

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday September 2nd 2008
at Netball / Badminton Centre, Loughborough University

PRESENT

Name	Organisation / Role	Name	Organisation
James Watmough	Badminton England	Martin Crowder	Golf Foundation
Roger Glithero	Amateur Swimming Ass	Stuart Briggs	Canoe England
Daniel Griffin	British Judo	Jayant Mistry	EFDS
Hayley Peel	England Netball	Pete Goodings	England Squash
Sue Redfern	ECB		
Kelly Hanwell	England Golf	Dan Newton	Derbyshire Sport
Gill Barham	British Equestrian	Dave Carter	Lincolnshire Sport
Gemma Barton	English Gymnastics	Natalia Marshall	Leics & Rutland Sport
Rachel Clerck	English Gymnastics	Andrea Stone	Derbyshire Sport
Jo Duff	England Hockey	Natalie Smith	Northamptonshire Sport
Simon Watts	British Cycling	Jeff Spencer	Skills Active
Gareth Brooks	RYA	Julian Pagliaro	EM NGB DO

APOLOGIES

Name	Organisation	Name	Organisation
Claire Antcliffe	RFUW	Steve Rodwell	English Indoor Bowling
Jonathan Riall	British Triathlon	Pauline Olivant	British Orienteering
Jeff Mapp	RFU	Wendy Campbell	Sport England
Mick Baikie	FA	Pete Ezard	Sports coach UK
Rachel Washington	ASA	Chris Wright	Youth Sport Trust
Martin Flynn	RFL	Chris Rollé	Notts CSP
Chris Mallender	England Athletics	Noel Haines	L&R Sport
Simon Dowdy	ARA	Gary Sheppard	Northamptonshire Sport
Josie Heffernan	British Cycling	Cathy Partridge	Loughborough University

Summary of actions from the meeting

Item	Action	Who	By When
2.5	NGBs to contact Jeff Spencer for 1:1 training on Active Analyser	Any NGBs	ASAP
4.6	JP to take responsibility for collating info on NGB support programme	JP	ASAP
4.7	JP to start setting up support opportunities for NGBs	JP	ASAP
6.5	DC to discuss rationalising Sports Awards Applications with CSPs	DC	Dec 9 th
7.4.2	Thoughts on developing Equitable Practise to be fed back to SR	All NGBs	Dec 9 th
7.6.5	JP & AS set up Equitable Practise & Cultural Competency Training	JP / AS	Sept 12 th
8.2	JP to set dates of future Regional Forum Meetings with CSP Leads	JP / CSPs	Dec 9 th
8.3	JP to sort venue for next NGB Forum on Dec 9th	JP	ASAP

Item	Content	Action
1.0	WELCOME & MINUTES OF LAST MEETING	
1.1	<ul style="list-style-type: none"> • JW welcomed everyone to the meeting • Minutes of the last meeting held June 17th 08 were accepted as accurate. 	
1.2	Update on actions from last meeting: <ul style="list-style-type: none"> • JP spoke to JM re the Forum's rep to the Coaching Strategy Group. JM has agreed to continue being that Rep. • PE has been meeting with Trailblazer Sports, although JP had no update on this. • It has not yet been necessary to run a T&F Group meeting re Coaching 	

	<p>Framework, as the work to develop this in the East Midlands is currently on hold</p> <ul style="list-style-type: none"> • There is still a question mark over who will co-ordinate the Club Mark information for the region. • The NGB Forum entered a team in the Derbyshire Sport Golf Day • The other actions were too general to comment on. 	
2.0	Skills Active Offer to NGBs – Jeff Spencer	
2.1	<p>This update will involve 3 types of information</p> <ul style="list-style-type: none"> • Update on the SkillsActive (SA) offer to NGBs at a national level • An update on the engagement between individual sports and SA • A look at SA's Analyser tool for workforce development 	
2.2	SA support to NGBs	
2.2.1	<p>Although the initial period of this offer is over, SA's support to NGB national plans remains. This is to offer support & guidance on work force development issues arising from NGB planning. NGBs will be supported to:</p> <ul style="list-style-type: none"> • Identify issues • Ensure that solutions for these issues are in place • Access funding to support training • Deliver what they've stated they want to deliver • Tracking and evaluating what has happened <p>The Analyser will be an essential tool to help achieve all this</p>	
2.2.2	<p>SA's role will be to:</p> <ul style="list-style-type: none"> • Develop standards with the NGBs (that sit behind the advice / information on the analyser • Lobby for additional funding to help make this happen • Develop the National Skills Academy (NSA), including the Regional Coaching Centre (RCC) that is linked to this. <p>The NSA will roll out in the East Mids in 2010. First Year roll out of the NSAs are happening currently in London, Yorkshire & Humberside and the North West.</p>	
2.3	Update on how each sport is engaging nationally	
2.3.1	<p>SA's National manager is Steve Woolland. He has been meeting with the NGBs over the summer to identify the ones that wish to engage with SA.</p>	
2.3.2	<p>The following activity has been registered with each sport (present at the meeting)</p> <ul style="list-style-type: none"> • Badminton – Nat meeting & initial interest in Analyser • Canoeing – Nat meeting & initial interest in Analyser • Cricket – Nat meeting & initial interest in Analyser. 100 learners on advanced apprenticeships • Cycling – Nat meeting – continuing dialogue in NW • Golf – Nat meeting & initial interest in purchasing Analyser. Very involved with advanced apprenticeships scheme • Gymnastics – Nat meeting, initial interest in advanced apprentices scheme • Hockey – Nat meeting, advanced apprentices delivery in 08, involved in 14-19 diplomas, some interest in Skills Passport, not interested in Analyser as of yet • Judo – Nat meeting, interest in Passport for coaches, officials & volunteers • Netball – Nat meeting & initial interest in Analyser, Passport & NSA 	

