

**East Midlands NGB Officer Forum**  
**Minutes of Meeting held on Tuesday June 12<sup>th</sup> 2007**

**PRESENT**

| <b>Name</b>             | <b>Organisation / Role</b> | <b>Name</b>            | <b>Organisation</b>             |
|-------------------------|----------------------------|------------------------|---------------------------------|
| James Watmough (JW)     | Badminton England          | Jeff Mapp (JM)         | Rugby Football Union            |
| Sue Redfern (SR)        | Eng & Wales Cricket Board  | Rachel Washington (RW) | Amateur Swimming Assoc          |
| Chris Mallender (CM)    | England Athletics          | Melissa Moss (MM)      | Amateur Swimming Assoc          |
| Helen Pack (HP)         | Eng & Wales Cricket Board  | Kelly Hanwell (KH)     | England Golf                    |
| LJ Adams (LJA)          | British Judo Assoc         | Mick Baike (MB)        | Football Assoc                  |
| Martin Crowder (MC)     | Golf Foundation            | Amy Dennis (AD)        | England Hockey                  |
| Felicity Colbourne (FC) | English Gymnastics         | Andy Hastings (AH)     | England Squash                  |
| Tracey Power            | English Gymnastics         | Martin Flynn (MF)      | Rugby Football League           |
|                         |                            | Adam Blaze (AB)        | Eng Fed of Disability Sport     |
| Chris Rolle (CRo)       | Notts County Council       | Jim Cowan (JC)         | Lincolnshire Sport              |
| Dan Newton (DN)         | Derbyshire Sport           | Ian Knott              | Leicester-shire & Rutland Sport |
| Gary Sheppard           | Northamptonshire Sport     |                        | Reg NGB Dev't Officer           |
| Cathy Partridge (CP)    | Reg Talent Dev't Manager   | Julian Pagliaro (JP)   | Sport England                   |
| Wendy Campbell (WC)     | Sport England              | Natasha O'Flaherty     | Sports Coach UK                 |
| Robert Knott (RK)       | Sport England              | John Griffiths (JG)    | Sports Coach UK                 |
|                         |                            | Andy Husband           |                                 |

**APOLOGIES**

| <b>Name</b>           | <b>Organisation</b>     | <b>Name</b>        | <b>Organisation</b>  |
|-----------------------|-------------------------|--------------------|----------------------|
| Pauline Olivant (PO)  | British Orienteering    | Melanie Flude (MF) | England Golf         |
| Noel Haines (NH)      | L&R Sport               | Simon Dowdy (SD)   | Amateur Rowing Assoc |
| Steve Floyd (SF)      | England Hockey          | Jonathan Day (JD)  | British Cycling      |
| Chris Wright (CW)     | Youth Sport Trust       | Stuart Briggs      | British Canoe Union  |
| Claire Sanderson (CS) | Rugby Football Union    | Janet Inman (JI)   | Volleyball England   |
| Mark Hamilton (MH)    | Lawn Tennis Association |                    |                      |
| Gareth Hart (GH)      | England Netball         |                    |                      |

**Summary of actions from the meeting**

| <b>Item</b> | <b>Action</b>   | <b>Who</b>   | <b>By When</b>   |
|-------------|---|--|--|
| 2.1         | Forum Reps to RSP to ask about a permanent Officer to support NGBs develop equity projects in their plans   | MB, HP, MM   | June 22nd  |
| 2.2         | JP to reconsider ways of getting Forum members to produce info to support capacity building   | JP   | Oct 16 <sup>th</sup>                                   |
| 2.3         | Officers to check their sport's info on website. Any changes to be reported to RK through JP<br>If a sport has photo it would like to use on the website (by its details) send this to Natasha, <a href="mailto:natasha.oflaherty@sportengland.org">natasha.oflaherty@sportengland.org</a><br>JP to circulate website template form for sports specific info collection.<br>Sports to fill out and return this template<br>RK to look at how this info might be best presented on website.<br>Send Sports Specific good news stories (for website) direct to RK | ALL<br>ALL<br>JP<br>JW, MC, SR, HP JM<br>JP / RK<br>All Sports | ASAP<br>ASAP<br>ASAP<br>June 22<br>July 07<br>From now |
| 5.0         | JP & AD to check availability of reps for the Meeting on July 3rd   | JP, AD   | ASAP   |
| 6.0         | WfD funding proposal to be taken to the RSP   | MB, HP, MM   | June 22 <sup>nd</sup>                                  |
| 7.0         | Next meeting to be held at a golf club  | KH, JP   | Oct 16 <sup>th</sup>                                   |

