

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

**PRESENT**

<b>Name</b>	<b>Organisation / Role</b>	<b>Name</b>	<b>Organisation</b>
James Watmough (JW)	Badminton England	Jo Duff	England Hockey
Claire Antcliffe	RFUW	Pauline Olivant	British Orienteering
Jeff Mapp (JM)	RFU	Jayant Mistry	EFDS
Simon Watts	British Cycling	Pete Ezard	Sports coach UK
Gareth Brooks	RYA	Chris Rollé (CR)	Notts CSP
Rachel Washington (RW)	ASA	Noel Haines (NH)	L&R Sport
Jonathan Riall	British Triathlon	Gary Sheppard (GS)	Northamptonshire Sport
Chris Mallender	England Athletics	Dan Newton (DN)	Derbyshire Sport
Stuart Briggs	Canoe England	Dave Carter	Lincolnshire Sport
Steve Williams	ECB	Andrea Carter	Sportsworks
Andy Hastings (AH)	England Squash	Clare Howard (CH)	Prospects4Sport
Carolynn Ryan	English Table Tennis Ass	Adam Blaze (AB)	Sport England
Martin Flynn	RFL	Cathy Partridge (CP)	Loughborough University
Daniel Griffin	British Judo	Julian Pagliaro (JP)	EM NGB DO

**APOLOGIES**

<b>Name</b>	<b>Organisation</b>	<b>Name</b>	<b>Organisation</b>
Chris Wright (CW)	Youth Sport Trust	Hayley Peel	England Netball
Kelly Hanwell (KH)	England Golf	Mick Baikie	FA
Martin Crowder	England Golf	Simon Dowdy	ARA
Gill Barham	British Equestrian	Mandy Pollard	EBBA
Sue Redfern	ECB	Steve Rodwell	English Indoor Bowling
Emma Groom	scUK	Alan Fergus	Nat Rounders Assoc
Gemma Barton	British Gymnastics		

**Summary of actions from the meeting**

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>By When</b>
1.2	Set up agenda item looking at Extended Activities / 5-Hr Offer	JP	ASAP
1.2	NGBs to report back facility needs in the South Northants / Daventry Districts. To GS please	All NGBs	ASAP
2.2.1	NGBs to report back to Catherine Davies on Derbys Disability Plan	All NGBs	ASAP
2.2.2	NGBs to make nominations for the Derbyshire Sports Awards to DN	All NGBs	ASAP
2.2.4	NGBs to respond to Derbyshire County Teams form sent out by DN	All NGBs	ASAP
2.5.1	Any NGBs who didn't attend Extended Activities day in Northants can still influence this plan if they want to... contact GS	Appropriate NGBs	ASAP
2.5.1	NGBs can still feed back on Extended Offer in Notts – to CR	Appropriate NGBs	ASAP
3.1.2	Collate hotdesk info and put this on the website	JP	Next Forum
3.2.3	Collate info and put Officer Factsheets & Matrix on website	JP	Next Forum
3.3.4	Info on CSP webpages to be fed back to RK & Reg Comms Group	JP / JW	ASAP
5.2.3	Forum to consider Terms of Reference to enable EC to represent it at 3 <sup>rd</sup> Sector meetings	EC / JP	When appropriate
5.4	Please respond to Leics Annual Review paper when it is placed on the website	NH / All	When Appropriate

Item	Content	Action
<b>1</b> 1.1  1.2	<b>WELCOME &amp; MINUTES OF LAST MEETING</b> <ul style="list-style-type: none"> <li>• JW welcomed everyone to the meeting and thanked Steve Williams for making arrangements for the meeting venue</li> <li>• Minutes of the last meeting held 11 Dec 07 were accepted as a true record</li> </ul> Update on actions from last meeting: <ul style="list-style-type: none"> <li>• Officer profiles being dealt with in this meeting</li> <li>• YST engagement – No T&amp;F Group set up as YST leading the process starting May 2008. Will be working with those NGBs with capacity to deliver first with roll out over rest of Summer. Probable agenda item on this at next Forum</li> <li>• Intosport Website – a number of NGBs have sent Chris data</li> <li>• Mapping – some NGBs have taken up the Notts offer of mapping</li> <li>• BSF – information to be put on the website when available</li> <li>• Equity – please be mindful of Tony Reddish’s powerpoint needs</li> <li>• Request – Housing consultants have asked NGB about their priority facilities needs in South Northants and Daventry – not a great response from NGBs, Gary Sheppard asked NGBs to please input.</li> </ul>	
<b>2</b>	<b>Joint CSP Presentation</b>	
2.1 2.1.1           2.2 2.2.1           2.2.2	<b>Overview</b> CSP Information Sharing is happening through the Forum Planning Group. This involves all 5 CSP Leads (for NGB work) and NGB Reps (Kelly H & JP) – work currently being undertaken to ensure all five CSPs are more consistent in what they offer NGBs. Working as an East Midlands ‘family’ is the goal.  The following overview is of important areas of work in each county.  <b>Derbyshire</b> <b>Equity</b> Derbyshire Disability Sports Plan being put together at the moment – local deliverers. Consultation period until the end of April. All NGBs have the opportunity to comment and be involved in the plan. Player Pathways. Catherine Davies is leading on the work – 01773 571231. <a href="#">(Copy of plan, posted on the Regional NGB web pages with these minutes)</a>  <b>Coaching</b> Ongoing commitment to developing coaches and coaching. Derbyshire Coaching Framework – April 08 onwards. New work in the framework includes: Co-ordinated coach education – lots of deliverers offering courses but a co-ordinated approach needed to ensure an even geographical and date spread of courses – will lead to a better deal for coaches. Coach pathways – looking at how it matches the player pathway – where are the gaps? Framework will be piloted in 6 sports initially over 12-18 months. Mapping coaching resources to pathways. Talented Athlete Fund coach seminars – development of the talented athlete fund is being made to their coaches, supporting the coaches, analysis of need and meeting that need. Andrea Stone is coaching lead – 01773 571222	<b>ALL NGBs</b>