	<ul style="list-style-type: none"> • Sailing – Nat meeting, interested in Centre of Excellence in SW (linked to Weymouth) • Squash – Nat meeting & initial interest in all areas inc Analyser & Passport • Swimming – Nat meeting, purchased Analyser with documents circulated to RDOs and included in regional strategies 	
2.4	Active Analyser	
2.4.1	A link and password to the test site has been provided for sports to use on their own if they want to look at the online tool. JS offered to go through this individually (or in small groups) with NGB Officers outside of this meeting if they would like to request this. NGBs to contact JS to set this up.	
2.4.2	The analyser covers all known job roles in the sporting industry. These have been linked to nationally recognised occupational standards. The occupational standards are used to inform the training advice given by the analyser.	
2.4.3	The analyser operates at 3 levels: <ol style="list-style-type: none"> 1. Individual – responses from individuals are turned into a training plan based on a summary of skills gaps (for that person) and training available to meet these. 2. Organisational – A manager / controller needs to input information concerning their organisation. The analyser will identify skills gaps and training gaps for their organisation. An organisation can be as small as a club. 3. Backroom software – there is a database sitting behind the analyser which can be interrogated in many ways. It can provide information at individual, local, regional or national levels, depending on the type of data entered and analysis needed 	
2.4.4	JS took the meeting through a number of screen shots from the analyser. (See PowerPoint presentation in meeting info on NGB web pages.) Some key points are as follows: <ul style="list-style-type: none"> • Organisations need to input data on themselves so that individual responses can be linked to the organisation's data • Info filled out on Skills Passport will automatically populate the analyser • Employers should be able to use the Analyser as a review and planning tool for their organisation. 	
2.5	All NGBs were invited to contact JS if they would like some 1:1 support on how the analyser works. Jeff will be able to meet them in order to take them through the test site and answer questions on the Analyser	ALL NGBs
3.0	Working with the 3rd Sector – Derbyshire Sport Project – Andrea Stone	
3.1	JP reminded the meeting that Emma Compson is working to represent us with engagement with the 3 rd Sector. At the moment she is busy doing the following: <ul style="list-style-type: none"> • Representing the Forum with the Regional 3rd Sector Infrastructure Consortium (this meets about every 6 weeks) which is trying to bring the various organisations of the 3rd Sector together. • The RIC is currently reviewing its Business Plan and EC's job at the moment is to try and negotiate a place for sport on this. 	
3.2	AS has been developing a Project involving the 3 rd Sector within Derbyshire Sport.	

She is here to talk about her work to help demonstrate the kind of support we could broker from 3rd Sector organisations. Additionally she will explain the difference between Volunteer Centres (VCs) and Council for Voluntary Services (CVSs). [\(See the paper tabled with the presentation\)](#)

3.3

Volunteer Centres:

- Their remit is to support to volunteers and organisations that use volunteers.
- They offer 6 key services:
Brokerage of volunteering placements – Marketing volunteering – Good practice development – Develop volunteering opportunities – Policy response & campaigning – Strategic development of volunteering
[\(Fuller details on these services are found in the paper\)](#)
- VCs will organise 1:1 meetings with volunteers and go through a 4 step process that will help them find a volunteer placement.
- There is a website that advertises volunteer placements, as well as paper info available in all VCs. However voluntary vacancies in Derbyshire sports clubs are hardly advertised on the site.
- The Centres organise training including Volunteering and the Law, Developing Volunteer Policies, Managing Volunteers, Safeguarding & Child Protection and 1st Aid. Although some courses are not recognised by clubmark, they offer a cheap alternative for other volunteers in a club once basic clubmark criteria is met. A 1st Aid course, for example, costs £5.
[\(Some examples of courses are in the handout.\)](#)
- VCs also organise subsidised CRB checks (if an NGB will accept these!)
- Volunteer Centres exist in every LA District

