

**East Midlands NGB Officer Forum**  
**Minutes of Meeting held on Friday April 27<sup>th</sup> 2007**

**PRESENT**

<b>Name</b>	<b>Organisation / Role</b>	<b>Name</b>	<b>Organisation</b>
James Watmouth (JW)	Badminton England	Jonathan Day (JD)	British Cycling
Sue Redfern (SR)	Eng & Wales Cricket Board	Jeff Mapp (JM)	Rugby Football Union
Carolyn Ryan (CR)	English Table Tennis Assoc	Rachael Washington	Amateur Swimming Assoc
Chris Mallender (CM)	England Athletics	Melissa Moss (MM)	Amateur Swimming Assoc
Janet Inman (JI)	Volleyball England	Kelly Hanwell (KH)	England Golf
Helen Pack (HP)	Eng & Wales Cricket Board	Mick Baike (MB)	Football Assoc
Gareth Hart (GH)	England Netball	Emma Hewitt (EH)	England Hockey
Mark Hamilton (MH)	Lawn Tennis Association	Claire Sanderson (CS)	Rugby Football Union
Chris Rolle (CRo)	Notts County Council	Jim Cowan (JC)	Lincolnshire Sport
Dan Newton (DN)	Derbyshire Sport	Noel Haines (NH)	Leicester-shire & Rutland Sport
Cathy Partridge (CP)	Reg Talent Dev't Manager	Tricia Quinn	Sport England
Robert Knott	Sport England	Julian Pagliaro (JP)	Reg NGB Dev't Officer

**APOLOGIES**

<b>Name</b>	<b>Organisation</b>	<b>Name</b>	<b>Organisation</b>
Pauline Olivant (PO)	British Orienteering	Melanie Flude (MF)	England Golf
Wendy Campbell (WC)	Sport England	Felicity Colbourne (FC)	English Gymnastics
Adam Blaze (AB)	Eng Fed of Disability Sport	Simon Dowdy (SD)	Amateur Rowing Assoc
John Griffiths (JG)	Sports Coach UK	Amy Dennis (AD)	England Hockey
LJ Adams (LJA)	British Judo Assoc	Dennis Bell (DB)	British Equestrian
Steve Floyd (SF)	England Hockey	Gary Sheppard	Northamptonshire Sport
Chris Wright (CW)	Youth Sport Trust		

**Summary of actions from the meeting**

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>By When</b>
1.0	Add "Actions Summary" to minutes	JP	Immediate
2.1	Clarify next steps of Development for CSNs Through Capacity T&F Group, look at possible CIF training for Forum	JP JP	Next meeting Next T&F meet
2.2	Arrange the 2 capacity building T&F groups to meet together	JP	ASAP
2.3	NGBs with good resources for inductions to feed these to JP	All	ASAP
2.4	Rep needed to sit on Regional Communications Group Discuss layout, etc for future website info Info for website to be fed to RK through JP Set up T&F meeting date	JW / RK T&F Group All JP	Next RCG Next T&F meet Ongoing ASAP
3.0	Dates for training on Active People Diagnostic Tool to be set up & publicised	TQ	ASAP
4.0	JP to update table of "Future working with CSPs" to pass on to Skills Active JP to circulate EC's responses to WfD Issues to forum members	JP JP	ASAP With Minutes
5.0	NGB Rep for Regional CSN meeting is required. Volunteers to Wendy Campbell ASAP	All	ASAP