	<p>Heads Up - Derbyshire Sports Awards. Chance to recognise achievements across and wide range of categories. DN explained the process and asked NGBs to make nominations to him.</p>	<b>ALL NGBs</b>
2.2.3	<p><b>SSP:NGB Links.</b> Looking to improve engagement between SSP and NGBs. Working together to optimise impact. DS reviewing the county approach alongside the YST regional review.</p>	
2.2.4	<p><b>Talent Development.</b> Talented Athlete Fund. Looking to help NGBs strength player pathways to improve talent development processes. Sport Specific player pathways will be tackled at the next county NGB forum – DS want to understand local player pathways and have asked NGBs for their help with this. County Teams – NGBs asked to complete form emailed to them about how young people can represent the county.</p>	<b>ALL NGBs</b>
2.3	<b>Lincolnshire</b>	
2.3.1	<p>Jim Cowan is leaving the partnership – until end of May, is completing some consultation work on behalf of the CSP. Dave Carter currently NGB contact point. Shane Ward leaving to be a competition manager. CSP is currently recruiting and should have additional capacity within a couple of months.</p>	
2.3.2	<p><b>Services Offered by CSP include:</b></p> <ul style="list-style-type: none"> <li>• Media – Advertising and Radio – lots of work in the county to promote sport better. Greater coverage of sport via Radio, regional press and the website.</li> <li>• Club support evenings.</li> <li>• Generic courses for clubmark are run by the CSP – normally at a central venue – info sent to NGBs – DC asked NGBs to pass this on to volunteers.</li> <li>• Generic courses for athletes and parents – lifestyle, nutrition.</li> <li>• Key areas of work – <ul style="list-style-type: none"> <li>Support, develop and form clubs</li> <li>Increasing participation</li> <li>Formation of development groups for NGBs</li> <li>Support to develop School Club links</li> <li>Work with district sports development units to support the work.</li> </ul> </li> <li>• Benefits to NGBs – local knowledge, time saving, 4<sup>th</sup> largest county so distances are huge (2286 square miles), half of residents in the county live outside the towns – unique situation.</li> </ul>	
2.4	<b>Leicestershire</b>	
2.4.1	<p>County NGB Forum on 16<sup>th</sup> April at 1pm in the Netball Centre at Loughborough – please come along! Agenda items will offer more detail on following key areas of work.....</p> <ul style="list-style-type: none"> <li>• Facility Strategy</li> <li>• BSF –get involved through PE and sport stakeholders group.</li> <li>• Extending Activity – Trailblazers – County Forum to include explanation of what the open fund for extending activities is. Lessons learnt as a trailblazer. How to access funding.</li> <li>• Volunteer Centres linking to sports clubs pilot scheme – how to get involved in linking volunteer centres with local clubs.</li> </ul>	

- Special Olympics update – legacy issues, recruit event directors.
- Future items of shared value – what are they. Thoughts on this would be great.
- Draft 2008/09 Business Plan – flavour of things which will be proposed to Board....
- Lack of support to NGBs – looking to appoint on a 9 month contract to deliver additional capacity for Clubs, coaches and volunteers
- Roll out CSP Clubmark licensing scheme.
- Develop web-based club directory
- Influence LAs to provide benefits package for Clubmark clubs
- Funding Development Officer in place to support clubs to access small grants – there to serve NGB clubs!
- Coach and volunteer education
- Youth Games ‘visioning’
- Talented Athlete Grant programme
- School Sport Association celebration evening
- PE and Sport/SIS conferences
- Active Together Programme – more adults aged 16+ in 3 x 30 participation
- More information available from Noel & by attending the County Forum.