3.3

Council for Voluntary Services (VCS)

- All CVSs must support, promote and develop local voluntary & community action through 5 key functions known as “infrastructure support” [\(further info is in the support paper\)](#).
- The 5 functions are:
Services & support, Liaison, Representation, Development Work and Strategic partnerships
- For sports clubs, the key area of help is probably found within the area of Services & support. This area is broken down into:
Management advice, Employment matters and Funding (all of which are key areas for sports clubs)
- Within Management advice support will be given to help organisations understand business planning, constitutions, insurance implications, etc.

3.4

Derbyshire Sport Project:

3.4.1

- The CSP has been publicising the work of volunteers on its website. Case studies have been developed and info for these has mainly come from the Coach Bursary Fund applications.
- Derbyshire Sport is also facilitating a meeting to co-ordinate the roles of agencies that want to help sports clubs. These include CSP, SDOs, NGBs, VCs, CVSs, etc.
- The meeting will map how each organisation will support clubs in the following areas:
 - Volunteers (recruiting & retaining)
 - Coaches

3.4.2	<ul style="list-style-type: none"> ➤ Funding ➤ Club Structure ➤ Club Mark ➤ Facilities <ul style="list-style-type: none"> • It is intended to find out how VCs and CVSs can help with the above and link these organisations to District SDOs (by encouraging them to meet up). A flyer will be produced to help clubs understand what support they can access and where this will come from. • The CSP is also being supported to write a Volunteer Policy. • AS mentioned that there is an opinion, outside sport, that we are well resourced and do not need the help of 3rd Sector Organisations. This is clearly not the case! <p>This is a high priority piece of work that AS will be developing over the next 6 months</p>	
4.0	<p>Support Programme for NGB Officers – Julian Pagliaro</p> <p>4.1 JP has discussed a system for supporting Officers with JW, KH & WC</p> <p>4.2 The proposed system will aim at:</p> <ul style="list-style-type: none"> • identifying support required by the Regional Officers • linking those with similar needs together • organising sessions where the needs can be addressed <p>4.3 Leaders of these sessions may come from within or outside the Forum. JP will work to identify these people. The ‘training’ will be informal and is likely to be aimed at facilitating the group to problem solve and work out their own solutions. (It was clear that this started to happen as soon as discussions started in this session!)</p> <p>4.4 The Meeting was split into 3:</p> <ol style="list-style-type: none"> 1. Sports that had part time officers, or those that worked across large regions 2. Sports that had an RDO for the East Midlands 3. Sports where the Regional Officer managed County based staff <p>4.5 Each group was given a menu of topics (and areas within these topics) that NGB Officers need to know about for their work. The challenge was to identify some potential training opportunities from this list.</p> <ul style="list-style-type: none"> • Task 1 was to identify anything that was missing off the menu • Task 2 was to identify topics or areas that were important to that group of sports • Task 3 was to identify (and be specific about) the areas that were important to individuals <p>4.6 JP collected in all the information and took responsibility for collating it all and proposing some training from the process.</p> <p>4.7 It is intended to organise some training between NGB Forums and it was proposed that, if this is going to happen, then the meeting cycle is reduced from 6 meetings per year to 4. (This was agreed when meeting dates were discussed later.)</p>	<p>JP</p> <p>JP</p>

