

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday October 16th 2007
at Cold Ashby Golf Club, Northampton

PRESENT

| Name | Organisation / Role | Name | Organisation |
|----------------------|-----------------------------|------------------------|---------------------------|
| Martin Crowder (MC) | Golf Foundation | Stuart Briggs (SB) | British Canoe Union |
| James Watmough (JW) | Badminton England | Carolynn Ryan | English Table Tennis Assc |
| Martin Flynn (MF) | Rugby Football League | Amy Dennis (AD) | England Hockey |
| Ray Ashley | EFDS | Jim Cowan (JC) | Lincolnshire Sport |
| Melissa Moss (MM) | Amateur Swimming Assoc | Noel Haines (NH) | L&R Sport |
| Claire Antcliffe | RFUW | Chris Parker | ECB/LRCB |
| Jeff Mapp (JM) | Rugby Football Union | Rachel Washington (RW) | Amateur Swimming Assoc |
| Emma Groome (EG) | SCUK | Pauline Olivant | British Orienteering |
| Gary Sheppard (GS) | Northamptonshire Sport | Andy Hastings (AH) | England Squash |
| Adam Blaze (AB) | EFDS | Dan Newton (DN) | Derbyshire Sport |
| Gill Barham | British Equestrian Federatn | Chris Wright (CW) | Youth Sport Trust |
| Kelly Hanwell (KH) | England Golf | Mick Baikie (MB) | Football Assoc |
| Cathy Partridge (CP) | Reg Talent Dev't Manager | Wendy Campbell (WC) | Sport England |
| Julian Pagliaro (JP) | Reg NGB Dev't Officer | Simon Watts | British Cycling |
| Jayant Mistry | EFDS | Tracy Francis | Sport England |

APOLOGIES

| Name | Organisation | Name | Organisation |
|----------------------|---------------------------|-------------------------|----------------------|
| Sue Redfern (SR) | Eng & Wales Cricket Board | Felicity Colbourne (FC) | English Gymnastics |
| Chris Mallender (CM) | Notts CSP | Chris Rolle (CRo) | Notts County Council |
| Helen Pack (HP) | Eng & Wales Cricket Board | Simon Dowdy (SD) | Amateur Rowing Assoc |

Summary of actions from the meeting

| Item | Action | Who | By When |
|-------------|--|--------------------------|--------------------|
| 1.2 | Playground to Podium – Project Management Group. JW/RW to represent NGBs | JW/RW to represent NGBs | Meeting 2 November |
| 2.2 | Capacity Building Task & Finish Sub-Group to meet to discuss how best to progress information gathering | JP to arrange meeting | asap |
| 3.1.4 | Officers asked to use the feedback forms at NGB forum meetings | ALL | Meeting end |
| 3.1.6 | RSP representation. JP to prepare brief item for website setting out expectations and requesting expressions of interest | JP | asap |
| 3.2.1 | Officers not receiving electronic newsletter to contact Matt Hallam at Sport England | ALL | asap |
| 3.2.2 | Those Officers that hadn't yet submitted their profiles for the fact sheets will need to shortly. Sports were asked to send good news stories for website to Robert Knott | Applicable sports ALL | asap |
| | Template for officer profiles for website to be redistributed | JP | asap |
| 3.2.3 | Officers asked to complete Sport England questionnaire requesting secure area on website for discussion forum | ALL | asap |
| 3.3.2 | EG to establish whether LSC funding through EMSSAS could be utilised where individuals were already being supported by LSC funding to attend courses | EG | Next meeting |
| 3.3.4 | Task & finish group for WfD to consider the practicalities of rolling out this project | JW/JM/JP | Nov 20th |

