

MEETING OF THE INTERIM BOARD

SPORT NOTTINGHAMSHIRE

Date: 26th January 2007

Time: 8:45am – 10:30am

Venue: Nottinghamshire County Cricket Club

1	Present	Action
	Sandra Lee, Derek Brewer, Claire Harrison (Items 2-5) Anne Rippon, James Hayter, Michael Williams, Steve Bradley John Briggs, Simon Starr, Ken Pollard, Carol Sterling	
2	Welcome/apologies	
	Ted Cantle, Geoff Huckstep, Tim Reddish, Clare Caxton Stephen Jackson Anne Rippon welcomed Ken Pollard, Business Development Manager, Sport Nottinghamshire to the meeting and Claire Harrison from Nottinghamshire County Cricket Club	
3	Minutes of last meeting	
	Accepted as a true record	
4	Matters arising	
	<p><u>Annual Delivery Plan</u> SS Recapped on the report from the last meeting. A short discussion then took place around communication of priorities and function of the partnership/core team.</p> <p><u>Priorities</u> SS stated that it had not been possible to arrange a presentation from one of the PCTs and suggested that this be scheduled for a future meeting.</p> <p>MW raised the question of how the measurement of the wider Partnership would be managed. It was hoped that this could be answered as part of the discussions on Priorities within the agenda</p> <p><u>BBC East Midlands Sports Awards</u> Ticketing arrangements were confirmed.</p> <p><u>Marketing & Communications</u> SS informed the group of the Marketing and Communication advertisement. Received several expressions of interest. Perfect Motion and the Bowles Association had been short listed for interviews which took place on 24 January. Perfect Motion were the successful agency and will commence work in February 2007. The work will be a 1 year contract, which will be renewable each year.</p>	SS
5	Greater Nottingham Transport Partnership Presentation	
	DB and CH informed the group of the work of the Greater Nottingham Transport Partnership and how proactively Nottinghamshire County Cricket Club had worked with the Partnership and the Big Wheel in promoting sustainable transport usage linked to the Test Match and county matches/tournaments. Sustainable transport is a key factor in Trent Bridge's plans to retain its competitive edge as a Test Match venue. Not only is this area of work important from an environmental	

	<p>perspective but it has a key health message to deliver as well and there are already potential links to the Shape Up Notts! Campaign to encourage Nottinghamshire people to stay healthy.</p> <p>The feedback from the work of the cricket club has been very positive. SL mentioned the cycle racks designed by a student from NTU that were located at the QMC and how they could enhance the sustainable transport offer around Trent Bridge.</p>	
6	Priorities for the Partnership	
	<p>SS stated that the single priority shown in the diagram was in reality a KPI and the main priority was to make Nottinghamshire fitter, healthier and more active. All of the work areas shown below should be focused toward achieving the priority.</p> <p>SB voiced concerns regarding one core priorities and the understanding of its message, given that many of the Partners have a range of priorities. Clarity is required on how the priorities relate to the roles of SN and the wider Partnership as the aims and objectives needed to be clearly identified.</p> <p>DB felt that the priorities needed to be flexible and that the work must add value and make a difference. 2012 work was a good example, particularly work on Pre-Games Training Camps. It is important to stay strategic, work laterally and add value incrementally.</p> <p>JB echoed this and wished to see strong linkages between the various areas of work.</p> <p>SL and AR proposed that the diagram produced, be turned on its head and that the original 4 aims and objectives were used as the starting point, listing the priorities under the aims.</p> <p>MW and SB felt that it was important to disentangle the work of partners and identify which roles and responsibilities would be lead and/or contributed to, by the various partners. MW further felt that the new Board should be concentrating a lot of its effort on the advocacy role.</p> <p>SS to ensure that the Annual Delivery Plan reflects the work of the core team and not the wider Partnership. If the work of the wider Partnership was to be detailed and measured, it would need to be shown separately. SS to work with partners to identify roles and responsibilities and to show the 4 aims as the key priorities with a focused number of objectives and KPIs below them.</p>	<p>SS</p> <p>SS</p>
7	Terms of Reference for the Board	
	<p>SS paraphrased the previous discussions and the small number of amendments made to the Terms of Reference. This was in the main due to the fact that most suggestions for revision had been on Appendix B which was a Sport England document that set the context and was therefore not within the gift of the Board to amend.</p> <p>MW proposed that the Chair was to be appointed by the membership of the Board, as opposed to the RSB, to ensure a degree of independence. Standing members of the Board to be host agency (voting member), Sport England (non-voting member) and Partnership Director (non-voting member)</p> <p>Discussion followed on numbers of Board members, representation and equity issues.</p>	

	<p>DB asked about the process for selection of the new Board. Members felt that it would only be necessary to advertise locally. Interviews would be organised by the RSB and SS.</p> <p>MW informed members of Skills Audit process and offered his assistance.</p> <p>SS to arrange advertising and selection process with a view to establishing a new Board early in the next financial year.</p>	SS
8	<p>Shape Up Notts!</p> <p>SS outlined the Shape Up Notts! Campaign (SUN) with the Nottingham Evening Post and the success to date. Discussed targets set and progress so far. Laminated editorials and media coverage disseminated amongst the group members.</p> <p>Website established, up and running. List of website activity circulated.</p> <p>SL informed the members of Fitness Testing for the Evening Post ‘Guinea Pigs’ taking place at QMC on Wednesday 7 February.</p> <p>Experian Robin Hood Marathon launch was planned for earlier on the same day at Nottingham Castle.</p> <p>Discussion took place regarding action plan with PM and other promoters of sport.</p> <p>DB suggested contacting Chris Brown at the Bank of England, the Chamber of Commerce and the Federation of Small Businesses to drive the campaign down the Healthy Workforce route. SL offered to forward the WWEM (Working Well in the East Midlands) information pack which would provide useful information.</p> <p>SS informed Board Members of the SUN walk coming up on Sunday 28 January at Wollaton Park and thanked MW for the support of the City Council and his team.</p>	
9	<p>Formal Dissolution of the Interim Board</p> <p>SS thanked all the Board members for the support and their contributions to the work of Sport Nottinghamshire throughout the year.</p> <p>MW expressed his thanks to the core team staff and to Ted Cantle for his role of Chair. As Ted was not in attendance, AR dissolved the board.</p>	