

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday December 11th 2007
at Northamptonshire CCC, Northampton

PRESENT

Name	Organisation / Role	Name	Organisation
James Watmough (JW)	Badminton England	Helen Pack (HR)	ECB
Claire Antcliffe	RFUW	Sue Redfern (SR)	ECB
Jeff Mapp (JM)	RFU	Tony Reddish (TR)	BBS
Simon Watts	British Cycling	Martin Flynn	RFL
Gareth Brooks	RYA	Hayley Peel	England Netball
Rachel Washington (RW)	ASA	Chris Rollé (CR)	Notts CSP
Natalie Smith (NS)	Northamptonshire Sport	Clare Howard (CH)	Prospects4Sport
Chris Mallender	England Athletics	Adam Blaze (AB)	Sport England
Cathy Partridge (CP)	Loughborough University	Matt Gillard	Sports coach UK
Russ Baxter	RFU	Mick Baikie (MB)	Football Association
Julian Pagliaro (JP)	EM NGB DO	L J Adams	RFU
Paul Bickerton (PB)	Sports coach UK		

APOLOGIES

Name	Organisation	Name	Organisation
Amy Dennis (AD)	England Hockey	Felicity Colbourne (FC)	English Gymnastics
Jonathan Riall	British Triathlon	Andy Hastings (AH)	England Squash
Chris Wright (CW)	Youth Sport Trust	Carolynn Ryan	English Table Tennis Assc
Janet Inman	Lincs CSP / Volleyball	Kelly Hanwell (KH)	England Golf
Wendy Campbell (WC)	Sport England	Dan Newton (DN)	Derbyshire Sport
Noel Haines (NH)	L&R Sport	Jim Cowan (JC)	Lincolnshire Sport
Gary Sheppard (GS)	Northamptonshire Sport		

Summary of actions from the meeting

Item	Action	Who	By When
1.2	(3.2.2) Officers to submit their profiles for the web pages	Officers/JP to chase	Asap
2.1.1	Athletics and golf/squash to be approached to attend task & finish sub group for NGBs and the 5 hour offer	JP/Athletics	
2.2.1	Ref Supporting NGB needs in the Delivery System consultancy work. NGBs are asked to complete and return these if they had not yet done so.	ALL	Asap
3.2.2	NGB Officers to send information to CR for Intosport website	ALL	Asap
3.2.6	CR offered potential for expanding mapping service to NGBs	CR/ALL	
4.1	BSF protocol for East Midlands sport engagement in process	CH/JP/ALL	Jan/Feb 08
4.3	NGBs are encouraged to lobby for inclusion in BSF SfC groups particularly in wave 5 authorities Derby City and Nottingham, and wave 6, Nottinghamshire	ALL	Asap
4.4	Feedback provided on BSF engagement to be posted to the Forum website for information and the next Forum meeting	CH/JP	Post Dec meeting
6.6.2	Regional Coaching Strategy. NGB officers are asked to ensure their views are represented by contacting JM and/or using Forum meeting feedback sheets.	JM/ALL	Strategy completion 03/08
7.2	James Watmough elected as new Chair of the NGB Forum	JW	Immediate
7.2	JP to pursue nominations for Vice Chair and Representative for	JP/ALL	By nxt

	Development Officer Management Group		meeting
8.2	Ref 2 day Forum meeting. Officers are asked to provide feedback to JP on the usefulness of spending time in depth on certain aspects of work and the potential usefulness of spending time at the meeting on joint work issues which may require pre-meeting preparation	ALL/JP	Asap
8.3	Written materials/presentations to be yellow on dark background where possible or alternatively sent to TR ahead of meetings in non-pdf format to enable him to change them. This to facilitate their use by the visually impaired.	ALL/TR	Ongoing