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| | JM to replace MM on the Regional equivalent working group | JM | |
| 3.4.1 | Include request for information on where NGBs are in relation to county plans and what support from CSPs would be useful to them in tender for consultancy work on supporting NGB needs | WC | |
| 3.4.2 | NGB Officers asked to keep time free in their diary week beginning 26 November for interviews regarding support needs analysis | ALL NGBs | |
| 3.5.1 | Information regarding recommendations to RSP to be circulated by email | MM/JP | asap |
| 4.2 | CRo to circulate update on Notts CSP | CM | asap |
| 4.7 | Engaging target groups/understanding the CSP/CSN interface to be a future agenda item | JP | |
| 6.1.1 | UK Coaching Framework regional implementation to be an agenda item at the next meeting | EG/AE | 11 Dec |
| | Officers to notify any specific questions/discussion points regarding UK Coaching Framework regional implementation to EG/AE | ALL | asap |
| 6.5 | Officers to feedback any ideas/suggestions for venues where an activity could be included on the agenda | ALL | asap |
| 6.5.1 | Suggestions for changes to future meeting dates to bring Regional Forum meetings before County Forum meetings cycle | JP | 11 Dec |

| Item | Content | Action |
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| 1 | PLAYGROUND TO PODIUM – Presentation by Cathy Partridge and Adam Blaze | |
| 1.1 | CP outlined the main objectives of the Playground to Podium (P2P) framework intended to create pathways for disabled performers. The framework has been developed in conjunction with NGBs and other partners and is currently awaiting sign off. Lead agencies are likely to be YST/SE/UKSport though this is still to be finalised. Funding is expected to be available both nationally and regionally. | |
| 1.2 | AB provided an update on progress in the Region where Notts and Leics have been involved with piloting some of the work. This should place the Region in a position where implementation of P2P can proceed effectively. A Project Management Group is to be established to move this work forwards and this will require NGB representation. Their next meeting is 2 November 2007. JW/RW offered to represent NGBs on this Group. | JW/RW |
| 1.3 | Attendees were invited to consider some key questions: <ul style="list-style-type: none"> - What might this mean to your sport? - How could this be linked to your work in CSPs; Club & Coach; Education - For some sports, national strategy may still be work in progress so you are encouraged to establish when and how information will be disseminated to you | |
| 1.4 | Some concerns were expressed as follows: <ul style="list-style-type: none"> - Funding/financial support. CP agreed that careful targeting would be required but it was anticipated that using the framework would enable more effective use of resource - Delivery of proposed County Athlete Assessment Centres. This would be considered by the Project Management Group - That a diverse range of sports could be involved and gaining access, especially within schools, may prove prohibitive for some. AB advised that consideration was being given to establishing generic TID processes that | |

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| | could then signpost performers to suitable sports | |
| 2 | WELCOME & MINUTES OF LAST MEETING | |
| 2.1 | <ul style="list-style-type: none"> • MB welcomed everyone to the meeting and thanked colleagues from golf for making arrangements for the meeting venue • Minutes of the last meeting held 12 June were accepted as a true record | |
| 2.2 | <p>Actions from last meeting</p> <p>2.1 Forum Reps to RSP did request that Officer assistance for equity work be considered, but it is unclear whether this could be progressed.</p> <p>2.2 At the end of the last meeting, no-one volunteered to provide any of the info discussed re capacity building. JP considered how best to complete this task. Provision of some info being negotiated with Sport England. Other info may need to be provided by sports. Further discussion is required on this and the Capacity Building Task & Finish Group to meet to consider this</p> <p>2.3 MB thanked those officers that had submitted profiles for the website. Football was thanked for submitting a 'good news' story.</p> <p>5.0 Completed</p> <p>6.0 Completed. Applications for funds will be submitted through CSPs not on a sport by sport basis</p> <p>7.0 Completed</p> | JP |
| 3 | FORUM WORK PROGRESS REPORT | |
| 3.1 | CSP/NGB Lead Officers Forum | |
| 3.1.1 | JP thanked attendees for their support of the task & finish group which met in July. The group considered the relationship between county and regional NGB forums and discussed recommendations for identifying appropriate NGB forum items based on both CSP and NGB priorities. | |
| 3.1.2 | It was agreed that the Regional NGB forum should concentrate on the general principles of delivery, whilst CSP forums should consider the detail of local delivery. | |
| 3.1.3 | <p>At each of these levels, items to be considered could include:</p> <ul style="list-style-type: none"> - CSP presentations on key areas of work (for information sharing) - Case studies from NGBs (for information sharing) - More information items to be included on the agenda from other partners e.g. SCUUK, SE, YST - Creating an environment that enables Officers to ask 'obvious' questions at meetings to assist those new to the profession/region/county - Developing a 'buddying' system. Encouraging contact between Officers to offer advice/assistance. The information on the website Officer information sheets could be used to identify those with the required expertise | |
| 3.1.4 | To monitor the effectiveness of the changes to NGB forum agenda, a feedback sheet will be distributed for completion by attendees. Officers are asked to ensure that they feedback using these forms. DN was thanked for supplying the template. | ALL |
| 3.1.5 | MB thanked MM for her contribution to the Forum and wished her well in her new Regional Manager post with Badminton England in Yorkshire. MM's departure would leave a vacancy for representing the Forum on the Regional Sports Partnership. MB also advised that he had nearly completed a 2 year term as Chair of the Forum so a new Chair would be required. | |
| 3.1.6 | JP to prepare a piece for the website to provide some information about what is required from RSP representation and requesting expressions of interest. | JP |

