

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday June 17th 2008
at National Water Sports Centre, Holme Pierrepont, Nottingham

PRESENT

Name	Organisation / Role	Name	Organisation
James Watmough	Badminton England	Rachel Washington	ASA
Jeff Mapp	RFU	Stuart Briggs	Canoe England
Daniel Griffin	British Judo	Jayant Mistry	EFDS
Pete Ezard	Sports coach UK	Chris Rollé	Notts CSP
Chris Wright	Youth Sport Trust	Noel Haines	L&R Sport
Kelly Hanwell	England Golf	Gary Sheppard	Northamptonshire Sport
Gill Barham	British Equestrian	Dave Carter	Lincolnshire Sport
Gemma Barton	British Gymnastics	David Joy	Derbyshire Sport
Mick Baikie	FA	Cathy Partridge	Loughborough University
Emma Groom	scUK	Julian Pagliaro	EM NGB DO
Jeff Spencer	Skills Active	Anne Ripon	Sport England
Chris Blackburn	RYA	Emma Compson	Sport England

APOLOGIES

Name	Organisation	Name	Organisation
Claire Antcliffe	RFUW	Hayley Peel	England Netball
Jo Duff	England Hockey	Martin Flynn	RFL
Simon Watts	British Cycling	Simon Dowdy	ARA
Gareth Brooks	RYA	Mandy Pollard	EBBA
Sue Redfern	ECB	Steve Rodwell	English Indoor Bowling
Jonathan Riall	British Triathlon	Alan Fergus	Nat Rounders Assoc
Chris Mallender	England Athletics	Pauline Olivant	British Orienteering
Dan Newton	Derbyshire Sport	Adam Blaze	Sport England
Josie Heffernan	British Cycling	Wendy Campbell	Sport England
Roger Glithero	Amateur Swimming Assoc		

Summary of actions from the meeting

Item	Action	Who	By When
3.4	Consider Forum's rep to Reg Coaching Strategy Group	JP / JM	ASAP
3.5	Meet with all scUK "Trailblazer Sports" in Region	PE	ASAP
3.6	Put together a Coaching Framework T&F Group (only if needed!)	JP / PE	As required
6.4	Reg Officers to quiz Nat Officers re contents of 09-13 plans	All NGBs	End Aug 08
8.1.1	Any Officers with facility plans for Holme PP area, contact CR	Appropriate NGBs	As required
8.1.2	Feedback Notts BSF requirements to CR for County & City	Appropriate NGBs	As required
8.1.3	Feedback Notts Y2 Ex Activities thoughts to CR	Appropriate NGBs	As necesry
8.4.1	Lincs clubs - name, post code, clubmark or accrediting to DC	All NGBs	ASAP
8.4.1	Regional co-ordination of clubmark information required	Unclear	Unclear
9.2.2	Reps volunteered to support EC with 2012 Volunteer Planning Group	JW, NH, GS	As required
10.1	Example "Welcome Packs", used by NGBs for newly accredited members, required by Kelly H	Appropriate NGBs	ASAP
10.2	Golfers interested in playing for the NGB team in the Derbyshire Golf Day on July 14 th to contact JW	All interested	ASAP
10.3	Those interested in Northants Coach Scholarship fund contact GS	Appropriate NGBs	ASAP
10.4	Mapping of Talented Athlete funding across region	CP	Sept 08
10.5	Short Term needs for "Equity in your Coaching" courses to RW	Appropriate NGBs	ASAP
11.3	Consider dates proposed for future NGB Forum meetings	All members	Sept Forum

