

CSP Network Board



Minutes of the Meeting of CSP Network Board held on 20 September 2018 at The University of London

Members Present: Doug Patterson (Chair), Sue Anstiss, Marg Mayne, Adam Walker, Eamonn O'Rourke, Mike Crawshaw, Sue Storey, Adrian Leather, Nigel Harrison

In attendance: Lee Mason (Chief Executive & Company Secretary), Nicki Couzens (Business Support and Communications)

1. Introductions

- a. **Welcome** – Doug welcomed everyone to the meeting. Lee noted that the meeting was being held concurrently with a network action learning meeting with Streetgames around Youth Crime Reduction and Sport. This forms part of CSPN effort to collaborate more with streetgames and the new approach to CSPs around action learning, which involves getting CSPs together in smaller group based on shared priorities. The morning had gone well and provided an opportunity for Board engagement over lunch.
- b. **Apologies** received from Matt Leach & Sue Imbriano & no Declarations of interest.
- c. **Minutes of last meeting** were reviewed, it was noted that actions were complete or on the agenda.

2. Leadership & Collaboration

2a Environment Scanning

Adrian Leather highlighted the NHS 5 year forward plan has one year left and the NHS is now looking at a 10 yr plan which is likely to focus on prevention and Physical Activity is mentioned as part of this agenda. Not likely to be NHS funding but SE being positioned in this area, Lee will discuss and test water with new SE CEO. Lee updated on current links with PHE and Sport England including a change of Director at PHE and Doug had spoken to Duncan Selbie CEO at PHE - **Action** - Lee and Doug to follow up.

2b. Sport England Engagement

SE have appointed Tim Hollingsworth as their new CEO and Doug and Lee had requested to have a meeting with him when he starts. Tim doesn't have wide knowledge of CSP work. Message from SE is that their strategy is set, new CEO is not coming in to change strategy direction. Board identified the need for an engagement strategy for SE, which identifies how to connect and build relationships across SE under new leadership, and how the Board can contribute. The role of the new extended workforce officers was noted as another way of engaging. We need to further consider what we want to achieve from meeting new CEO but initially it will be offering support and listening to views.

Action:

Review and update our stakeholder management plan including Sport England.

2c CEO Report

Lee outlined some of the key elements from his report:

- **Daily Mile** - whilst positive news that SE have agreed to invest in this initiative through CSPs with 11 posts being created including a national role with London Sport, there was frustration that CSPN was not involved in the discussions or our possible role considered – nevertheless we will support and focus on benefits it will bring.
- **Equality and Diversity** – Sue, Adrian and Lee met with inclusive boards (IB), and identified some actions for CSP network to improve our plan and work in this area. Work with CSPs and network ongoing and IB seeking to identify trends, strengths and weakness across the network and will present their findings at a future meeting. Feedback from trustees who have been liaising with IB through CSPs is that IB approach seems outdated, disorganised and not as dynamic as anticipated and may also duplicate governance code. Board positive about concept but we will seek feedback from CSPs and feed back to seek improvement. Nigel informed meeting that SE have invited him to round table discussion on inclusive and diversity on 8 Oct.
- **Priority CSPs support** – it was noted that Durham remains in a difficult situation but others look likely to secure their funding. Feedback is that CSPs have been grateful for support from the national team.
- **Governance code** - Lee informed board that all CSPs need an external board evaluation which was originally costed at 5-10k per CSP. CSPN reported back they felt this could be done in a more efficient way and SE have now agreed to provide circa 50k to CSPN for 10 CSPs boards as a pilot for the wider sector. Sue I. and Adrian Ledbury were working with sport england on a procurement exercise to identify a company to lead the project. Board agreed this was a good intervention by CSPN and a positive outcome.
- **Active Lincolnshire** – Lee updated Board on Lincolnshire situation and is supporting the Board including an options appraisal on how to move forward. David Gent, CEO from Active Humber is supporting a day a week until xmas. Board expressed that they would like to see both CSPs and Sport England reaching out to CSPN earlier for support and the network needs an early warning system for when CSPs may need support in future so Board can allocate a trustee to support.
- **Trustee Recruitment** – the nominations committee held a webinar interview prior to the Board meeting and wished to recommend the appointment of Alison Shipway to the Board, with the brief as advertised as a Board lead on organisational development, improvement and performance. Alison has worked with Black Country has HR performance management skills and has recently been trained as a Quest Assessor for the PMIF. Alison’s CV would be circulated to the Board.
Resolution – to appoint Alison Shipway to the Board as a co-opted trustee for a term of 2 years.
Action - Circulate Alison Shipway CV to Board

3. CSP Performance & Improvement Support

3a Sport England Performance management framework

All agreed that CSP network did a good job in influencing the PMIF and moving it forwards, and now need to help ensure successful implementation. Overall CSPs seem to be supportive but as anticipated there are some reservations and have been a lot of questions.

The process would provide an objective and more robust assessment of strengths and weaknesses and areas for improvement that will inform the CSPN ‘raising the bar’ work programme. CSPN will be involved in the round table discussions after the Quest Assessment and agreed the role is to be a critical friend and advocate facilitating collaboration across the network. Board members could attend one round table each.

Board thanked everyone who has been involved in developing PMIF and moving it forward.

Actions

All Board members make themselves familiar with PMIF process through the paper.

Board trustees attend a round table session with a CSP near their patch.

Following the assessments, bring forward to Board an overview of individual CSPs current position.

4. Partnerships, Programmes & Resources

4a. Finance Survey interim headline results

Lee presented the interim results from the latest finance survey which has now been conducted for 5 years it shows a significant reduction in sport England funding as expected with the end of the sportivate programme, but also for the first time a reduction in non sport England funding for the first time in a number of years, in spite of some significant increases. The variance across CSPs is also increasing.