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| <p>3.2</p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p> | <p>Communication</p> <p>The electronic newsletter has been prepared and distributed. Feedback forms from this meeting included a section for providing comments and Officers were asked to offer their thoughts. Any Officers not in receipt of the electronic newsletter who would like to receive it are asked to contact Matt Hallam.</p> <p>Website. Sport England is providing significant support to the NGB Forum through their website. Those Officers that hadn't yet submitted their profiles were asked to do so and sports were asked to send good news stories for website to Robert Knott.</p> <p>It was requested that the template for Officer profiles be redistributed. AB asked if this could also be expanded to include those Officers working for other partners i.e. not just NGBs.</p> <p>JP advised that he had met with Jane Clarke, Head of Communications, Sport England. The East Midlands is the only SE region using its website in this way and she asked if there was anything else that would be useful to the forum. The idea of a secure area for Officer discussion/forums was discussed. Officers were invited to request this service via Sport England's website evaluation survey at www.sportengland.org – link from the home page entitled "The website is changing – we want your ideas". This will take approximately 5 minutes and Officers are asked to complete this survey requesting a secure area for Officers to enable debate/discussion forums to be held.</p> | <p>ALL</p> <p>JP</p> <p>ALL</p> |
| <p>3.3</p> <p>3.3.1</p> <p>3.3.2</p> <p>3.3.3</p> <p>3.3.4</p> | <p>Workforce Development</p> <p>EMSSAS – East Midlands Sector Skills Alliance for Sport is overseeing the roll out of WfD. EMSSAS is also an advisor to the Regional Sports Partnership.</p> <p>EMSSAS has accessed LSC funding for approximately 100 Level 2 Coach Awards in the East Midlands and funding must be distributed by March 2008. Processes for accessing this funding are still being finalised and clarification will be provided asap. EG was asked to establish whether this funding could be utilised where individuals were already being supported by LSC funding to attend courses.</p> <p>WfD is considered a significant opportunity to assist NGBs with their developing volunteers agenda. NGBs were asked to feedback on the following questions: Where is WfD in NGB priorities? Any issues that NGBs have identified Any support that NGBs require to progress WfD in their sport</p> <p>Feedback was collated for use by the WfD task & finish group. This will be placed on the website along with the other meeting information.</p> <p>It was agreed that there was a need to establish a task & finish group for WfD to consider the practicalities of roll out and to link with the equivalent group of the RSP. It was expected that this would have 1-2 meetings initially. JW and JM volunteered to assist with this work. JM also to replace MM on the Regional equivalent.</p> | <p>EG</p> <p>JP</p> <p>JP, JW, JM</p> |
| <p>3.4</p> <p>3.4.1</p> | <p>Supporting NGB needs in the Delivery System</p> <p>Sport England has made funding available to undertake regional research on identifying the needs of NGBs and their individual officers. The objective is to make recommendations on improving support to NGBs to facilitate effective partnership working between NGBs and their delivery partners. A brief for the work is being developed and a consultant will be appointed through a tendering process.</p> <p>(See action at 4.7 for suggestion on inclusion in tender document)</p> | <p>JP/WC</p> |