| Item | Content   | Action             |
|------|---|--------------------|
| 1.0  | <p><b>Welcome &amp; Minutes of last Meeting</b></p> <ul style="list-style-type: none"> <li>• MB welcomed everyone to the meeting</li> <li>• The minutes of the last meeting were accepted as a true record</li> </ul> <p><b>Matters Arising Actions</b></p> <ul style="list-style-type: none"> <li>• Re Staus of CSNs (from Wendy)<br/>Sport England's aim is that all CSNs will be established by March 08. There are 44 CSNs across the region, there is a support programme to help them on their feet and these have a status of green / amber. Current situation is:<br/>Derbyshire 8 CSN areas, 7 green, 1 amber.<br/>Lincs 7 CSN areas, 5 green, 2 amber.<br/>Leics 9 CNS all green.<br/>Northants, 7 all green.<br/>Notts 9 CSN areas only 1 green<br/>Some CSNs are mature and have action plans, but some 'green' CNS are not ready to deliver, they are just at the planning stage. City networks have been difficult to establish, but CSPs will be given help to establish them. NGBs should make their priorities known to the CSP and not try to get involved directly with CSN. There are too many of them! CSNs collate local needs, CSPs collate sports needs and bring them together.</li> <li>• T&amp;F Groups<br/>These had either met or come to consensus by email.</li> <li>• Inductions<br/>Only RFU fed theirs back. MB asked NGBs to send any induction programmes through to Julian whatever they look like</li> <li>• CIF training<br/>Team building and training opportunities were discussed and the Capacity Task and Finish Group. CIF training will be part of a wider training package</li> <li>• Regional Coms Group<br/>James Watmaugh is NGB Rep. Next meeting on 15.06.07</li> <li>• Diagnostic tool for Active People<br/>Training dates offered weren't available during term time. New dates issued shortly. Please respond to the email as to which date you want to opt into</li> <li>• Workforce info – circulated by email</li> <li>• Volunteers for Building Schools for the Future.<br/>Football has put a rep on the regional group. Have any members of the Forum had been approached about BSF? Leics and Derbys CSPs have been active.</li> </ul> |                    |
| 2.0  | <b>Updates</b>  |                    |
| 2.1  | <p><b>Regional Sports Equity Action Group (presentation on website)</b></p> <ul style="list-style-type: none"> <li>• SR represents NGBs on the group &amp; she outlined the vision of the group.</li> <li>• MB led a discussion around equity targets, Club and Coach fund highlighted need to support NGBs with equity work. Consultants had been working on these issues but the Forum felt that there was a need for a permanent officer to lead the work – Forum will feed that back to the RSP.</li> </ul>   | <b>Reps to RSP</b> |
| 2.2  | <p><b>Capacity Task &amp; Finish Group</b><br/>LJA fed back on behalf of group.</p> <ul style="list-style-type: none"> <li>• System for inducting a new Reg Officer:</li> </ul>   |                    |

Old officer informs JP of leaving date. New officer contacts JP at start. JP matches up a 'buddy' officer. New officer attends NGB Forum. Induction with JP, WC, etc before meeting starts. Induction covers role & value of NGB Forum, Delivery System briefing, key partners & communication within the region.

- Team Building activities were discussed to build up relationships between NGBs for networking, Forum identity and training opportunities. Sporting ideas... golf, netball, judo, table tennis. Activities can also be organised for Personal / Professional Development.

JP led 4 groups to finalise specific info needed to support the work of NGB Officers. These covered Regional level info, County level info, Internal Sports Info, General info.