Item	Content	Action
<p>1.0</p> <p>1.1</p> <p>1.2</p>	<p>WELCOME & MINUTES OF LAST MEETING</p> <ul style="list-style-type: none"> • JW welcomed everyone to the meeting and thanked Chris Rollé for making arrangements for the meeting venue • Minutes of the last meeting held April 8th 08 were accepted as a true record <p>Update on actions from last meeting:</p> <ul style="list-style-type: none"> • Extended Activities – agenda item changed to Schools Coaching Project • Various pieces of info for the website had been delayed due to resignation of JP's administrator. Much of the info was back in JP's possession and is ready for publishing on the website. • JP had fed back to RK about NGB pages on CSP websites. The CSPs are looking at developing these. Some are already up and running. • EC would be presenting later re 3rd sector – so it will become apparent then if new Terms of Ref need to be devised for the Forum. 	
<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p>School Sport Coaching – Chris Wright</p> <p>The new PE & Sport Strategy for Young People has 10 work strands (PESSCL had 8). Extending Activity is one of these and the Coaching Programme sits within this. PDMs are trying to work in a more targeted way with their resources. These need to be spent on getting the Semi-Sporty types from 4hrs to 5 hrs of delivery and into NGB pathways. Retention of young people is of key importance. School Sport Coaching will start with 8 sports, although ambition is to widen the project to all sports that have a competition framework.</p> <p>£21,500 available to each SSP in Yr 1 (similar amounts in yrs 2 & 3). Min 1,000 coaching hrs to be delivered (must be out of school hours)</p> <p>The Programme will include input from 3 different agencies. These are SSPs (delivery), YST (M&E) scUK (establishment of 50 Coaching Centres at Sports Colleges). Scholarships available for Coach CPD opportunities (although coaches may have to pay for some opps themselves). PDMs will take an holistic approach to employing / deploying coaches locally, including offering CPD. Mentoring process is being worked up by scUK.</p> <p>PDMs are to submit a needs analysis through an Evaluation & Priorities Document (EPD). These are being completed in each partnership by end of July 08. Subject to approval, programmes will start rolling out from Sept 08. 2 Pilots are being run and lead into a national meeting, organised for the end of July 08. CSPs and other key partners will be invited to this meeting. The programme is new and much of it is still being worked up. It's likely that improvements will be implemented on an ongoing basis.</p> <p>Other points:</p> <ul style="list-style-type: none"> • This funding can support an extension of the work done by Community Sports Coaches. • The employers of any coaches used in this project must be the SSPs. • It was unclear how coached sessions being run by the SSPs would respond to the needs of the clubs in the community. (Pos through EPD process?) • NGBs should not rely on traditional delivery in order to attract new club members from the young people receiving the coaching 	

<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>UK Coaching Framework</p> <p>The basis of the Framework (launched May 08 in Coventry) concerns the relationship between the needs of coaches and participants in a given sport. It attempts to articulate the coaching workforce needs linked to participation and performance objectives. Systems are required to support the coaches.</p> <p>Strategic areas work in a cycle and include:</p> <ol style="list-style-type: none"> 1. Sound employment & deployment practise 2. CPD support to coaches 3. Quality Assurance of coaches 4. Monitoring and evaluation 5. Developing the system <p>Sports are being encouraged to identify a model of their typical participants. These fall into 4 broad categories – entry, participation, re-engagement & performance. Coaches will be developed to specialise in each of these areas and sports are being encouraged to draw up a coach development matrix. This will describe 4 levels of coach (assistant coach, coach, senior coach & master coach) to support each area of the participant model. Many sports are developing their own matrix, which uses their own terminology to fit their own delivery. There are 6 sports currently acting as trailblazers. These are Cricket, Hockey, Rowing, Rugby Union, Squash & Swimming. They were chosen nationally because of their previous commitment and/or potential for development as pilots. Effort is currently going into bringing other NGBs up to speed with developments.</p> <p>A Group of key deliverers was convened at Loughborough Uni in order to consider the implementation of the Coaching Framework in the Region. This is due to hold a few meetings and then publish a set of recommendations. The NGB Forum was represented through JP, although it would be best to have a sport represented too. <u>JP to discuss this further with JM.</u></p> <p><u>PE will be meeting with trailblazer sports individually to support understanding on UKCF issues in the region</u></p> <p>If a Task & Finish Group is required to take a wider Forum view on UKCF matters, <u>JP was tasked to bring one together.</u></p>	<p></p> <p></p> <p></p> <p></p> <p>JP</p> <p>PE</p> <p>JP</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Skills Active</p> <p>All NGBs are expected to include development of their workforce as part of their 09-13 planning. Skills Active has been tasked with supporting this. Short term actions (i.e. the next 10 weeks) as well as the longer term support (i.e. to the end of their plans) has been identified.</p> <p>JS listed potential successes that Skills Active can bring to the vision of developing a highly skilled and competent workforce. Essentially SA will support the development of a framework to enable robust workforce development. This includes development of qualifications, approval of training, influencing funding access and linking supply to demand through the National Skills Academy.</p> <p>Skills Active is currently developing:</p>	<p></p> <p></p> <p></p> <p></p>