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| <p>3.4.2</p> <p>3.4.3</p> | <p>Officers are asked to keep time available in their diaries in week beginning 26 November 2007 for interviews. with the appointed consultant(s). It is likely that these will be held at a single venue (possibly Loughborough). It is expected that guidance on the information required will be distributed to Officers prior to the interviews to help them prepare.</p> <p>The outcomes of this work will form the basis of a report to the RSB regarding issues and potential solutions. It will also help to shape the future work of JP and CP.</p> | <p>ALL</p> | | | | | | | | | | | | | | | |
| <p>3.5</p> <p>3.5.1</p> | <p>Regional Sports Partnership Feedback</p> <p>MM reported that a sustainability paper had been prepared by Sport England and discussed at RSP for presentation to RSB. This made 5 recommendations for key work areas:</p> <ol style="list-style-type: none"> 1. effective retention and recruitment of staff and volunteers 2. sustainable delivery system (ensuring there were clear expectations in funding agreements) 3. understanding risk (a self assessment tool for project success) 4. partnership development (making these sustainable beyond a 3 year cycle) 5. Business planning guidance for sports and clubs (developing business kudos) <p>Further information on these will be circulated by email.</p> | <p>MM</p> | | | | | | | | | | | | | | | |
| <p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> | <p>CSP UPDATES</p> <p>DN outlined the brief that the CSPs had been given in making their presentation i.e. improvement of information sharing. In order to achieve this, the CSP representatives had identified the generic sports development areas that they believed overlapped with NGB agenda and would use this as a framework for future feedback to the NGB forum:</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Participation</td> <td></td> </tr> <tr> <td>U16</td> <td></td> <td>16+</td> </tr> <tr> <td>Coaching issues</td> <td>Workforce Development</td> <td>Competition</td> </tr> <tr> <td>Talent Identification</td> <td>Talent Development</td> <td>Club development</td> </tr> <tr> <td>Facilities</td> <td>Community</td> <td>Equity/disability</td> </tr> </table> <p>DN distributed written reports from Derbyshire, Northamptonshire and Leicestershire and Rutland Sport using this framework/format. JC made a presentation. CRo sent his apologies for not being able to supply a report to the meeting - a colleague had suffered an accident that required him to deal with a number of urgent issues on their behalf.</p> <p>CRo advised that he would send information for distribution.</p> <p>DN highlighted the following from his report:</p> <ul style="list-style-type: none"> - Derbyshire Talented Performer Fund. Details available from DN or their website at www.derbyshiresport.co.uk - Community Sports Networks (CSNs). A half day session is being held for NGBs on 23 January. Intention is to arrange speed dating/facilitated discussion between CSNs and NGBs. Please contact DN if interested. <p>NH highlighted the following from his report:</p> <ul style="list-style-type: none"> - A key focus currently is engaging with the community agenda to increase | | Participation | | U16 | | 16+ | Coaching issues | Workforce Development | Competition | Talent Identification | Talent Development | Club development | Facilities | Community | Equity/disability | <p>CRo</p> |
| | Participation | | | | | | | | | | | | | | | | |
| U16 | | 16+ | | | | | | | | | | | | | | | |
| Coaching issues | Workforce Development | Competition | | | | | | | | | | | | | | | |
| Talent Identification | Talent Development | Club development | | | | | | | | | | | | | | | |
| Facilities | Community | Equity/disability | | | | | | | | | | | | | | | |