#### Regional Info

- ✓ Roles of JP, CP & WC (supplied by each individual)
- ✓ Structure of sport in East Midlands, RSP, RSB, SE, CSPs etc (needed from Sport England)
- ✓ YST, scUK, etc – how they engage NGBs, inc eggs of good practise (obtained through website)
- ✓ Info about Equity Groups (obtained through website)
- ✓ Regional Volunteers Group (speak to Simon Buttery in Judo)
- ✓ Sport England Officer remits and lead areas (from SE)
- ✓ Profiles & key contacts for RSP & RSB Members and portfolio holders
- ✓ NGB Reps on RSB – define roles and define process for selection of officers
- ✓ Calendar of regional activities, events and meetings, with good news stories put on website

#### County Info

- ✓ CSP base, inc address & post code (included on CSP audit)
- ✓ Staff roles and responsibilities (included on CSP audit)
- ✓ County structure and working groups (needed from each CSP – on their websites?)
- ✓ CSN areas, contacts and level of readiness (from each CSP / SE)
- ✓ SSP and competition manager contacts (from YST?)

#### Internal Sport

Officers who are new in post would benefit from a checklist of questions / issues to consider. Whether the Officer is based at central office, home or hot desk will affect the kind of info they need to get. Info includes:

- ✓ IT support – networking, passwords, backing up data, viruses, etc
- ✓ Use of phone – policies for car or if stolen
- ✓ Company policies on insurance for car & working from home (as applicable)
- ✓ Benefits package from NGB
- ✓ Induction times from NGB / NGB Forum

#### General

- ✓ List if hot desks negotiated in the region (How to negotiate this?)
- ✓ Broker IT support for NGB Officers – through Sports Park? (How to negotiate this?)
- ✓ Overview of programmes – briefing notes on what's going on/knowledge sheets (from Sport England?)
- ✓ Maps broken down to CSP, CSN, SSP (tap into M.A.G.I.C mapping, government

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|     | <p>owned)<br/> ✓National agenda changes (from Sport England?)<br/> ✓List of Acronyms (add to list from Rugby)<br/> ✓Loughborough Campus Map (from Loughborough)</p> <p>It was requested that individuals sign up to providing various pieces of this information.</p> <p><b>Post meeting note</b> – the above action was not done. So JP will consider another way of collecting this.</p>  | <p><b>ALL</b></p> <p><b>JP</b></p>  |
| 2.3 | <p><b>Website T and F Group (presentation on website)</b></p> <p>RK introduced Natasha O’Flaherty who is the main contact for the website. He then showed the additions and changes to the NGB Website.<br/> (JP’s process for developing site has been through feedback from the last forum’s meeting, discussing updates with RK &amp; emailing T&amp;F Group for consensus.)</p> <ul style="list-style-type: none"> <li>• Site has developed over the last two weeks. Main changes:</li> <li>• Four pages for: <ul style="list-style-type: none"> <li>Contacts</li> <li>NGB forum page (inc minutes, agendas etc)</li> <li>Partner organisations</li> <li>Resources</li> </ul> </li> <li>• Latest News – communication and knowledge, case studies, press releases, good news stories.</li> </ul> <p>The point of these pages is sharing knowledge – supporting NGB officers by making them aware of any new information/issues.<br/> RK asked everyone to check website information &amp; send in any additional info needed on the site. Photos for Contacts page to be sent direct to Natasha. Other info to come via JP.</p> <p>NGB Officer information template, produced to capture info about each sport and its officer(s). Each sport can decide what info is relevant and provide this. Everyone should be aware that this info is accessible to the public even though it is intended to for internal Forum support. RK asked for consistency (the framework should be similar even if the content is different) Badminton, Golf, Rugby and Cricket to provide the sort of information that would be on a sports ‘own’ page. RK to look at best way of presenting this.</p> <p><b>Action – JP to circulate the form to the 4 NGBs who volunteered , NGBs to return to JP.</b></p> <p><b>Sports to complete &amp; return these to JP so RK can consider how best to present them on the website</b></p> <p>Good news stories should be sent direct to RK, as soon as a sport has something to share.</p> | <p><b>ALL</b></p> <p><b>JP</b></p> <p><b>JW, MC, SR, HP, JM</b></p> <p><b>ALL</b></p> |
| 5.0 | <p><b>NGB Lead Officer Meeting Update (presentation on website)</b></p> <p>JP reported back from this meeting</p> <ul style="list-style-type: none"> <li>• Not all CSPs have NGB officers with full time capacity dedicated solely to NGB work</li> <li>• Overview of CSP county NGB forums – these differ in structure and timings</li> <li>• A task and finish group has been established to determine better ways of engaging NGBs through the County Forums. 2 CSPs reps and 4 NGB reps will comprise the group. The first meeting of the group will be 10am, 3 July at Derbyshire Sport offices. Reps include Squash, Judo, Swimming, Hockey,</li> </ul>   |   |