<p>4.4</p>	<ol style="list-style-type: none"> 1. A SkillsActive Analyser to support research into the needs of the workforce 2. Training & Qualifications solutions 3. Additional funding 4. National Skills Academy (East Mids will be in Yr 3 of this process) 5. SkillsActive Passport <p>10 Wk Offer includes:</p> <ol style="list-style-type: none"> 1. Supporting recognition of workforce dev't in NGB 09-13 plans 2. Supporting flexibility of planning and representing the sector when feeding back to Government 3. Supporting a quality assured approach to workforce development 4. Complementing the priorities of partner agencies 	
<p>4.5</p>	<p>NGBs were challenged to consider the questions at the end of the presentation. These referred to the development of the voluntary and professional workforce in their sport. (See slides 10 & 11 of the presentation on the website)</p>	
<p>4.6</p>	<p>It is likely that LSC funding will be reviewed in the future and the current arrangements that some sports may have with individual providers may change.</p>	
<p>5.0</p>	<p>Activity</p>	
<p>5.1</p>	<p>A Table Tennis session was run in the activities hall at HPP led by Ejaz Moghul, a Community Coach from Northants</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Sport England Strategy</p> <p>There are 3 documents currently being circulated that are all working together. These are:</p> <ol style="list-style-type: none"> 1. DCMS 2012 Legacy Strategy Making the most of the Olympic Games in 2012 2. Playing to Win DCMS strategy outlining the roles of key national organisations including YST, SE & scUK 3. Sport England Strategy 2008-2011 <p>3 strands of SE strategy are: Focus on Talent – Growth in Participation – Fulfil Potential Target of 1,000,000 more people doing 'organised sport' by 2012</p> <p>SE will offer Strategic Leadership, supporting the setting of specific targets to be achieved by 2011. Although NGBs will be a recipient of increased funding through their 09-13 plans, these will need to work towards the overall targets in order to justify funding.</p> <p>SE is developing a 'commissioning approach' with NGBs. An 09-13 Nat Planning meeting was held on 16.06.08. <u>Regional Officers were advised to find out what their sports are negotiating nationally.</u> NGBs currently have a very tight timeframe for their 09-13 planning.</p> <p>SE will be working with the major support agencies for NGBs, to fund these in an 08-11 cycle. This ties in with CSR & Exchequer Funding. Core funding for CSPs is part of this. Regional Sports Boards will cease, as SE is becoming an organisation with a clear, national, corporate identity.</p>	<p>ALL NGBs</p>