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| | <p>participation. To this end the Active Together Programme has appointed 11 physical activity co-ordinators. NGBs were asked to consider how these may assist in disseminating messages for them</p> <ul style="list-style-type: none"> - Local Sport Alliances (CSNs) are established in all 9 districts and the CSP is also engaging the PCT to encourage interaction with the sports sector. NGBs are encouraged to utilise the network of LSAs which include LA and SSP representatives. Contact NH for more information <p>4.5 GS highlighted Northamptonshire's priorities as follows:</p> <ul style="list-style-type: none"> - CSNs. Northants have 7 CSNs at varying stages of the engaged-established-embedded continuum. Though physical activity is their main focus, Northants are actively seeking ways to include sports specific development in this work through their Northants NGB forum - 16+ agenda including 'Return to Adult' programmes. An initial CIF application is near completion to support this work and includes netball, table tennis, and basketball. Northants would like to expand this programme to other sports <p>4.6 JC presented his views on partnership working from Lincolnshire Sport's perspective following feedback from a recent county forum:</p> <ul style="list-style-type: none"> - he suggested a partnership working continuum from co-existence to co-ownership and challenged attendees to assess whether all delivery agents really do work in partnership <p>4.7 Feedback regarding the structure of the CSPs' update was requested from attendees and is summarised as follows:</p> <ul style="list-style-type: none"> - MM/SB thought it was very useful as a snapshot and also to highlight/clarify the differences between CSPs priorities - RW suggested that it would be useful to a more detailed agenda item where CSPs' agenda overlapped - RA highlighted the need to find ways of engaging with target groups as without this NGB 'products' cannot be 'sold' effectively to potential participants. JM suggested that some related and further discussion regarding the CSP/CSN interface would assist NGBs in deciding what information was required and how to present/provide it. This was suggested as a future agenda item. - JM identified the need for NGBs to communicate their plans for WfD and Club & Coach Funding in a way that can really work for delivery partners. CP suggested that this was already beginning to happen with Club & Coach planning being used as a lever for communication in the county planning process between CSPs and NGBs - Ref the consultancy work on supporting NGB needs. It was agreed that it would be useful to include within the tender document a request for information on where NGBs are in relation to county plans and what support from CSPs would be useful to them. | <p>JP</p> <p>JP/WC</p> |
| <p>5</p> <p>5.1</p> <p>5.2</p> | <p>Working with School Sports Partnerships –Chris Wright</p> <p>CW updated the meeting on the new Government target of 5 hours per week of physical activity for all young people by 2012. Specifically, that 5 hours should be available to 5-16 year olds and 3 hours for 16-19 year olds. This is now a PSA target as part of 2012 legacy.</p> <p>An additional £100m funding will be made available to increase participation by 1.25m. This will be targeted in the following areas:</p> <p>Extending activity</p> | |

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| | FE Sports Co-ordinators National School Sport Week Competition Manager network increased to 225 Coaches to deliver high quality opportunities for young people | | |
| 5.3 | YST has undertaken some profiling work on young people to enable some market segmentation analysis. CW outlined the YST's views/findings on how this might be utilised to guide interventions in the 3 hours of non-PE activity: | | |
| 5.4 | Est. market % | 2 hours | 3 hours |
| | 40 | PE | <ul style="list-style-type: none"> - Club sport - Representative sport - High quality coaching |
| | 50 | PE | <ul style="list-style-type: none"> - Enhancing after school activities - Extending opportunities - Embed sport in young peoples' lives |
| | 10 | PE | <ul style="list-style-type: none"> - Physical activity - Active travel (walking/cycling) - Active breaks - |
| 5.5 | CW invited attendees to consider the challenges that this may pose in relation to competition, coaching, clubs and volunteering. Feedback was received as follows: | | |
| 5.6 | Clubs <ul style="list-style-type: none"> - Facilities and access - Providing a quality environment (ancillaries) - Clubmark across broader age band - Investment in Development Officers as 'drivers' for club development - Upskill clubs in marketing and promotion - Engaging CSP Club Officers more effectively | | Coaching <ul style="list-style-type: none"> - Community sports coaches – need to increase numbers but make the positions sustainable - Alignment to UKCC and associated increase in costs of qualifications for some - Influencing teacher training - Need for qualified coaches at appropriate ratios to deliver quality experience - Upskilling/licensing/CPD |
| | Competition <ul style="list-style-type: none"> - roll out of Schools Competition framework – engagement with PDMs - participation vs more medals agenda potential to conflict especially for facility development priorities - Officials development - Must be structured and appropriate across the board | | Volunteering <ul style="list-style-type: none"> - Officials development - Provision of training - Valuing to enhance retention - Increasing numbers of volunteers - Engaging young people as leaders within the club environment |
| 5.7 | Discussion regarding the challenges of delivery produced the following feedback: <ul style="list-style-type: none"> - The need for different methods of engagement with young people now that YST has a broader U16 remit - Recognition that SSPs cannot do everything with every sport so careful targeting will be required. Perhaps prioritising accredited clubs, specific target audience etc. Golf was used an example of a sport that had developed products for very specific target groups - How to map SSP priorities against NGB and CSP priorities to find 'matches' | | |