	<ul style="list-style-type: none"> <li>• Ideas were discussed that might support the needs of new officers as well as those who have been in post a while</li> <li>• In general, Officers work in 2 distinct settings. Firstly a 'sports development', professional officer circuit and secondly a 'voluntary sport' setting. So resources developed need to take account of both these.</li> <li>• In depth discussions centred on an induction programme and team building opportunities to develop personal relationships on the Regional Forum. It is clear that Officers will only seek help &amp; support from each other if they get to know each other better.</li> <li>• Support Mechanisms for delivering the above tools fall into 5 categories: Buddy officer, Pooling Knowledge, Website, Induction &amp; Team Building</li> <li>• This T&amp;F Group will now start to consider how to develop the resources (or tools).</li> </ul> <p>Any NGBs with good ideas / resources for inductions need to feed these in to JP ASAP</p>	<p><b>Group</b> <b>All</b></p>
2.4	<p>Website Task &amp; Finish Group</p> <p>JW went through the notes from this meeting (to be posted on the website)</p> <ul style="list-style-type: none"> <li>• JW has volunteered to represent NGBs at the Regional Communications Group.</li> <li>• Regionalisation is becoming more important. So JW was requested to ask this group if it could help support the dissemination of messages from national to regional level. These come via external agencies or internally within a sport. The 2 messages can often conflict with each other.</li> </ul> <p>RK made a presentation of the webpage and what it does.</p> <ul style="list-style-type: none"> <li>• The meeting accepted the presentation and it is clear that the way the webpages are developing is what the Forum wants.</li> <li>• The website T&amp;F Group were asked to look at how to increase the information on the site. Particular attention should be paid to indexing and removal of info as it becomes outdated</li> <li>• Info for posting on the website needs to be developed by Forum members. It will include: Downloads that would otherwise have been sent as attachments. Links to other sites where relevant info / downloads are available Further info on CSPs Links to NGB websites Hot topics (inc new officer details &amp; photo) &amp; hot topics on CSP websites Sport by Sport section including NGB contacts, role of officer, size of region, contact details, etc Structural framework Induction info</li> </ul> <ul style="list-style-type: none"> <li>• Info for the website should be posted by sending it to RK <b>through JP.</b></li> <li>• Next T&amp;F meeting will be arranged after the Capacity T&amp;F Group has met</li> </ul>	<p><b>JW / RK</b></p> <p><b>T&amp;F Group</b></p> <p><b>All</b> <b>JP to set date</b></p>
3.0	Active People Survey	

	<p>Tricia Quinn addressed the Forum re the survey and the information that is now available to NGBs. (This presentation to be placed on the website)</p> <p>TQ will train Forum Officers on how to use the diagnostic tool that will enable members to extrapolate info for their sport from the survey.</p> <p>TQ to identify some dates for training and publicise these to Forum members. The training will probably be at Loughborough and will be for a maximum of 12 people per session.</p>	<p><b>TQ</b></p> <p><b>TQ / All</b></p>
4.0	<p><b>Workforce Development Plans</b></p> <ul style="list-style-type: none"> <li>• JP made reference to the recent paper that resulted from the regional WfD meeting held on Feb 28<sup>th</sup>.</li> <li>• Small groups reviewed and confirmed a paper that detailed the key challenges to better CSP / NGB engagement in WfD. JP will take this paper to the next WfD planning meeting.</li> <li>• Emma Compson has written a response to the key issues that were worrying NGB reps at the Feb 28<sup>th</sup> meeting. JP agreed to circulate this.</li> </ul>	<p><b>JP</b></p> <p><b>JP</b></p>
5.0	<p>Working with CSPs</p> <p>DN spoke about the mapping of focus clubs that 6 sports have done in Derbyshire. This is helping the CSP to support the development of these clubs, particularly around Club Accreditation.</p> <p>Reps were asked how easy it would be to map accredited clubs, clubs that are important to their sport as well as facility needs. It was clear that mapping accredited clubs is straightforward. However the other categories would take much more time.</p> <p>CP gave a brief update from WC regarding her involvement in meetings regarding the regional development of CSNs. WC has asked if any NGB Officers would be prepared to represent the Forum at these meetings. Volunteers to contact Wendy ASAP.</p>	<p><b>ALL NGB Officers</b></p>
6.0	<p>Regional Forum – The way ahead</p> <p>JP gave an update re implementing a cycle of meetings discussed at his Support Group meeting (involving Felicity Colbourne, Jeff Mapp, Wendy Campbell, Dan Newton &amp; Chris Earle). See paper entitled “East Midlands NGB Meeting Cycle”. Discussions had already been held with the CSPs and their NGB Officers were positive about these proposals.</p> <p>Briefly, the proposal is as follows. By holding quarterly meetings with the 5 CSP NGB Lead Officers, it is hoped to:</p> <ul style="list-style-type: none"> <li>• Support the work of these Officers</li> <li>• Highlight key agenda items for discussion at County and Regional NGB Forums</li> <li>• Run County NGB Meetings co-ordinated across the 5 counties</li> <li>• Run the Regional NGB Forum after this</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure that 4 meetings per year at Regional Level are supported by all the CSP Officers</li> </ul> <p>Regional Officers will then only need to attend county meetings if they choose to. It should be possible to manage all interaction with the CSPs via the Regional Forum.</p> <p><b>This proposal was given complete support by those present.</b></p> <p>JP also gave an example of the information being gleaned from the CSP audits he has been conducting.</p>	
7.0	<p><b>AOB</b> There were no items</p>	
8.0	<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• May 31<sup>st</sup> 2007 – CSP Lead Officer Meeting (9.30am Loughborough)</li> <li>• June 12<sup>th</sup> 2007 – NGB Forum (Venue TBC)</li> <li>• Oct 16<sup>th</sup> 2007 – NGB Forum (Venue TBC)</li> </ul>	