## 2.5

### **Northamptonshire**

#### 2.5.1

9 months ago CSP had a re-structure to the following areas - NGB, Community Sport, Growth and Infrastructure.

GS is NGB lead, including remit for Olympics, Extending Activities, P2P, Club and Coach.

- Level of service limited due to lack of capacity. So 2 new NGB specific officers appointed within the last month. Greg Yarnall and Laura Eddie have ‘split’ the sports ([see presentation on Regional NGB webpages](#)).
- Funding by Northamptonshire County Council has allowed a wider base of sports inc archery, rowing, table tennis, badminton. Graeme Wilson running a rookie lifesaving project 3-4 hours per week.
- Extended activities – children and young people in sport planning day held on March 26<sup>th</sup>. 12 NGBs attended – speed dating with 16 partners. Aim to complete a first draft of the extended activities plan – by end May. NGBs still have time to influence the plan – please let GS know.
- Natalie Smith – Club and Coach Development Officer – Clubmark, Club Directory, Club and Coach development programmes. Very soon expecting the licence for generic club accreditation validation.
- Cathy Little – workforce
- Nicky Milford – events
- Cliff Simms – CSNs
- Kelly and Jo – youth sport co-ordinators – social inclusion
- Target of 20 county sports plans by the end of September.
- Olympics – champions fund. 20 athletes nominated already. NGBs asked to nominate those involved in National competition. Not just Olympic sports – across the board.
- Cultural Olympiad festival – come and try it sessions, 24<sup>th</sup> August to celebrate the official start of the London Olympiad.
- Northamptonshire sports awards – GS asked NGBs for nominations.

**ALL  
NGBs**

## 2.6

### **Nottinghamshire**

#### 2.6.1

Chris Rolle had dealt with some difficulties on the morning of the meeting. These

2.6.2	<p>had delayed him and also resulted in him leaving his presentation at the Office. So he gave a verbal update.  <a href="#">(Copy of presentation is on Regional NGB webpages)</a>  Re the recent Engagement Study findings, which described a 'fragmentation' in Notts, CR clarified that he is the NGB 'gateway' to the CSP for NGBs.</p> <ul style="list-style-type: none"> <li>• Notts is currently forming a Co-ordination Group involving the Chairs of all Groups operating in Notts (esp Facilities Group) and this is helping bring everything together. Headlines from this work includes: <ul style="list-style-type: none"> <li>➤ BSF Wave 6 documentation produced recently</li> <li>➤ Notts Swimming Facilities Strategy</li> <li>➤ Improvement to Partnership's website, including NGB pages</li> </ul> </li> <li>• CR invited NGBs to feedback info regarding the 'Extended Offer'</li> </ul>	ALL/CR
3.0	<b>Capacity Building</b>	
3.1 3.1.1  3.1.2	<p><b>Hotdesks in the Region</b>  The engagement project has re-affirmed the need for hotdesks to be available in the Region that Officers could use when out on the road. This might help people increase their productivity.</p> <p>JP circulated a sheet to identify where hotdesk hosts might be. He will collate the results and advertise where these are, what facilities are available and who to contact to reserve a timeslot.</p>	JP
3.2 3.2.1  3.2.2  3.2.3	<p><b>NGB Officer Factsheets &amp; Matrix</b>  NGBs were asked to complete a factsheet that can be used to identify, amongst other things, who has specialist knowledge about various topics. Officers were asked to include a sentence on what their specialism involved so that others could easily identify whether this would help them or not.</p> <p>A list of specialist areas was also circulated to each person to identify where they had knowledge. This was completed and returned by each Officer and will be used to quickly identify who might help someone with a particular challenge. (Individual factsheets can then be browsed for a description of each Officers specialist area.)</p> <p>Both the Matrix and the Factsheets will be put up on the website shortly.</p>	JP
3.3	<b>Regional Communications Group</b>	
3.3.1  3.3.2	<p>CSPs have the potential to offer NGB specific pages on their websites. These would offer a service to NGB Officers (rather than the public) and compliment the info on the Regional NGB Webpages.</p> <p>Groups were set up to think about a CSP webpage and list priority info that would help NGBs engage with CSP resources in each County. After discussion, the following info was requested (top priorities appear at top of list):</p> <ul style="list-style-type: none"> <li>• CSP Meeting Info for appropriate Forums &amp; Working Groups within the CSP, inc: Meeting dates, agendas, minutes and presentations from the meetings</li> <li>• Info to help develop CSP led work on key priorities / agendas e.g.: 5-Hr Offer / Extending Activity, BSF, Coach Education, Club Development, Competitions, etc</li> <li>• Deadline Dates for CSP planning cycles e.g.: Include templates that need to be filled out by NGBs to inform a particular plan</li> <li>• Contact details of CSP Officers:</li> </ul>	