Item	Content	Action
1	WELCOME & MINUTES OF LAST MEETING	
1.1	<ul style="list-style-type: none"> • MB welcomed everyone to the meeting and thanked Helen Pack for making arrangements for the meeting venue • Minutes of the last meeting held 16 October were accepted as a true record • The letter from Jennie Price issued following the resignation of Derek Mapp as Chair of Sport England had previously been circulated. MB advised that Sport England were currently undergoing a review led by Richard Lewis (RFL) and Steve Grainger (YST) in light of the recent policy decisions made by James Purnell, Secretary of State. MB outlined his views on the potential implications to the forum but reiterated that the forum's operation and work was well regarded and that it would be well placed to ensure a smooth continuity. 	
1.2	<p>Update on actions from last meeting:</p> <p>1.2 Playground to Podium – meeting took place, see CP update at section 5 of these minutes</p> <p>3.1.4 Officers asked to use the feedback forms at NGB forum meetings – these were used and summary available on website</p> <p>3.1.6 RSP representation – this would be linked to election of Chair/Vice Chair later in the meeting</p> <p>3.2.1 Officers not receiving electronic newsletter - done</p> <p>3.2.2 Officers submitting profiles for website – many still outstanding, JP to chase</p> <p>3.2.3 Officers asked to complete Sport England questionnaire - done</p> <p>3.3.4 Task & finish group for WfD - T&F Group to meet on a suitable timeline. JM replaced MM on the Regional equivalent working group.</p> <p>3.4.1 NGB information ref tender for consultancy work on supporting NGB needs - done</p> <p>3.4.2 NGB Officers involvement in needs analysis consultancy work – to be considered later on agenda</p> <p>3.5.1 Information regarding recommendations to RSP – this will be posted to the EM SE website</p> <p>4.2 CM to circulate update on Notts CSP – CRo apologised that work pressures had prevented him from doing this</p> <p>4.7 Engaging target groups/understanding the CSP/CSN interface to be a future agenda item – on agenda and ongoing</p> <p>6.1.1 UK Coaching Framework regional implementation to be an agenda item at the next meeting – on agenda</p> <p>Officers to notify any specific questions/discussion points regarding UK Coaching Framework regional implementation to EG/AE</p> <p>6.5 Officers to feedback any ideas/suggestions for venues where an activity could be</p>	ALL/JP

	<p>included on the agenda – JM had suggested Loughborough to include badminton as an activity</p> <p>6.5.1 Suggestions for changes to future meeting dates to bring Regional Forum meetings before County Forum meetings cycle – this has now been done with dates on the website.. Please note that the Northamptonshire NGB Forum meeting date posted is incorrect – the correct date is 21 January</p>																
2	FORUM WORK PROGRESS REPORT																
2.1	NGB Forum Development Officer																
2.1.1	<p>As a follow up to Chris Wright’s (YST) presentation at the last meeting regarding ‘NGBs and the 5 hour offer’, JP would like to establish a task & finish group to discuss the issues and the forum’s role. As such, volunteers were requested from the 4 groups of sports defined by YST and were agreed as follows:</p> <table border="0"> <tr> <td></td> <td style="text-align: center;"><u>Volunteer</u></td> <td></td> </tr> <tr> <td>Major school sports</td> <td>Hayley Peel (netball)</td> <td></td> </tr> <tr> <td>UK School Games sports</td> <td>Athletics to be approached</td> <td></td> </tr> <tr> <td>Non traditional Olympic</td> <td>Simon Watts (Cycling)</td> <td></td> </tr> <tr> <td>Small NGBs/Large School</td> <td>Golf or squash to be approached</td> <td></td> </tr> </table>		<u>Volunteer</u>		Major school sports	Hayley Peel (netball)		UK School Games sports	Athletics to be approached		Non traditional Olympic	Simon Watts (Cycling)		Small NGBs/Large School	Golf or squash to be approached		JP
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2.2	Supporting NGB needs in the delivery system consultancy brief																
2.2.1	<p>Clare Howard of Prospects 4 Sport was introduced as the consultant undertaking this work. Clare gave a brief overview of the work to be undertaken. The NGB/SSP/CSP needs analysis will enable recommendations to be made for increasing effectiveness for the delivery system. It was agreed that the timing for undertaking this work was fortuitous given the recently announced changes to Sport England’s policy brief.</p> <p>Meeting dates have already been established for interviews with 25 NGBs and pre-interview surveys have been distributed. NGBs are asked to complete and return these if they had not yet done so.</p>	ALL															
3	JOINT CSP PRESENTATIONS																
3.1	JP advised that in light of some CSP representatives being unable to attend, the focus of the CSP presentations had changed to incorporate some examples of good practice of partnership working.																
3.2	Sport Nottinghamshire/Triathlon county planning (JP/CR)																
3.2.1	JP explained that Jonathan Rialls (JR), Regional Manager, Triathlon, had found engagement with Sport Nottinghamshire to be particularly effective for the purposes of county planning and that he and CR had indicated that they would like to provide an insight into their work.																
3.2.2	CR advised that the Intosport website (www.intosport.org.uk) is intending to mirror the NGB Forum pages on their website and requested that Officers send any relevant information.	ALL															
3.2.3	CR outlined the process undertaken to assist triathlon to engage with potential partners in Nottinghamshire, a county triathlon had not previously prioritised:																
3.2.4	1) Initial meeting. This scoped the opportunities and services available through Nottinghamshire Sport in relation to: club, coach and volunteer development. Additionally, Notts Sport Disability Section had offered assistance on equity issues.																
3.2.5	2) Draft county plan prepared with initial consultation from the following groups: coach development; club & volunteer; equality																
3.2.6	3) A broader consultation meeting to engage with interested parties. Also included in the evening was the promotion of Notts Sport’s generic services for assisting with																