6.6	Funding streams will also be delivered nationally, on a project by project basis (e.g. 5-Hr Offer, volunteering, etc). CIF funding will not exist as it does now. Consultation is about to go out regarding funding. Capital funding of facilities will be through NGB plans. There will be a small grants allocation and 'innovations' fund.	
6.7	Ambitious targets for people into sports clubs are being established and strong links between clubs and schools will be of the utmost importance.	
7.0	<p>Engagement Project – Alignment of CSP delivery to NGBs – David Joy</p> <p>7.1 Reacting to some of the findings in the engagement report, the 5 CSP Directors and Senior National Officers from Cycling (Ian Drake) & Golf (Roger Mooreland) met on May 7th to discuss issues concerning inconsistencies in the CSPs' 'offer' to NGBs. This was a positive, but challenging day. A great deal was achieved in a short time and outcomes built on work that had begun 18 months previously. However, it is true to say that the CSPs are working to a 'new horizon'.</p> <p>7.2 The Directors developed a set of principles and aims to work to (these are detailed on page 10 of the document DJ tabled). A continuum of services was also agreed. At one end, services will be identical and these follow through to things that need not be the same. (See info in meeting downloads.)</p> <p>7.3 Each CSP Lead for NGB work has been tasked with developing the detail associated with this work. They are currently in discussions with each of their Directors and will meet on July 1st to identify where delivery is consistent and where it is not. Inconsistencies will then be addressed. JP & KH will be at that meeting to help broker the discussions.</p> <p>7.4 These are likely to be challenging times for NGBs, as their request(s) to lead the development of their sport have been listened to and acted upon. CSPs are ready to support this work. However NGBs are asked to understand their sport, quantify its needs and be clear in the kind of support they require. Cricket, for example, seems to have found a successful way of directing a 'limited' resource to its focus clubs. Without clear information, support from CSPs cannot be given efficiently.</p> <p>7.5 It is understood that funding, aimed at grass roots sport, is now to be awarded nationally to NGBs. This will need to filter down to delivery level. Regional NGB Officers will need to be ready to argue the case for funding as well as clarify how it will actually be delivered. This will present a new challenge to be solved.</p>	
8.0	<p>Joint CSP Presentation</p> <p>8.1 Nottinghamshire</p> <p>8.1.1 Ian Bebbington, facility manager at Holme Pierrepont updated the meeting about the facility. HPP is now coming back under the control of Notts CC and the facility is looking at its sustainable running. So the 'elite' focus of the Centre needs to expand to 'growing & sustaining' participation as well. As well as water sports facilities, HPP has an activity hall, fitness suite, fitness testing facility, physio access, etc and wants these to be more fully used. Ian is very interested in developing other sports at the Centre and would be interested to work with any that have identified facility needs in this part of Nottingham. Land for developing facilities could be available at the Centre. <u>NGBs are asked to contact CR (in the first instance) if they would like to discuss their requirements with him.</u></p>	<p>ALL NGBs</p>

8.1.2	<u>There are still opportunities to feed info back the CR re BSF plans for the County or Nottingham City.</u>	ALL NGBs
8.1.3	Extending Activities – the Year 1 plan has been submitted. A meeting is being held on July 10 th to look at the process for Year 2 and <u>sports are invited to feedback comments to CR by then.</u>	ALL NGBs
8.2	Derbyshire	
8.2.1	Extending Activities – Information regarding sports specific activities in Sept has now been collected. The SSPs are currently looking at the implementation of plans and will contact individual NGBs if they have questions about these.	
8.2.2	Talent Development <ul style="list-style-type: none"> • A fund has been set up to support talented athletes. 76 athletes have been identified and £300 has been made available to help each of these. • Derbyshire Sport is also trying to support Talent Development in 3 ways: <ol style="list-style-type: none"> 1. Supporting Athletes by identifying gaps in Governing Body support systems. The CSP is trying to help GBs by addressing these gaps (including access to facilities, etc). DN will be working with GBs to join up delivery. 2. By looking at the performance environment and supporting performance clubs / centres within this. 3. By supporting the development of performance coaches in the County. 	
8.3	Northamptonshire	
8.3.1	Extending Activities – A speed dating day was run in March 08 and a plan was submitted in May 08. £82k is available for activities in Y1, although some projects have dropped out of this. Around £20k funding is available in an ‘open pot’ for activities not covered by the Plan.	
8.3.2	County Plans – There are currently 10 sports specific county plans in Northants. It is intended to add to these in the coming weeks, with 21 plans being the target.	
8.3.3	Volunteering – A county wide promotion campaign is being undertaken. Posters, etc are going out to organisations promoting volunteering. Links to Volunteer Centres are also being forged in order to address need from sports organisations. The CSP is also working on more consistency in the development of Leadership Academies.	
8.4	Lincolnshire	
8.4.1	Mapping – clubs are being mapped on a sport by sport basis. 2 colours are being used. One is for Clubmark Clubs and the other is for those working towards Clubmark (but they must be doing this!). <u>DC requested info from NGBs about their clubs (name & post code) to help the exercise.</u> <u>It was agreed that this info would help all CSPs, so there should be some regional process for collecting it.</u>	All NGBs ?
8.4.2	Increasing participation – CSP is developing a countywide campaign around this. Promotions are being run in local media and 21,000 flyers have been produced to help raise awareness of activities in conjunction with named athletes. Banners have also been produced for the promotion. Successful events have already been run across the County on the back of this drive. These include:	