|            |  |                              |
|------------|--|------------------------------|
|            | <p>RFU and Basketball. Individuals are as follows:<br/> CSPs – DN &amp; JC<br/> NGBs – JM, RW, MM, AH, LJA</p> <ul style="list-style-type: none"> <li>• JP to approach Mandy Pollard to see if she is available</li> <li>• AD to see if Steve Floyd is available</li> <li>• NGBs that have volunteered / been suggested for the task and finish group include Squash, Judo, Swimming/Hockey, RFU and Basketball.</li> </ul>  | <p><b>JP<br/>AD</b></p>      |
| <p>6.0</p> | <p><b>Workforce Development</b><br/> Update from Jeff Spencer</p> <ul style="list-style-type: none"> <li>• Dec 06 – report discussing the Health of Skills across all sectors was released. The report indicated that the skills of the UK workforce lagged behind those in many developed countries.</li> <li>• By 2020 the UK needs to upskill all areas of the workforce to compete globally. There is potential to lag behind Finland and Hungary if the UK does nothing.</li> <li>• Sport contributes to the overall skill level of the workforce.</li> <li>• Skills Active is the lead agency for the sector.</li> </ul> <p>Why Workforce?</p> <ul style="list-style-type: none"> <li>• Workforce development is important in meeting business targets.</li> <li>• A workforce development plan demonstrates how an organisation can recruit, develop, support and train its people to deliver its targets.</li> <li>• The aim is for NGBs and CSPs to work together to develop integrated workforce plans.</li> <li>• 5 CSP workforce plans at final draft, ready for approval.</li> <li>• EMSSAS – East Midlands Sector Skills Alliance for Sport is overseeing the role out of WfD. JP sits on this group to represent the Forum.</li> <li>• Jeff Spencer can provide support for NGBs with limited resource.</li> <li>• Skills Active working towards rationalising data reporting, collection and monitoring.</li> </ul> <p>Wendy Campbell split the group into 5 to look at a section of WfD plan for Lincs. Each group discussed how the outcomes within a section of the plan would benefit their sport and reported these findings back to the whole group. From these discussions it was clear that WfD plans could significantly help NGBs to support their voluntary personnel.</p> <p>Wendy then described a process whereby WfD plans could be developed by NGBs. For those sports working within the Club &amp; Coach programme (where their plans revolve around named clubs) each Officer would need to complete an Organisational Needs Analysis (ONA) with each club named in their plan. This would need to be done by October 2007 (deadline for completing C&amp;C plans). The personnel within these clubs could then be offered a Training Needs Analysis (TNA) which would be completed, as a phase 2, by Jan/Feb 2008. Within phase 2, sports are likely to be running ONAs with further clubs that become ready for this. TNAs and ONAs would then be run together in a cycle. Sports will be supported by their C&amp;C ‘Client Manager’ who will guide them through this process. It is probable that support for delivering TNAs will come through the CSPs.</p> <p>There was a discussion about how WfD funding should be applied for so that this view can be presented at the next RSP meeting. The group decided that CSPs are</p> | <p><b>MB, HP,<br/>MM</b></p> |

|     |   |                                       |
|-----|---|---------------------------------------|
|     | best placed to apply for workforce development funding.   |                                       |
| 7.0 | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• JP explained why SSP Gifted &amp; Talented, Community Sports Coaches &amp; Playground to Podium programmes had not made this agenda. National discussions are soon to be happening regarding all three topics and, hopefully, clarifications will have been made ready to discuss these items in October. It was agreed that these things should be discussed then</li> <li>• The meeting agreed to hold the next Forum at a golf course. Team building activity with Tri-Golf would happen during the day, followed by the option of playing on the golf course after the meeting.</li> </ul> | <p><b>JP</b></p> <p><b>KH, JP</b></p> |
| 8.0 | <p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• 16 October 2007</li> <li>• 11 December 2007</li> <li>• 15 January 2008</li> <li>• 8 April 2008</li> <li>• 6 June 2008</li> </ul>  |                                       |