	<p>Should include all contacts, including SSC network, FE/HE contacts &amp; SDOs, etc</p> <ul style="list-style-type: none"> <li>• Events programme: Click on calendar would be great (Leics seems to be quite strong in this line)</li> <li>• Facilities available to NGBs, particularly flagging up new build, BSF, or where facilities within facilities have been developed (e.g. new Sports Science facilities at U of Lincoln)</li> </ul>	
3.3.3	Consistency of information presentation across the different sites was requested.	
3.3.4	Info to be fed back to Robert Knott & County NGB Lead officers to share with their CSP Comms Officers	<b>JP / JW</b>
4	<b>CSP/NGB Engagement Consultation</b>	
4.1	Clare Howard split the meeting into 3 groups of sports that reflected their 'capacity' in the region	
4.2	<p>The groups looked at the recommendations and determined individual actions officers could take from the study.</p> <p>They then looked at the generic recommendations from the ngb/engagement report to see if any commonalities could be agreed between sports.</p>	
4.3	Copy of the report will go onto the website in the next week or so. CH asked people to focus on the more qualitative sections 4 and 5, rather than the data and scores, which go out of date very quickly.	
4.4	<p><u>Summary</u></p> <p>Larger group – training needs for NGB staff</p> <p>Middle group – all very different, so difficult to come up with generic recommendations for these NGBs.</p> <p>Small group – no clear recommendations</p> <p>CSPs – consistency being tackled with CSP directors meeting on the 6<sup>th</sup> May</p>	
5	<b>AOB</b>	
5.1	<b>Clubmark</b>	
5.1.1	CP has capacity to support sports to hit their clubmark targets... although sports generally felt they were hitting their targets, even though the target for all sports across the Region appears to be low.	
5.1.2	<p>The Forum agreed that Clubmark is a high priority to them and they would appreciate support to help deliver their targets.</p> <p>See presentation (<a href="#">on NGB webpages</a>). CP roll will be to:</p> <ul style="list-style-type: none"> <li>➤ Contact sports individually to ID the clubs that can accredit the quickest</li> <li>➤ Increase the number of tutors for key courses</li> <li>➤ Sell Clubmark through websites &amp; the work of the Regional Comms Group</li> </ul>	
5.1.3	It was pointed out that YST needs to influence SSPs to train young leaders in sports that have a local presence / provision. Otherwise people are trained, but can't access a placement.	
5.2	<b>3<sup>rd</sup> Sector</b>	
5.2.1	Other 2 Sectors are 'Private' and 'Public'. 3 <sup>rd</sup> Sector therefore involves voluntary &	

	<p>community organisations, charities, social enterprise, etc.  Emma Compson has been engaging with Voluntary &amp; Community Sector on behalf of 'sport'. She has spent much of the last year doing this and has produced an action plan to help access the benefits offered through this work.  She has met with JP &amp; AB (separately) about relevance of this to NGBs. Benefits include tapping into resources and training ops that could help voluntary sport.  <a href="#">(See relevant papers on website)</a></p>	
5.2.2	<p>As an employee of Sport England Emma is not able to get further involved with the 3<sup>rd</sup> Sector Groups as she is not a volunteer or acting as a rep of a voluntary group. So she has suggested that she represents the NGB Forum at 3<sup>rd</sup> Sector meetings and feeds info back to us. 2 benefits of this are:</p> <ol style="list-style-type: none"> <li>1. To try and access EMDA funds &amp; general funding for voluntary sports.</li> <li>2. To explain the needs of sport to this sector</li> </ol>	
5.2.3	<p>Members were happy for Emma to represent them and bring info back to the Regional Forum.  Additionally, if this means that we have to formalise some terms of reference that will give her the mandate to this, then this would be addressed at a future meeting.</p>	<b>ALL</b>
5.3	<p><b>Pete Ezard</b> – is the new scUK Regional Manager. He wants to find out what NGB needs are and also engage NGBs with scUK's 12 strategic priorities. He will be contacting sports individually over the coming weeks</p>	
5.4	<p><b>Leics CSP Annual review</b> – Currently being conducted. NH will get a form placed on the website (in the Leics section of the "Partnership Organisations" page). Please will NGBs fill this out and return it to him?</p>	<b>ALL NGBs</b>
6.0	<p><b>Date of Next Meeting</b>  Discussions held about best date for next meeting. 2 possibilities are June 17<sup>th</sup> or 24<sup>th</sup>. JP to investigate pos venue &amp; finalise one of these.</p>	<b>JP</b>

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

The 5 CSPs

Cathy Partridge – Clubmark

Emma Compson – 3<sup>rd</sup> Sector info