

MEETING OF THE INTERIM BOARD

SPORT NOTTINGHAMSHIRE  
THE COUNTY SPORTS PARTNERSHIP FOR NOTTINGHAM AND  
NOTTINGHAMSHIRE

Date: 22<sup>nd</sup> September 2006

Time: 08.45 – 10.30

	<b>Present</b>	<b>Action</b>
	<p>Ted Cante (Chair) IDEA Simon Starr, Sports Nottinghamshire Anne Rippon, Sport England Steve Bradley, Nottinghamshire County Council Michael Williams, Nottingham City Council Sandra Lee, Nottingham University Hospitals Geoff Huckstep, Nottingham Ice Centre Clare Caxton, Wheldon School Andrew James, Bridgfordian James Hayter, Nottingham Trent University Carol Sterling, Sport Nottinghamshire</p>	
<b>1</b>	<b>Welcome / Apologies</b>	
	<p>Stephen Jackson, Nottingham Trent University Derek Brewer, Nottinghamshire County Cricket Club Tim Reddish, British Disability Swimming John Briggs, Nottinghamshire Badminton Mick Burrows, Nottinghamshire County Council has written to Simon informing him that it is now more appropriate for Steve Bradley to be the County Council's representative. The Board wished Mick luck in his new role. Ted welcomed Carol, Steve and James to the meeting.</p>	
<b>2</b>	<b>Minutes of last meeting</b>	
	Were accepted as a true record.	
<b>3</b>	<b>Matters arising</b>	
	The action point from the minutes of the last meeting on Building The Capacity of Sport Nottinghamshire would be covered in the agenda.	
<b>4</b>	<b>Communications Strategy</b>	
	<p>Simon introduced the report and the Communications Strategy which is essential for Sport Nottinghamshire in order to move forward. A detailed discussion took place regarding the Communications Strategy. The Communications Strategy was approved by the Board, subject to the revision of the branding guidelines and section 14 on Evaluation.</p> <p>Simon provided details of his meeting with the Nottingham Evening Post to run a year long Campaign to get Nottinghamshire fit, active and involved in sport, commencing with a November/December front page launch based around the Active People Survey results. The campaign will commence in January 2007 and will feature regular articles,</p>	SS

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	<p>editorials, promotions and offers. Other partners to be included: BBC, Local radio, Local businesses and major companies e.g. Boots, Experian etc Thought needs to be given to the sustainability of such a campaign and how to measure its effectiveness. It was agreed to set up a small sub-group to work with Nottingham Evening Post on the direction and targets for the Campaign. Andrew James and Sandra Lee offered their services.</p>	SS/AJ/SL
<b>5</b>	<b>Governance Issues</b>	
	<p>Anne Rippon stated that the Capita report did not produce an option that all CSPs should follow in their governance structures. The conclusion was that there are several different models and the one which suits best should be applied in any given circumstance. Each model had advantages and disadvantages and further models such as social enterprise and Community Interest Companies were also raised as options. Agreed that the next meeting would look at crystallising the targets, identifying gaps and consider Terms of Reference for Sport Nottinghamshire. In addition it was agreed to look at a way of formalising the commitment of partners, setting up sub-groups to support work in certain areas, using existing groups and networks and the Board representation.</p>	SS/AR
<b>6</b>	<b>Pre-Training Camps Seminar and Olympic Steering Group</b>	
	<p>Simon informed the Board that progress is being made in establishing an Olympic Steering Group for Nottinghamshire that will mirror the regional Steering Group. The Pre-Games Training and Holding Camps Seminar will have a small audience that will examine the potential for Nottinghamshire venues to be included within the LOCOG brochure and the potential for a Nottinghamshire brochure to be created. Michael Williams raised the issue of the UK School Olympics and informed the Board that a joint Leicester, Leicestershire, Derby, Derbyshire, Nottingham and Nottinghamshire bid was being considered for a future year. Michael requested that Graham Allen MP be kept up to date with progress on any work connected with the Olympics. Simon stated that this had been done and that he would continue to do so.</p>	SS

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<b>7</b>	<b>Active People Survey: Interim Results</b>	
	<p>Anne Rippon updated the Board on the Interim Results. The full results of the survey will be available the end of November beginning of December. With the diagnostic tool that will be available, a large number of comparisons will be able to be made and the participation rates of particular target groups can be identified and this will assist in identifying the gaps and determine where resources need to be allocated.</p> <p>The survey will be statistically significant with 1000 respondents /district across England.</p>	
<b>8</b>	<b>Staffing Update</b>	
	<p>Simon stated that since the last Board meeting that he, Ted and Anne had met and agreed the appointment of administrative support and marketing and communications support. Carol was now in post as a Temporary P/T Admin Assistant. The Marketing &amp; Communications support would not be sourced as an individual but through an agency that would be able to meet the wide variety of skills and abilities that this remit would require. It was intended to procure this agency on the basis of a fixed price tender and evaluate it on the ability to meet the specification, the quality of the agency and the added value that they could bring to Sport Nottinghamshire. Andrew James offered his support to work with the appointed agency to ensure that they delivered consistently and to the highest levels to the benefit of Sport Nottinghamshire.</p> <p>Simon has initiated the recruitment process for a Business Development Manager, to be paid for from core funding. Nottingham Trent University approval is being sought. The issues of external funding and redundancy have been covered. Future additional posts, if required, need to explore partnership post opportunities, partner resources and Andrew highlighted the fact that NTU students may be able to provide and additional resource to support the work of the BDM.</p> <p>It was agreed all future staffing appointments would be left to Simon and reference to the Board was only required if recruitment proposals differed from the Business Plan.</p>	<p>AJ</p> <p>SS</p>

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<b>9</b>	<b>Community Sports Networks Update</b>	
	<p>Simon provided a brief update on progress with establishing 3 Community Sports Networks this year. The furthest advanced is Gedling and it is hoped that a bid for funding will be made soon. The key element of the CSNs are that they are strategically linked to their Local Strategic Partnerships and have the ability to influence the inclusion of sport and active recreation within the Community Plan and can also identify where sport can deliver on a range of other Community Plan targets.</p> <p>The Board asked for a regular update on this subject.</p>	SS
<b>10</b>	<b>Forward Plan</b>	
	<p>Ted asked for any additional items for future Board meetings, other than those that had been identified during the meeting on Governance and targets.</p> <p>Consideration was given to whether the next meeting might be delayed until after the Active People Survey results became available but it was decided to keep it for 17 November.</p>	
<b>11</b>	<b>Date of next meeting(s)</b>	
	<p>17<sup>th</sup> November 2006, venue tbc</p> <p>Proposed dates for 2007: 26/1, 23/3, 18/5, 27/7, 21/9, 23/11</p>	