

Tees Valley Sport Partnership Board Meeting

30 April; 3-5pm

Teesside University; Curve Building

Attendees	Neil Russell, Steve Chaytor, Mike Crawshaw, Geoff Brown, Mark Hawkings, Claire Tennyson, Duane Newton, Jean Lordon & Catherine Woods (Minutes)
	Apologies for absence Tanya Gray and Sara McIntyre
	Declarations of Interest None
1.	One hour workshop with TVS team to review and develop the team's initial work on the core purpose, mission, values and strategy.
2.	Minutes of Meeting, 18 December 2017 It was NOTED; The December minutes stated that there was no additional funding for the Youth Employment Initiative programme and this situation has now changed and the Consortium is discussing a potential extension to 2020 with DWP. An initial discussion has taken place requesting TVS inclusion which has been positive. A key focus for the project is recruitment to meet targets.
3.	Report from the Board Sub Group It was NOTED; <ul style="list-style-type: none">• The collaborative work with County Durham Sport is on hold during their transition period. A review process led by Sport England is planned to be completed by the end of June. A key element of the review will be the relationship with Durham County Council. Mike has been asked to be a member of the review Steering Group.• Directors can input agenda items with immediate effect. Quarterly progress reports will assume a newsletter style and will be circulated to wider external partners.• The areas with low scores in the Training Analysis have formed the key development areas in the Improvement Plan.• Gemma Nelson (PhD student) starts work with the Partnership on the 8th May initially working 3 days a week for 5 months, from October this will reduce to 6 hours. We are working with Graeme Sinnott from the County Sports Partnership Network to develop our insight approach. There is a clear link between national priorities and Tees Valley typography. Duane is providing support for this area of work.

- Geoff will continue with the governance work and organisational model and Mark will be asked to support if possible. We are awaiting feedback on our updated Governance Plan.
- There are currently vacancies for 2 new Directors to be recruited by October 2018. The Diversity Action Plan and Skills Analysis enable the required skills to be identified. The recruitment will be led by the Nominations Committee.

It was AGREED;

- To contact absent Directors to obtain their approval of the Nominations Committee Terms of Reference
- To arrange a meeting of the Nominations Committee to establish a recruitment timeline
- Themes will be included in Team Members Work Programmes
- Duane to update the Improvement Plan with Lead Directors, amended deadline dates, next steps

Finance Report

It was NOTED;

- Sport England funding streams have different end dates. Primary role surplus of £11,000 can be carried forward to offset 5% cut. Sport England introduced an 8% cut for CSP funding in December 2017 and the cut for our Partnership was 5% which equates to £35,000 over 3 years.
- The Local Delivery Pilot is planning to host their Director, Officer and Assistant at 3 different partner organisations.
- Currently waiting for Workforce Transition Plan to be approved.
- Some uncertainties around projections beyond 2018-2019. Shortfall to be addressed through income generation and reserve fund. Income generation ideas include developing a fund raising and business development strategy. Jean proposed using some seed corn investment from Reserves to support the team to develop an entrepreneurial approach and to prepare a Strategy to present to the July Board Meeting. The marketing and promotion funding identified in the table of income and expenditure is grant funding allocated to elements of the funded programmes.
- 3 previous Future Champions represented the Home Nations at the Commonwealth Games. The Future Champions funding ends in the Autumn and discussions are taking place with Tees Valley Community Foundation to continue this funding. If funding is not secured the delivery model will be reviewed. Current funding makes a £4,000 salary contribution which would be a £2,000 shortfall this year. The loss of funding would have low impact on organisational cost compared to significant impact on the programme delivery.

	<p>It was AGREED;</p> <ul style="list-style-type: none"> • That the recommendation for the Primary Role funding was logical and approved the split – 2018-19 £192,760 / 2019-20 £203,760 / 2020-21 £203,760 • To contact the Youth Sport Trust Fund Raising Officers for an initial discussion regarding income generation • Steve and Neil will provide support regarding income generation. • Individual Directors can be approached directly for support with areas of work matching their expertise where appropriate • The Audit and Risk Committee will be discussed fully at the July meeting. Any amendments to the Terms of Reference can be highlighted by Directors in the interim. The Committee will meet twice a year and the first meeting will take place in November.
4.	<p>Risk Register</p> <p>Some uncertainty regarding the complete package of funding. There have been some changes to the impact scores and limited change to the likelihood scores.</p> <p>Any Other Business</p> <ul style="list-style-type: none"> • Consideration to be given to creating the School Sport Bulletin through Mailchimp to enable the readership and number of clicks to be monitored. • The logo has been refreshed in response to compatibility issues with the new website • The Board agreed to back the Rugby League World Cup bid • Steve is retiring from Tees Active but will continue his Director role for the Partnership
10.	<p>Dates and venues of next meetings</p> <ul style="list-style-type: none"> • Monday 23 July 2018, 3pm, Curve Building, Teesside University • Monday 15 October 2018, 3pm, Curve Building, Teesside University