<p>3.2.7</p>	<p>funding applications, club development etc. This provided some interesting outcomes including: the successful linking of a club to the SSP network; some funding applications from clubs; and a coach accessing the coach scholarship scheme.</p> <p>Notts Sport can also offer a mapping service to NGBs for key clubs, schools etc. This can be provided on a county, regional or national basis on the production of an Excel spreadsheet listing postcodes and information regarding what the postcode relates to (school, club etc)</p> <p>RFU have used this facility and are establishing whether the system can also provide further information on market segmentation at particular locations.</p> <p>4) Finalisation of plan. This has been kept very simple with the key being that it is tailored to local needs within the Regional development plan headings of:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Participation</td> <td style="width: 50%;">Accrediting clubs</td> </tr> <tr> <td>Increasing club membership</td> <td>Increasing active coaches</td> </tr> <tr> <td>Increasing volunteers</td> <td>Participation in under represented grps</td> </tr> </table>	Participation	Accrediting clubs	Increasing club membership	Increasing active coaches	Increasing volunteers	Participation in under represented grps	<p>ALL/CR</p>
Participation	Accrediting clubs							
Increasing club membership	Increasing active coaches							
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<p>3.2.8</p>	<p>Actions are clearly defined, with JR's role being management of partners to deliver, leaving a manageable workload of direct interventions for JR.</p> <p>5) Lessons learnt. JR has been full of praise for the willingness of Notts Sport to work in partnership with the NGB, helping the NGB to deliver against their own priorities. The effectiveness of this process has been evidenced by the engagement of a much wider number of partners to help deliver triathlon's objectives with the voluntary:professional interface now working more effectively. CR was pleased that his meeting with JR had proved to be such a "life changing event"!</p>							
<p>3.2.9</p>	<p>JM suggested that there is scope for considering whether closer structural alignment might enhance the ability of NGBs and CSPs to work in partnership, as much good practice currently is driven by personal working relationships.</p>							
<p>3.3 3.3.1 3.3.2 3.3.3</p>	<p>Lincolnshire Sports Partnership – Dave Carter (DC) NGB Project Officer</p> <p>Dave outlined some of the findings of -the approach taken in Lincolnshire regarding support to sports clubs, including NGB accreditation.</p> <p>Where there is demand for new clubs to increase participation, Lincolnshire have had considerable success through the following model:</p> <ol style="list-style-type: none"> 1) Running taster sessions on behalf of the prospective club, using community sports coaches as lead. These are supported by provision of flyers and promotion through the local press (though NOT just in the sports pages); parish magazines, local radio and 'pressing the flesh' through physically handing out flyers 2) The initial response to the taster sessions will then dictate the prime focus for the club initially: adult; junior; or both as the target audience. If only adult or junior, a longer term approach is taken towards developing the club to provide opportunities for other target groups 3) LSP then assist the club with establishing a committee (including training for volunteers), bank account and submitting start-up grant applications 4) Initially, clubs are encouraged to keep copies of evidence for clubmark (constitution, bank accounts etc), but the process of applying for accreditation is delayed until the club has established its operations, typically after approx 6 months <p>DC described the use of different NGB clubmark frameworks as challenging for LSP, but clubs are supported to achieve the core strands of clubmark through the following:</p> <ol style="list-style-type: none"> 1) Club support evenings, including: child protection workshops; provision of job specifications/roles for volunteers; advice on publicity; SCUUK courses; sport 							