Further analysis is required once all returns are received. Marg suggested more of a 'resourcing review' would be useful i.e. do we have the resources needed across the network to deliver what is required. CSPs potentially picking up more responsibilities but not funding. Nigel challenged the assumption that more funding / diversification is needed and highlighted potential conflicts with the CSP role. Suggestion to map -turnover v population and a analysis based on geography.

Action - Further analysis of figures to take place once all CSPs have complete survey.

4B. Business Development Update

Lee introduced the report providing an update on the plans to develop a business development service for CSPs. An application has been submitted to the SE commercial framework for agency support and the Board noted the need to manage conflicts of interest. The new business development role will be advertised shortly. Board noted and supported the developments adam would continue to support this area of work.

4c. Workplace update

Lee updated board that through process of developing new Active Workplace model an opportunity had been identified to collaborate wit active working and possibly transfer the CiC as a subsidiary of CSPN .

Board were supportive in principle but highlighted some risks and asked for more due diligence to take place to understand what risks might be incurred.

Discussions with a key headline sponsor were continuing and are hopeful of a positive outcome.

The Board asked about Sport Englands position and Lee highlighted that they were supportive and it could contribute to range of SE priorities but it didn't fit neatly as one of their funding programme and therefore we are exploring a more specific angle eg to engage women or LSEC groups.

Resolution - in principle support subject to further detail and due diligence.

Action - Adam, Marg and Sue S to form a working group to oversee development of plans.

5. Promotion and Stakeholder Management

5 a. Brand name and messaging

. Lee recapped on research and internal and external consultation had been done and the conclusion to develop a new name to reflect and reinforce the new role and positioning of CSPs.

Lee explained the rationale for the proposal for Active Partnerships as the new name. Acknowledged that it wasn't as creative as some of the original options but that says what it does on the tin and using one name would prevent confusion generated in past of having three levels of name (CSPs / CSPN / CSP Network).

Board shared views and overall were supportive.

- Nigel highlighted a concern that it was too generic and lacked uniqueness as it could be confused with others eg local activity networks that might be considered 'active partnerships'.
- Doug would have preferred it to include England in the name to reinforce that we are a national network.
- Marg highlighted a concern about the decision not to distinguish in the name between the national entity/national team and the wider network.

It was agreed these points would be considered further in the next phase.

Thanks were given to Michelle, Nicki and the team for her work on brand review.

Action – it was agreed to progress with securing Sport England CSP support and subject to that to progress the brand messaging etc,

6. Member Engagement , Governance & Finance

6a. subscription reviews

Lee introduced the paper which responded to the request by finance committee to review subs formula and levels. The recommendation not to pursue further at this time was supported, and It was clarified that the annual budgeted inflationary rise still stands. If at some point in future there is a desire to change overall subscription levels, then the formula should be reviewed.

Resolution - Agreed not to change or further review subscription levels and formula at this time.

6b. CSP Chairs event and AGM plan

The proposal for a chairs networking event was discussed, which aims to improve engagement with CSP chairs, provide support and recognise their valuable contribution, and reinforce the sense of collective network .Funding from Sport England for an event has been secured.

Board identified the need to have a motivational speaker at the evening. Board would like to make clear the evening should be seen as a priority for chairs.

Board agreed that to keep AGM business to a minimum and use day to focus on Impact and Performance with collaborative leadership key theme for convention in march.

Action - Identify key speaker for chairs meeting

6c. New Trustee appointment

Board supported decision to appoint Alison Shipway who will lead on improvement agenda.

6d. Annual Report & Accounts

Board approved the accounts which would be presented to the AGM for approval by the membership. It was noted the new finance manager had improved all processes and the appointment of new auditors had been a success with lower cost and improved process which was very smooth. Thanks noted to Sarah Slade, Finance Manager.

6e. Finance Report & Minutes of July Finance Meeting

The report was noted.

7. AOB

Next meeting to be held from 3.30-5.30 after AGM on 28 November. Nicki to circulate Doodle Poll for 2019 dates

Uk Active Conference – sue noted the reference to work with FSB on workplace activity.

It was reported Matt Leach – will not be looking to take on additional term after current term ends in March.

Summary of Key Resolutions / Actions – September Board meeting

Ref	Resolution or Action	Detail	Responsibility	
2a	Action	Follow up with PHE and Sport England health team	Lee / Doug	
2b	Action	Review and update our stakeholder management plan including Sport England.	Lee /Team	
2b	Action	Collect feedback on how Inclusive Board have been received across network and feedback to IB /sport england as appropriate	Adrian / Nicki	
2b	Action	Circulate Alison Shipway CV to Board	Lee	
2b	Resolution	to appoint Alison Shipway to the Board as a co-opted trustee for a term of 2 years.	NA	
3a	Action	<p>PMIF</p> <ul style="list-style-type: none"> All Board members make themselves familiar with PMIF process through the paper. Board trustees attend a round table session with a CSP near their patch. Following the assessments, bring forward to Board an overview of individual CSPs current position. 	Board	
4a	Action	Further analysis of finance survey figures to take place once all CSPs have complete survey.	Graeme	
4c	Resolution	in principle support for active working collaboration subject to further detail and due diligence.	NA	
4c	Action	Adam, Marg and Sue S to form a working group for active working to oversee development of plans	Adam, Marg and Sue S	
5a	Action	it was agreed to progress with securing Sport England and CSP support and subject to that to progress the brand messaging etc,	Lee / Nicki	
6a	Resolution	Agreed not to change or further review subscription levels and formula at this time.	NA	
6b	Action	Identify key speaker for chairs meeting	ALL	
6d	Resolution	The annual report and accounts were approved.	NA	
7	Action	Circulate doodle poll for next meeting	Nicki	