**Tees Valley Sport Partnership Board Meeting**

**5 October 2020, 2 - 4pm**

**Virtual Meeting using Teams**

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|  | **Attendees;**  Mike Crawshaw (Chair) Geoff Brown, Claire Tennyson, Steve Chaytor, Leon Jones, Sarah Williams-King, Duane Newton, Neil Russell, Georgie Rutherford, Jean Lordon and Catherine Woods (Minutes) |
|  | **Apologies;**  Mark Hawkings, Tanya Gray, Sara McIntyre |
| 1. | **Covid-19 Response (Presentation; Paul Kreczak)**  McMillan Academy reopened in July 2020 for community use, initially with an outdoor hockey club although the number of bookings was significantly reduced. They used the Opening Schools Facilities funding to offer an initial free session to encourage clubs to start using their facilities again and to continue their hiring costs at the same level.  We are developing Case Studies as part of the evaluation of our Tackling Inequalities Fund (TIF) projects including a return on investment focus. We have developed relationships with a number of new community groups which has widened our reach into the local area. Our focus for Phase 2 projects is to work with long term health conditions and disability audiences.  There are a range of issues affecting clubs and community groups currently including capacity, venues and funding. The rule of 6 has increased inactivity and there will be different challenges for groups during the winter months. Some clubs rely heavily on social income. There is a general trend of club officials taking a step back perhaps due to age and not feeling as though they are in a position to take the club forward. There is a reluctance to travel on public transport for those without their own transport. It is difficult to respond to local restrictions quickly that are introduced within a very short timescale. Isolation is an escalating problem linked to mental health.  **Action – Paul Kreczak to provide details of a school that can host a netball club to Claire Tennyson**  **Action – Paul Kreczak to circulate Covid-19 Response Presentation**  **Action – JL, MJ and PK to revisit the 4 local groups within 2-3 weeks and introduce specialist knowledge on residential care to identify local solutions for our target market of those with long term health conditions. Develop an Action Plan covering the Covid-19 themes with the flexibility to adapt as local restrictions change to continue supporting partners and stakeholders. Circulate draft Action Plan to Directors for comments.** |
| 2. | **Ordinary Business**  **Declarations of interest**  None  **Minutes of meeting 13 January 2020**  The minutes were agreed as an accurate record of the meeting.  **Action to be carried forward from 18 May – explore options for joint working with Let’s Go Tees Valley and Tees Valley Combined Authority relating to active travel. Geoff offered to support with this area of work. (JL & GB)** |
| 3. | **Strategic Reports**  **Partnership Board Governance and Chair**  Mike stepped down from his role as Chair after the May meeting and all Directors unanimously agreed that the Vice Chair Geoff Brown should take the Chair’s role with immediate effect. Geoff will begin his new role at a time when the Partnership has solid foundations and solid finances with the flexibility to adapt in the future if necessary.  Sara McIntyre has retired as a Director, she joined the Board in February 2016 and has been a huge asset to the Partnership especially in terms of her contribution to various sub groups and thanks were expressed for her support over the last 4 years.  Jean’s retirement date is 30 November 2020.  Sport England require that we continue to meet Tier 3 of the Governance Code and there are currently no issues regarding the length of service of any Directors.  **Action – CW to circulate the updated Diversity Action Plan**  **Executive Director Recruitment**  No declarations of interest were raised.  Geoff Brown is leading the recruitment process through the Nominations Committee for our new Executive Director with the Recruitment Agency Badenoch and Clark funded by Sport England. The deadline for applications was the 4 October with the following responses;   * 147 requests for the recruitment pack * 76 applications * 47 don’t meet the criteria * 29 potential candidates   There will be 5 members of the interview panel based on stakeholder interest; Sport England, Teesside University, Steve Chaytor, Geoff Brown and Simon Lee. It is hoped that there will be a handover period between Jean and the new person.  **Finance Report**  There are no significant variances to report and we are in the positive situation of not owning premises.  The main challenges include Yes! Coach which is funded from Reserves and the development of this new service has been negatively affected by Covid 19. The Yes! Coach Manager, Mark Dobinson has been temporarily asked to lead the new Club Matters work for two and a half days each week until 1 March 2021. The Yes! Coach working group will be re-established to review the situation and decide on the way forward.  The Youth Employment Initiative has also been affected by the pandemic and payment is based on outcomes therefore we are unable to fund this programme through reserves.  5 virtual interviews have taken place for the Talent Plan Manager role and second interviews with two candidates will take place on 9 October.  **Action – JL to send a letter of thanks to Tim Hollingsworth, Chief Executive, Sport England for the security of funding to March 2022 and a summary of the infographic to highlight our work in recent months.** |
| 4. | **Standing Items**  **Risk Register**   * The new Sport England strategy will bring a new direction to our work in April 2021 * Improvement Plan workshop has been postponed until the end of February 2021, a meeting is planned in the next 2 weeks with Jo Metcalfe * Claire Tennyson will join the Coaching Agency working group to reassess Yes! Coach * We have had a strong operational focus recently which has informed strategic conversations * The team will not return to the office until January 2021, some face to face meetings with partners are taking place   In summary the Risk Assessment captures the essence of the current situation and is strengthened by the hosting arrangement with the University, it will be necessary to keep a close brief on new risks as they emerge and existing risks if they develop.  **Other Business**  It was noted that this is Jean Lordon’s last Board Meeting, Jean has worked for the Partnership for 21 years and her commitment to sport and accessibility has been exemplary. All the Directors will miss Jean on a personal and professional level and it has been a privilege to work with her. We express our deep gratitude for all her work over the years and wish her a very happy, long and healthy retirement. |
| 6. | **Dates of next meetings**   * Monday 18 January 2021 2pm (Teams) * Monday 19 April 2021 * Monday 19 July 2021 * Monday 18 October 2021 |