	<p>specific clubmark evenings</p> <p>2) Volunteer support. Through running leadership and CfT courses; NGB awards and 'flying coaches' ie coaches are 'imported' to assist clubs. The local Chamber of Commerce has also accepted clubs as small business which enable them to access their services</p> <p>3) Player pathway/talent ID. This is supported through the work of the Community Sports Coaches and SSSCo/SSP Competition Managers</p> <p>4) LSP have had success in attracting some more unusual partners to support their work: FE/HE; Armed forces –this has been particularly useful in relation to recent leavers from the forces seeking work in sport as they can access funding support for training; youth services; and emergency services. The latter two in relation to accessing some funding, but also arranging 'advertising in kind' – the services pay for medals at an event in return for having a stand at events etc</p>	
3.4	Natalie Smith (NS), Northamptonshire Sport	
3.4.1	NS described the approach taken by Northamptonshire Sport to club development work. CR advised that Nottinghamshire were intending to introduce some of the Northants ideas into their club development work.	
3.4.2	NS advised that Northamptonshire Sport were working towards licensing for generic clubmark accreditation. This had arisen from work with tae kwon do in the county, a sport whose NGB is not currently aligned to the clubmark scheme. This work has been very well received, and has led to a snowball effect for club accreditation within the county as clubs recognise the benefits that can be obtained.	
3.4.3	<p>Services offered by Northamptonshire Sport were summarised as:</p> <ul style="list-style-type: none"> • advice and guidance to clubs through dedicated officers • 1-2-1 help and support to achieve accreditation • Templates/tools for development • Sharing examples of good practice • Accreditation clinics, including the opportunity to attend generic (child protection, equity etc) courses on one day • Benefits package including: <ul style="list-style-type: none"> - 50% discount on hire of Northampton District PFI facilities. Northamptonshire Sport are attempting to secure this countywide - Assistance with promotion of clubs - Prize draws - Sporting volunteers scheme, including assistance for finding volunteers for clubs 	
3.4.4	<p>Feedback to NGBs on common challenges for clubs in achieving accreditation were summarised as:</p> <ul style="list-style-type: none"> • Understanding the accreditation process • Understanding what support may be available to the club and how to access it • Time commitment and how to share the workload – the task of achieving accreditation often falls to one volunteer • Courses for which clubs are required to provide evidence of attendance are not run frequently enough 	
4	BUILDING SCHOOLS FOR THE FUTURE (BSF) – Clare Howard (CH) Prospects 4 Sport & Neil Allen Associates	
4.1	CH outlined the work regarding Building Schools for the Future by Prospects 4 Sport and Neil Allen Associates. This work is being undertaken on behalf of Sport	

