

East Midlands NGB Officer Forum
Minutes of Meeting held on Wednesday January 31st 2007

PRESENT

Name	Organisation	Name	Organisation
James Watmouth (JW)	Badminton England	Jeff Mapp (JM)	Rugby Football Union
Sue Redfern (SR)	Eng & Wales Cricket Board	Rachael Cadman (RC)	Amateur Swimming Assoc
Chris Eales (CE)	Royal Yachting Assoc	Melissa Moss (MM)	Amateur Swimming Assoc
Carolyn Ryan (CR)	English Table Tennis Assoc	Abigail Ellis (AE)	Sports Coach UK
Chris Mallender (CM)	England Athletics	John Griffiths (JG)	Sports Coach UK
Adam Blaze (AB)	Eng Fed of Disability Sport	LJ Adams (LJA)	British Judo Assoc
Janet Inman (JI)	Lincolnshire CSP / England Volleyball	Kelly Hanwell (KH)	England Golf
Helen Pack (HP)	Eng & Wales Cricket Board	Felicity Colbourne (FC)	English Gymnastics
Gareth Hart (GH)	England Netball	Simon Dondy (SD)	Amateur Rowing Assoc
Wendy Campbell (WC)	Sport England	Mick Baike (MB)	Football Assoc
Amanda Leonard (AL)	Notts County Council	Julian Pagliaro (JP)	Reg NGB Devt Officer

APOLOGIES

Name	Organisation	Name	Organisation
Claire Sanderson (CS)	Rugby Football Union	Melanie Flude (MF)	England Golf
Jonathan Day (JD)	British Cycling	Martin Flynn (MFI)	Rugby Football League
Daniel Newton (DN)	Derbyshire Sport	Howard Blackman (HB)	British Canoe Union
Pauline Olivant (PO)	British Orienteering	Chris Rolle (CRo)	Notts County Council

Item	Content	Action
1.0	<p>Minutes of last meeting (Nov 1st 2006)</p> <ul style="list-style-type: none"> • The minutes were accepted as a true record of the meeting • There were no matters arising from these minutes 	
2.0	<p>Forum Development Officer</p> <p>JP introduced himself and outlined some main considerations in his work planning. These are as follows:</p> <ul style="list-style-type: none"> • All NGBs have 5 KPIs that they are being judged on. So challenge, across a region, is to ensure that sports are influencing others to help deliver these. • There are a wide variety of partners involved in delivery of sport, so partnership working is not straightforward. • All partners have a target of a 1% rise in participation each year. • Work Programme to include 4 areas: <ol style="list-style-type: none"> 1. Influencing delivery of Sports Specific KPIs 2. Communications 3. Leadership Programme / Capacity Building 4. Ongoing Projects / Issues • Role of Officer will be to provide resources, drive task & finish groups, support communication and enable the Forum to work together effectively • Role of Forum members will be to offer clarity on their sports needs, think about a partnership delivery approach and allow some time between meetings to help progress key work. • Sustainability of the Post is important. Over time the work should be 	

	streamlined to reduce hours. Funding can then be sought for the continuation of the role.	
2.1	<p>The Group divided into 4 to discuss & influence the areas of the Work Programme. Feedback was as follows: (Delivery of Sports Specific KPIs is not covered here as it is to be discussed in more detail in the afternoon session.)</p> <p>Communications</p> <ul style="list-style-type: none"> • Inductions, buddy systems, links to County NGB Fora & examples of good practise are all crucial • Website should be simple, clear & include NGBs' key priorities for CSPs. • Priority – set up Website task & finish group before next meeting. <p>Leadership Programme, Capacity Building Issues</p> <ul style="list-style-type: none"> • There is a need to work smarter to help address planning • Officers need to use both proactive work and reactive work where appropriate • Need to target national officers if no regional officer in post. • Sports need individual support – one size doesn't fit all! <p>Leadership Programme, Small NGBs</p> <ul style="list-style-type: none"> • NGBs generally spread too thin and pulled between regional & county responsibilities. So difficult to manage split between pro-active & re-active work. • Definition of small NGBs is that they tend to be unrepresented at the Forum & have an inability to engage. (Many sports don't have regional officers) So a website could offer good support to these • Point of contact for Forum is vital & collective inductions re relevant work areas would help. <p>Ongoing Projects / Issues The list of ongoing projects offered by JP was endorsed. (These were Management Group, Workforce Development, Funding Strategy, Working with Education, Talent Programme, Equity, Monitoring system.)</p> <p>Other ideas from this group included:</p> <ul style="list-style-type: none"> • A skills bank to identify expertise offered by officers on the Forum. • Information to help new officers interpret the needs / agendas of partners. • Sharing of good practise with other regions • Supporting cross sport co-operation re matters linked to the Forum 	
2.2	<p>It was agreed that Task & Finish Groups would be set up and a number of Officers volunteered to be on these.</p> <ol style="list-style-type: none"> 1. Website Development Jeff Mapp, James Watmouth 2. Capacity / Leadership Mel Moss, Kelly Hanwell, Helen Pack, Gareth Hart 3. Smaller NGBs LJ Adams, Chris Ryan, Janet Inman, (in absence) Chris Rolle 	