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| | <ul style="list-style-type: none"> - The need for regular and uniform methods for exchanging information to make this more effective - Training NGB DOs in how to engage and utilise SSPs - Recognition that some NGBs have county officers, some only regional | |
| 6 | AOB | |
| 6.1 | <p>EG of SCUUK distributed an update on UK Coaching Framework implementation in England. This will comprise a 6 phase approach to March 2008 that will result in the development of a regional implementation document for coaching:</p> <ol style="list-style-type: none"> 1. Regional meetings between SCUUK and Sport England 2. Regional Coaching Working Group of key partners to undertake an in depth analysis of coaching in the region. Aligned to WFD Group. 3. Ready, willing and able assessment applied to CSPs 4. FE/HE audit – developing understanding of these as a potential resource for delivery of training through academic programmes and employment/deployment/management/development of coaches 5. Regional programmes. Developing a Regional Programme Initiation Document (PID) 6. Regional Coaching Steering Groups – to manage implementation of the Regional PID | |
| 6.1.1 | <p>Attendees identified immediate questions around Regional Coaching Centres and the Regional Implementation process for further discussion and it was agreed that this would be a major topic of the next Forum meeting. Any other specific questions to be addressed should be sent to Emma Groome or Abbi Ellis. egroome@sportscoachuk.org or aellis@sportscoachuk.org</p> <p>Ahead of the next Forum, all NGBs were asked to contact their National Coaching Officers for an update on the UK Coaching Framework and what this means to their sport.</p> | <p>JP ALL</p> <p>ALL NGBs</p> |
| 6.2 | <p>JW reported that he had attended the most recent meeting of the Regional Communications Group. Particular points of interest were:</p> <ul style="list-style-type: none"> - BBC East Midlands Sports Awards nominations close 2 November. There are categories of interest to sports development, especially the Unsung Hero award. See www.bbc.co.uk/eastmidlandstoday - Sport England is holding their annual open meeting at Wembley Stadium on 13 November where Jennie Price and Derek Mapp will set out their objectives for the coming year. There will also be an opportunity for stadium tours. Attendance is free but admission by ticket only – deadline for applications 31 October contact 8444 12 77 44, or email annualopenmeeting@comtec-presentations.com to order tickets. | |
| 6.3 | <p>JP reminded attendees that the Regional Skills in Sport event is being held on 2 November and urged officers to attend. information was distributed on the last newsletter.</p> | |
| 6.4 | <p>Representatives to Playground to Podium Project Management Group. JW has offered to be NGB representative. RW indicated that she would also like to be involved but cannot make the next meeting.</p> | JW/RW |
| 6.5 | <p>Next meeting will be 11 December. Officers are asked to feedback any ideas/offers for venues that could also facilitate including an activity.</p> | ALL |
| 6.5.1 | <p>JP discussed the view that Regional NGB Forum meetings should run ahead of the County Forum meetings cycle. As such, it would be necessary to change some of the dates agreed at the last meeting. There was general agreement that this would</p> | |

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| 6.6 | be useful. JP to bring proposal for revised dates to next meeting. The meeting closed with thanks to KH and MC for arranging the venue. | JP |
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Reports or presentations to be requested from the following to put on website:

Dan Newton (CSPs)

CP/AB (Playground to Podium)

MM ref recommendations to RSB

CW ref Working with SSPs

Emma Groome ref SCUK update