<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>England and has the prime objective of producing a clear protocol for how sport in the East Midlands will engage with BSF from wave 5.0 onwards. The work is intended for conclusion in Jan/Feb 2008 and it is anticipated that further consultation will be undertaken at the next NGB forum meeting.</p> <p>CH outlined the BSF initiative which is intended to transform every school in England over the next 15 years through the investment of £45 billion for the benefit both of education and local communities. This offers a significant opportunity for sport, but engagement with sport in the planning process has to date been variable, hence the research project.</p> <p>BSF requires that all local authorities produce a Strategy for Change (SfC) and most are establishing SfC groups which would benefit from sport specific input in addition to the negotiation regarding PE. This would help to maximise the suitability of sports facilities included in SfC for community use. Pending the outcome of the research, NGBs were encouraged to lobby for inclusion in SfC groups particularly in wave 5 authorities Derby City and Nottingham, and wave 6, Nottinghamshire.</p> <p>CH invited NGBs to input to addressing the issue of sport's engagement in BSF in the East Midlands by discussing the following:</p> <ul style="list-style-type: none"> • What, if anything, is your NGB doing now to engage with the strategic planning process? • Who are the right people to be involved in the process? When and how should this happen? • What are the barriers to NGB involvement? • What are the practical steps that could be taken to assist with the engagement process? <p>Feedback provided will be posted to the NGB Forum website for information.</p> <p>Further information on BSF can be obtained from www.bsf.gov.uk</p>	<p>CH/JP /ALL</p> <p>ALL</p> <p>CH/JP</p>
<p>5</p>	<p>PLAYGROUND TO PODIUM UPDATE (P2P) - Cathy Partridge (CP)</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>The P2P meeting proposed at the last NGB forum meeting went ahead as planned with CP, Adam Blaze, Chris Wright (YST), Emma Groome (SCUK), Rachel Washington (NGBs rep) and Jim Cowan (CSPs rep)</p> <p>It was agreed that CSPs would apply on behalf of NGBs as part of the county planning process and that this planning will consider P2P work beyond that already identified within schools.</p> <p>In respect of county assessment days for talent identification, minimum operating standards are being developed. Audit/planning toolkits are also being developed to assist stage 1 & 2 CIF applications as timelines are recognised as challenging.</p> <p>It was agreed that CSPs could select additional sports to be involved subject to minimum criteria as follows:</p> <ul style="list-style-type: none"> • That a clear starting point from which to develop activity already exists ie there is already some activity in the county • That there is an international 'stage' for competition in the sport, though not restricted to Paralympic sports • That delivery is part of a clear performance pathway <p>Funding available will be in the region of £80k per CSP over 3 years, though it is hoped that more will be made available through the RSB. This funding must be committed by 31 March 2008 and the application process will be made as minimalist as possible to facilitate this. As a decision on national priority sports had yet to be made by YST/SE/UKSport it was hoped that the timescales could be stretched. A 'speed dating' event is to be held at Loughborough on 10 January to assist CSP/NGB partners to discuss their applications.</p> <p>Post Meeting Note – this meeting has been postponed pending national info to guide the process.</p>	