	<ul style="list-style-type: none"> • A scheme to promote field events in athletics promoted by Geoff Capes • Promotion of Street Athletics using Darren Campbell and Linford Christie. 	
8.4.3	New Initiatives – NOF funding has been used to produce & circulate questionnaires in Boston & South Holland (both identified as having low participation rates in physical activity) to collect info on the types of activities people want.	
8.4.4	Dating Service – The CSP is collecting information on ‘down time’ available at Leisure Centres to see if any sports specific programmes can be set up in the slots. DC may contact NGBs about this.	
8.5	Leicestershire	
8.5.1	Extending Activities – NH produced a sport by sport guide to the projects that are being funded through the County Plan. (This is available on the website.)	
8.5.2	Talented Athletes – The CSP is developing support to athletes in the County. The CSP also manages a Talented Athlete Fund on behalf of Leics CC. £20k is available in chunks of up to £300 for National Standard athletes and up to £500 for Olympic Potential athletes. Applicants must demonstrate need. Young people can still apply under current rules, although the eligibility criteria is being reviewed for re-launch in August 09.	
8.5.3	<p>Volunteer Development – The CSP is running a pilot to link Volunteer Centres with sports clubs. Funding has been accessed from the 3rd Sector in order to support this. The following things are currently happening:</p> <ul style="list-style-type: none"> • A total of 1.5 full time posts have been funded to support this work across the County • All 12 volunteer Centres have ‘bought in’ to the scheme and will undertake training in August so that they understand the needs of clubs and their volunteers. • So far 6 NGBs have identified clubs to make links with the Vol Centres. • A Sports Funding Officer has been appointed as part of the CSPs core team. Their remit is to help clubs access small grants. The role will help clubs fulfil minimum opps needed to access funds and help them find out which pots are available for applications. 400 to 500 clubs are on the Officer’s circulation lists. 	
9.0	Updates	
9.1	3rd Sector	
9.1.1	This agenda is now starting to come through the new Sport England Strategy. Part of EC’s role will be to put the terminology into a vocabulary that is understandable by sport.	
9.1.2	<p>3rd Sector is a term invented by Government to describe anything that is not within the ‘Public’ or ‘Private’ sectors. It includes Voluntary & Community Sector, NGBs, charities, social enterprise, etc. By definition it must be independent of Government, not for profit and ‘value’ driven. Sport will be able to access funding and support by engaging with the 3rd Sector.</p> <p>Links with 3rd Sector are mentioned in SE’s new Strategy through:</p> <ul style="list-style-type: none"> • Growing & Sustaining = new participants 	

- Retaining = developing people who will improve the environments of sport (i.e. sports clubs, etc)
- A national target of finding 100k new participants through working with wider communities, has been set.

9.1.3 Progress since last meeting – in order to get sport represented at regional level, EC has been:

- Interpreting wider policies & relating these back to sport
- Representing the NGB Forum on wider regional groups
- Keeping an eye on funding opps available from Aug 08 onwards.
- Working with the CSPs re the Volunteering Centre initiatives

9.1.4 In order to build a momentum on behalf of NGBs, EC needs:

- To officially represent the NGB Forum by the time of the next Forum meeting
- To build a single platform for development of funding, strategy & plans
- Sport by sport regional intelligence to raise issues and report on good news stories
- To develop a “Knowledge Sheet” about the 3rd Sector, which can be used to inform clubs

9.2 **2012 Volunteering**

9.2.1 A regional Policy Group has been set up to look at Tracey Croft’s 2012 Strategy. A decision has been made to develop a regional project that will bring this strategy together. This will involve 5 or 6 activities that will include volunteering.

9.2.2 Emma Compson, Tom Gee and Sarah Collins currently meet to develop this. James Watmough, Noel Haines & Gary Sheppard agreed to represent NGBs and CSPs on this group.

The current plan is to develop a project that:

- Considers the 5 routes into volunteering that have been identified
- From the 4 identified deployment settings, identify the ones that are most appropriate for sport
- Develop a co-ordination mechanism that will match the routes into volunteering to the deployment settings. This will devise the most sustainable process for identifying, training and deploying volunteers in sport.

