepared to put in place a process to terminate or suspend funding.</p> <p>Stephen Baddeley gave Members a full explanation of the breakdown of the non-olympic and talent investment within this proposal.</p> <p>The principles of this proposal were <u>AGREED</u> by members, subject to the detail on implementation coming back to the October board meeting.</p>	JP
	<b>THE 5 HOUR OFFER</b>	
7	<p>MD highlighted some key messages from the Paper. On 13<sup>th</sup> July the Prime Minister announced an additional £100m will be invested which will extend the current 2 hour offer to a 5 hour offer.</p> <p>We are responsible for two areas: 1) regional resource (£4m per year) and 2) extending activity (out of school hour's activity) (£12m per year).</p> <p>JP/DM are considering the resource consequences of this, but in the short term we will utilise a current member of staff and longer term we would possibly bring together a 3 / 4 people team.</p> <p>The Board was content with this approach. DM thanked MD for all of the work he had undertaken in developing the community aspects of the 5 hour offer.</p>	

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	REPORT FROM SPORT ENGLAND PROJECT COMMITTEE	
8	The report was noted.	
	FACILITIES IMPROVEMENT SERVICE	
9	SB took Members through the paper and took questions. Members <u>AGREED</u> the recommendation to appoint Genesis Consultants to support the provision of the Facilities Improvement Scheme. Members stated that they would like to see strong KPI's in place to measure the way this work is managed. A thorough review will be undertaken after 18 months to decide if we should plan to bring this work in house at the end of the three year contract or continue to outsource. Board to review in April 09.	JP
	COACHING TASK FORCE FUNDING	
10	<p>Andy Worthington declared an interest as a member of the Sportscoach UK Board and as the Chair of the original Coaching Taskforce. The Board requested that after the forthcoming CSR, it would like to see the KPI results before further funding is awarded for this genre of activity and investment going forward. SB to quantify the KPI's that have been set for this award. AF requested a fuller discussion about the role Coaching plays in January which may include Pat Duffy, and the Board will consider funding for 08/09 at that time.</p> <p>Regarding the Community Sports Coach Scheme, Paul Heron stated that the current impact with regard to young people would need to be maintained even if this funding was included within a single pot.</p> <p>The Board <u>AGREED</u> an award for 2007/8 to scUK of:</p> <ul style="list-style-type: none"> <li>£2.35 million to fund the Coaching Development Officer (CDO) Programme</li> <li>£780,000 for scUK to continue the development of the United</li> </ul>	SB - <i>attached</i> AKF

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	<p>Kingdom Coaching Certificate (UKCC)</p> <ul style="list-style-type: none"> <li>£96,000 for scUK to manage the Community Sports Coach (CSC) Scheme.</li> </ul> <p>NB: DCMS has agreed the level of funding recommended to each project.</p>	
	<b>QUARTERLY PERFORMANCE REPORT &amp; PROPOSED REVISIONS TO 2007/08 TARGETS</b>	
11	<p>JR and MW joined the meeting. MW took members through the Quarterly Performance Report.</p> <p>With regard to the Proposed Target Revisions for 07/08, during the Q1 Business Plan reporting process Regional Officers have put forward a few suggested revisions to business plan targets. These requests, primarily around quarterly profiling or making targets more stretching, have been compiled and considered by the Business Planning and Regional Sport Operations teams and the recommended target changes were captured in the papers presented to Board – confirmation was given that this will not be a regular occurrence.</p> <p>Members <u>AGREED</u> the recommendations made. DM asked JR to confirm the level of established CSPs and CSNs and asked what the quality levels of the different CSPs were, DM feels that KPI's should give us this information.</p>	JR
	<b>AQUATIC CENTRE AND VELODROME AT THE 2012 OLYMPIC PARK</b>	
12	<p>JP introduced Charles Johnston our new Director of Property who is working with 2012 and the ODA with regard to the Aquatic Centre and the Velodrome. JP explained to the Board the process concerning lottery funding as it relates to the Aquatic Centre and Velodrome. It was confirmed that the Olympic Development Agency (ODA) has undertaken to develop and submit lottery applications for the development of both projects. The aquatics centre is the most advanced of the two projects (currently at RIBA Stage C) and of any sports project on the Olympic Park.</p>	



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	JP confirmed that we are in active ongoing discussions with the ODA on the legacy aspects of both projects.	
	<b>SPORT ENGLAND ROYAL CHARTER</b>	
13	Angela Amadi joined the meeting and sought Board Approval to the amendments required to incorporate the additional powers and responsibilities of the Mayor of London and the Greater London Assembly (GLA) into Sport England's Royal Charter.  AF said that he would like to be updated in 12-24 months time to see how effectively this has worked in practice. Members <u>AGREED</u> this proposal.	AA/AKF
	<b>ANY OTHER BUSINESS</b>	
13	There was no other business raised.	
	<b>DATE OF NEXT MEETING</b>	
14	Monday, 10:00am, 15 <sup>th</sup> October, 2007 at Victoria House, Bloomsbury Square, London WC1B 4SE.	

A Freeman  
September 2007