5.6	<p>Concern regarding timescales was discussed, with some NGB colleagues considering that their national lead officers may not be in a position to proceed at the pace required. CP reiterated that the East Midlands is ahead of the game with its P2P work and that any regional plans submitted would have to be aligned to national frameworks. There was no intention to consider plans that would be independent of the NGBs' work. It was suggested that initial applications should reflect, in outline, the club and coach plans already submitted and that further detail would then be added.</p>	
6	UK COACHING FRAMEWORK – Paul Bickerton (PB) and Matt Gillard, SCUK	
6.1	<p>PB introduced his presentation, designed to help develop understanding of what the UKCF work means to NGBs/CSPs through discussing: the coaching system; roles and responsibilities; UK Coaching Framework; modelling; and delivery through sports systems.</p>	
6.2	<p>SCUK has an agreed vision of creating a “World leading coaching system by 2016” ie providing skilled coaches at all stages of a participants’ development</p>	
6.3	<p>The development of a coaching system (model), to make the most effective use of resource must:</p> <ol style="list-style-type: none"> 1) Identify gaps 2) Recruit qualified coaches to fill these gaps 3) Develop and support these coaches to deliver 4) Measure their impact and effectiveness 	
6.3.1	<p>This must be cyclical, so that step 4) informs the re-start of the process from 1). Attendees were asked to consider who they believed were the key partners for each stage, and any particular barriers for NGBs. Discussion produced the following points:</p> <ul style="list-style-type: none"> • That key partners were: NGBs, CSPs, SSPs, clubs, voluntary associations, local authorities, SCUK, and players, as they can often identify ‘potential coaches’ • That gaps in the coach education/tutor workforce also needed to be identified • That NGBs often struggled for capacity to deliver, especially for those sports without county officers • Changes in the political climate often make NGB work reactive rather than proactive • Are the objectives of UKCF really clear, and do we know how we can deliver? • Is resource for developing and supporting coaches prioritised effectively? Do all sports use focus clubs, centres of excellence and academies? • Changes for volunteers brought about by UKCC have been challenging for some and much time and effort has been invested by NGBs in motivating/retaining their coaching workforce • Ref coach recruitment. The development of coaching must be considered at two tiers: volunteer and professional, providing pathways for both that are clearly aligned. Development support to community sports coaches must be improved, and ways must be found to make these posts sustainable as they represent the first opportunity for coaching professionally that has been orientated to grassroots, rather than performance sport • Flexibility should be considered to allow coaches to coach first, and obtain their qualification later to aid recruitment. 	
6.4	<p>The 5 key strategic action areas for the UK Coaching Framework are as follows:</p> <ol style="list-style-type: none"> 1) UK coaching system (model) – what the coaching workforce should look like, 	

- including pathways for players and coaches
- 2) Coaching workforce – standards for recruitment, employment, management, and retention
 - 3) Support for coaches – qualifications framework and continuing professional development
 - 4) Professionally recognised vocation including quality assurance and promotion – registration, licensing, reward and recognition
 - 5) Review and development – monitoring & evaluation, evidencing success and highlighting weaknesses for improvement

6.4.1 Attendees were asked to consider their strengths/weaknesses and opportunities (gaps) relative to their current practise and structures and one key priority action that would make a difference. Points raised included:

- Goalball are currently assessing their player pathway needs with the intention of this leading their work on coach pathways/ development
- Monitoring and evaluation is a huge challenge for NGBs as this has not been a priority with M&E systems at different stages of development
- Badminton have identified CPD as their missing link with a need for increased local delivery
- Reward and recognition, especially for volunteer coaches, was highlighted by a number of NGBs as an area of weakness
- PB also highlighted that scUK's work had identified regional differences in terms of priorities for strategic action on the UKCF, adding another tier of variance to coach development work

6.5 Coaching model.

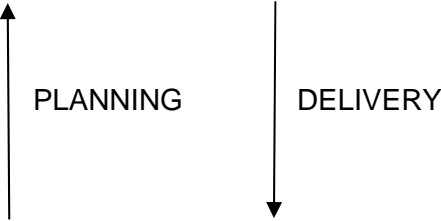
It has been agreed that the participant:coach relationship must be at the centre of the model, and that this must be sufficiently flexible to support and provide for:

- Both lifelong participation geared towards health related activity and participation at a performance level
- Environments, pathways and infrastructures that will enable participants to attain their objectives across this continuum
- A coach qualification system that reflects these needs ie that this will be horizontal (children⇒participation⇒performance⇒elite) as well as vertical (levels 1⇒2⇒3⇒4)

This will be a challenging task and this is reflected in the 11 year plan currently being discussed and agreed with partners.