9.3 **Playground to Podium**

9.3.1 The sports invited to apply for Playground to Podium investment are Boccia, Football, Wheelchair Basketball, Table Tennis, Swimming and Athletics

9.3.2 The National Steering Group partners ratified the selection of a small number of sports able to deliver nationally across the whole framework - from playground to podium. This investment would come centrally to NGBs to deliver England-wide.

9.3.3 Sport England has formally invited EFDS to apply for investment to deliver the County Athlete Assessment Days - there was no information how these would be delivered as yet

9.3.4 The application and planning processes are being developed and will ensure a chance for regional 'check and challenge'

**JW, NH,
GS**

9.3.5	<p>CP acknowledged the frustrations from some members of the NGB Forum who felt that a great deal of time and effort had gone into planning the delivery of the project at local level over the past year, particularly with regards to auditing and mapping activity and development planning . She emphasised the positive move in encouraging NGBs to plan their pathways for disabled athletes in the same way as their able bodied pathways. Additionally the planning work still involved very valid information that Regional NGB Officers should feed up.</p>	
9.4	Clubmark	
9.4.1	<p>CP has talked to most of the CSP officers responsible for Clubmark as well as those sports who had indicated they would like some support with the work and developed a good understanding of the barriers clubs faced going through clubmark</p>	
9.4.2	<p>The Action plan would therefore concentrate on elements such as sharing best practice, pr and marketing, unlocking funding and unlocking capacity in the voluntary sector to support clubs through clubmark</p>	
9.4.3	<p>As Sport England in the region did not have capacity to deliver the action plan, the work had gone out to tender and consultants would be in place to deliver from mid-July</p>	
9.5	Regional Talent Manager	
9.5.1	<p>CP outlined how her role had been re-aligned</p>	
9.5.2	<p>A part of her role is to co-ordinate and drive the Performance Action Group. This includes delivering new terms of reference, a new business plan, an audit and map of performance activity in the region and to champion performance sport in the East Midlands. She also has a role to represent performance sport on the 2012 delivery group.</p>	
9.5.3	<p>She will continue to monitor and evaluate the Club and Coach project including the delivery of Playground to Podium</p>	
9.5.4	<p>Her talent role continues but widens. She will be looking to help NGBs plan how they will widen the talent pool in the community and will support NGBs locally to deliver robust player pathways that do just that. She has a role in helping partners translate national plans to fit local needs. Her first task will be to audit and map local talent programmes and systems including district, county and NGB talent systems.</p>	
10.0	AOB	
10.1	<p>Kelly Hanwell would appreciate info from any sports that have welcome packs for new affiliated members. <u>Please send details to her.</u></p>	All NGBs
10.2	<p>James Watmough is organising a golf team for the Derbyshire Golf Day on July 14th. The team is currently himself, Mick Baikie & Kelly Hanwell. <u>Anyone interested should contact him.</u></p>	All interested
10.3	<p>Gary Sheppard reported that the Northants Coach Scholarship fund has recently started inviting applications (form just out). <u>Interested parties should contact him</u></p>	All interested

10.4	Rachel Washington asked if other counties have talented athlete funding (like the Derbys model). During discussion it became apparent that Cathy P will be mapping funding pots across all CSPs & LAs, as well as FE/HE support too. <u>She volunteered to circulate the info once it has been documented.</u>	CP
10.5	<u>If any other sports have a need for an “Equity in your Coaching” Course, please let Rachel Washington know,</u> as she is trying to set some courses up.	All interested
10.6	Because his role is part time (3 days per week) JP’s funding has been re-profiled from a 2 year to 3 year duration. It is now due to last until December 2009	
11.0	Date of Next Meeting	
11.1	The next NGB Forum will be on September 2 nd 2008 Venue TBC.	
11.2	Dates of future meetings are suggested as: <ul style="list-style-type: none"> • October 10th 2008 • December 9th 2008 • February 10th 2009 • April 21st 2009 	All to consider
11.3	If there are no objections to these dates at the next Forum, they will be included into the meetings cycle.	

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

- 1 2 x Schools Coaching Programme papers & 1 x presentation
- 2 UK Coaching Framework Presentation
- 3 SkillsActive Presentation
- 4 Sport England Strategy Presentation
- 5 CSP alignment paper
- 6 Joint CSP Presentation & Lincs Presentation
- 7 NH’s document re Extended Activities in Leics