	JP will provide further co-ordination re moving these forward. (It's possible that a couple more people may be needed for the Website group.)	JP, named Officers
3.0	<p>Workforce Development Plans – Emma Compson (Sport England), Warwick Andrews (Sport Structures Ltd)</p> <p>Background</p> <ul style="list-style-type: none"> • CSPs need to have their Plans completed by March 31st 2007. • Each CSP's plan will have 4 sections: <ol style="list-style-type: none"> 1. Core Employed Workforce 2. Volunteers 3. Club 4. Coach • So, CSPs will include both volunteers and paid NGB Officers in their planning. • The Plans will enable the CSP's to develop a fit for purpose workforce to deliver on the 1% increase in participation per annum. • The work described below will attempt to ensure that CSPs are in a better and more informed position to work with partners (e.g. the LSC, SkillsActive and Sport England) to apply for funding to support the training and development of the paid and unpaid workforce in the East Midlands. In particular this will enable the development of volunteers at the local level in sport. <p>Implementation</p> <ul style="list-style-type: none"> • Most CSPs now have Training Needs Analysis (TNA) forms live on line. Notts are still to clarify publication of their form. • Supplying good data to the CSPs will enable them to identify gaps in sports specific provision at a local level. • CSPs will then apply for funding to support the prioritised training, education and skills shortages that exist at the County and Local levels. • Consultants have been engaged to support the planning and production of WFD plans in each county. • CSPs need Coaches and volunteers to complete and return these forms. <p>Communications re hitting targets on time</p> <ul style="list-style-type: none"> • JP to become NGB Link to Region's WFD planning team. This team includes Sport England, Skills Active and reps of each CSP. CSP Reps are: <ul style="list-style-type: none"> ➤ Derbyshire – Andrea Stone ➤ Leicester-shire & Rutland – Ian Knott & Sara Meikle ➤ Lincolnshire – Lee Dolby & Lynsey Creaser ➤ Northamptonshire – Cathy Little ➤ Nottinghamshire – Denise Richards & Simon Starr • CSPs to produce outlines of the Scope & Training Needs Analysis (TNA) criteria and send these to JP for circulation to sports. • NGBs to identify how they can contribute to TNA completion within the Yr1 scope of each CSP 	<p>JP</p> <p>CSPs, JP</p> <p>NGBs</p>

	<p>their areas. They want CIF to support this request.</p> <ul style="list-style-type: none"> • 2:1 funding ratio is an issue across the whole regional portfolio, but it is not necessarily an issue for individual projects. However it is important that CIF is seen as an opportunity to bring new money into Sport in the Region. This is why there has been an emphasis on funding ratios so far. • A further review will take place to clarify policy with regard to the above factors. JP will represent NGBs at this meeting. 	JP
5.0	<p>Influencing support for Sports Specific Development</p> <ul style="list-style-type: none"> • All sports are judged on 5 main KPIs and everyone needs to raise participation by 1%. • In order to stay focussed on delivering these, ideas to support work prioritisation were shared. <p>Focus Clubs</p> <ul style="list-style-type: none"> ➤ Helen Pack presented on the system of focus clubs currently being driven by the ECB. This included information on participation, which is <u>gathered and submitted</u> by the sport's focus clubs. This info covers: No of participating schools, No of players being coached, No of coaching sessions, No of matches run, No of talented players, No of Coaches, No of volunteers, No of facilities used. ➤ This info is used to generate cricket's development targets at each level of its performance pathway. It guides the work of the ECB Officers and enables them to engage partners and ask for specific support. ➤ Forum Members were asked to think about the information being gathered by Cricket and consider whether similar info, if it was available for their sport, might help broker better support within CSPs. ➤ If this is so, how might Officers be able to collect such data from their sport? <p>Performance Pathways</p> <ul style="list-style-type: none"> • Sports were asked to draw a diagram of their performance pathway and identify the levels that sit within a CSP. • A grid was then used to identify outcomes that SSDOs would want to measure / deliver at each level of their performance pathway. These were also linked to each of their 5 KPIs 	
6.0	<p>Sport England Update</p> <p>There are continuous changes in sport at the moment. As Chair of Sport England, Derek Map is focussed on regionalisation. Additionally a new Chief Executive, Jenny Price, is starting in Post from April 2007. She has a strong track record of raising participation in recycling schemes and will be focussed on the delivering the Governments target of an annual 1% increase in participation in physical activity.</p> <p>Talent Update</p>	

	<p>The focus of Sport England at the moment is about increasing and sustaining participation. This is causing some tension regarding the delivery of talent programmes. There is a recognised gap in funding just below elite level.</p> <p>The programme's new name is Club & Coach Development and this works up to "Train to Train" level of the LTAD model. This clarification was delivered to the central offices of all governing bodies of sport on Jan 11th. NGBs have been given until the 2 February to rework their national submissions in the light of this new directive. Wendy and Cathy are currently working with Regional NGBs to develop funding applications for club and coach development to be submitted to the RSB at the end of March (date TBC). £3.86 million is being invested in this region. It is hoped that most NGB talent proposals in the East Midlands should remain largely unaffected despite the change of focus to club and coach development.</p> <p>There will be a Performance Action Group meeting on March 22nd to assess the east midlands bids and make recommendations to the RSB. An award letter will be sent, centrally, to each sport's governing body on 1st April 2007 detailing the level of funding awarded to them in each of their regions. NGBs will then be tasked with informing their networks of the funding they are being offered. It has been confirmed that 10% of all funding awarded will be held back and allocated to the development of pathways in disability sport. The roll out of this work still needs to be confirmed nationally.</p>	
7.0	<p>AOB Future Agendas to include info on Active People Survey and Investment Strategy</p>	JP
8.0	<p>Dates of Next Meeting</p> <ul style="list-style-type: none"> • April 27th 2007 • July 20th 2007 • October 19th 2007 	