6.6 Delivery through sports systems

PB outlined the process undertaken by SCUUK as follows:

6.6.1	<p>National structures Regional structures County structures Coach Participant</p> 	
6.6.2	<p>SCUK are currently working with regional partners to set priorities. In the East Midlands, this work is being led by a Regional Coaching Steering Committee. NGBs are represented on this Committee by JM (recently replacing MM) and JP. Its role is to develop a regional coaching strategy that will co-ordinate the work of key partners to make the most effective use of resources. This will require an auditing process to be undertaken to provide information on actual delivery against needs/demand. The regional coaching strategy is intended for completion by March 2008. NGB officers are asked to ensure their views are represented by contacting JM and/or using Forum meeting feedback sheets.</p>	ALL/JM
6.6.3	<p>MB raised concerns regarding timescales, particularly in light of earlier discussion on NGB/delivery system consultation; BSF and P2P. The potential for disconnection between the National and its Regional/County level workforces within NGBs was highlighted, particularly as the SCUK County Coach Development Officer network was being restructured.</p>	
7	<p>ELECTION OF CHAIR/VICE CHAIR</p>	
7.1	<p>MB advised that he had completed 2 years as Chair and believed that in that time much progress had been made and that the Forum had benefited greatly from the decision/agreement to appoint a Development Officer to support its work. MB also indicated his view that the recently announced policy changes for Sport England provided a major opportunity on which the Forum was now well placed to capitalise. MB thanked FC for her support as Vice Chair and advised that FC's move to Australia was to be more permanent than originally intended, precluding her from continuing in the role. As such, a new Chair and Vice Chair were sought for election.</p>	
7.2	<p>Nominations for election had been received as follows: Chair James Watmough there being no other nominations, JW duly elected Vice Chair None received as this the need for an election only very recently identified Nominations were also required to contribute to the Management Group of the NGB Forum Development Officer JP to pursue nominations for Vice Chair and Representative for Development Officer Management Group</p>	JW JP
8	<p>AOB</p>	
8.1	<p>AB provided a verbal Sport England update. Derek Mapp had resigned as Chairman following the change in strategic direction for Sport England announced by Secretary of State for Culture, Media and Sport, James Purnell. Sport England is now reviewing its national strategy in light of this, with the work due for completion in January 2008. As such, work on regional strategies will be halted until the national strategy review is concluded.</p>	

8.2	<p><u>Next meeting</u></p> <p>It is proposed that the next Forum meeting will be held over 2 days on 19-20 February. This is expected to facilitate opportunities to consider some issues in greater depth and to help capacity build in terms of Officers' ability to support each other in their work. This has worked well in other regions. Costs of overnight accommodation will be funded by Sport England.</p> <p>It was agreed that in order to justify a 2 day commitment:</p> <ul style="list-style-type: none"> • Clear objectives for the meeting would be needed • A long notice period should be provided for any agenda items that would require officers to prepare/provide information before the meeting • That it would also be useful for CSPs to commit to sending appropriate officers for the duration of the meeting (NGB lead/facility officers etc as appropriate to the agenda) <p>Officers were therefore asked to provide feedback to JP on the usefulness of spending more time on certain aspects of work at the last two meetings and the potential usefulness of spending time at the meeting on joint work issues which may require pre-meeting preparation.</p>	ALL/JP
8.3	<p>TR requested that if possible, presentations/written materials are provided as yellow on a dark background to facilitate ease of use by the visually impaired. Alternatively, that such materials are sent to him ahead of meetings by email in non pdf format so that he can make these changes himself.</p>	ALL/TR
8.4	<p>JW proposed a vote of thanks to MB for his hard work as Chair of the NGB Forum which had seen the Forum make significant progress.</p>	
8.5	<p>MB closed the meeting with thanks to HR/SR/ECB for arranging the venue</p>	

Reports or presentations to be requested from the following to put on website:

JP/CR/Triathlon (Nottinghamshire)

David Carter (Lincolnshire)

Natalie White (Northamptonshire)

Building Schools for the Future (Clare Howard)

UK Coaching Framework Developments (Paul Bickerton)