5.0	Activity	
5.1	A Badminton session was run in the Badminton Centre. This was led by Mike Adams, a High Performance Badminton Coach.	
6.0	CSP Updates / AOB	
6.1	Northants <ul style="list-style-type: none"> The recent CIF application has been successful – follow up consultation with NGBs, particularly the Olympic Sports, will follow shortly. 	
6.2	Derbys <ul style="list-style-type: none"> Talented Athlete Fund – recruiting for this has started. Deadline for applications is 31.10.08. A panel, including a cross section of people involved, will be convened. Outcomes will be announced on 05.12.08 Derbyshire Sport's NGB Forum will be on Sept 18th at Godkin House. It will run all day 	
6.3	Lincs <ul style="list-style-type: none"> Lincs' Elite Athlete programme is being launched 64 entries from 6 sports have so far been made to the CSP's Roll of Honour. More sports will be included at a later date. A new programme of education courses is about to be launched Mapping (discussed at the last meeting) is going well. Once produced, maps will be put up on the CSP website. Applications for the CSP Sports Awards need to be in ASAP. 	
6.4	Notts <ul style="list-style-type: none"> CR wanted to check that all sports had received a USB memory stick with Notts specific info on it. Sports confirmed they had received this and were very happy with it 	
6.5	AOB <ul style="list-style-type: none"> DC asked if it was possible to have a generic sports awards application paper? There are currently up to about 6 different awards, but they all have different forms – this is putting people off. DC agreed to discuss the possibilities of this with the other CSPs and come back with a proposal, if this is possible. 	DC
7.0	Equitable delivery with NGB National Plans – Aj Sharma	
7.1	NGBs are clearly central to the new Sport England Strategy 2008-2011 Focus on 3 Outcomes – Excel (25%), Sustain (60%) and Grow (15%)	
7.2	Place of Equity in NGB Plans	
7.2.1	To promote equitable delivery, Sport England has a commitment to: <ul style="list-style-type: none"> Work closely with the Equity Partners in sport to provide support to NGBs Challenge NGBs to consider how they can encourage participation of currently under-represented groups in their sports Provide additional funding to less well funded, smaller sports and also an additional 'Innovation Fund' Funding may also be diverted away from those NGBs that cannot/do not want to further this work 	

7.2.2	<p>There is a social responsibility to develop equitable practise, as well the responsibility and accountability that comes with the use of public funds to widen access to all. There are also benefits, including a strong business case, as to why an all-inclusive approach should be considered.</p>
7.2.3	<p><i>Guidance from Sport England</i></p> <ul style="list-style-type: none"> • Each NGB has been provided with the latest participation data, including the Active People results as well as Sports Market Segment information. • Resultant Plans should to written within the context of addressing the needs of the whole community • As a minimum NGBs should indicate sufficiently robust interventions that will address under-representation in their sport by 1 or more 'Priority groups' (there are 6 of these). • Each NGB Plan will be scrutinised and 'Equality Proofed' by The Equity Partners • ASA/BS have gone much further and commissioned an Equality Impact Assessment of their plan with a view to addressing the recommendations
7.2.4	<p><i>Regional, County and Local Levels</i></p> <ul style="list-style-type: none"> • Policy and Plans into Practice • Participation in its widest sense that is reflective of the communities that you serve <ul style="list-style-type: none"> ○ Players (Recreational through to elite – Player Pathway) ○ Coaches ○ Volunteers (Officials, board Members) ○ Spectators ○ Core staff
7.3	<p>Support available to address the Equity and Community Sport agendas</p> <ul style="list-style-type: none"> • Within the East Midlands– no WSFF or indeed Sporting Equals infrastructure post, although there is a strong EFDS presence. • East Midlands Sports Equality Action Group – Sue Redfern as a member of both this group and the EMSEAGsoon to be called the Regional Equality Group. • The Ambassadors – a voluntary group made up of reps from within the regional sports development industry. Trying to address under-representation of BME in sports sector in the region. Want to support any organisation trying to make a difference to this. Will answer any questions about this issue, just need to contact Aj Sharman.
7.4 7.4.1	<p>Sue Redfern – East Midlands Sports Equity Action Group</p> <p>Why have equity issues been so difficult to affect through previous NGB plans?</p> <ul style="list-style-type: none"> • Clubs don't understand Equity • Capacity issues • People in main stream don't understand why interventions can't be targeted at them • Lack of commitment / resource from central NGB • No sharing of baseline data • Lack of coaches / volunteers who work within minority sport • Getting right skills & capacity of volunteers & professionals to deliver • Ability of partner organisations (promoting equity) to support • No clear pathways for certain types of people

	<ul style="list-style-type: none"> • Cross County / Cross sport support needed to co-ordinate these developments 	
7.4.2	With Sport England's role currently under review, it's important for other partners support NGBs to deliver on Equity.	
7.4.2	Any thoughts on developing equitable practise from this meeting should be fed back to SR via JP	JP/SR
7.5	<p>Self reflection when considering training needs</p> <p>Raise arm and keep it raised.....If you have:</p> <ul style="list-style-type: none"> • An organisational equal opportunities or equality policy • An organisational commitment to ensuring that equality profiling data is recorded and collated for all your staff, coaches and volunteers? • Sufficient understanding of the barriers and issues that may effect participation by all? • Confidence in using the correct terminology for all the different priority groups and communities within those groups? • Sufficient understanding of the difference between equity, equality, equal opportunities, diversity? • Your Organisation has developed sufficient networks to communicate with all communities? • Sufficient knowledge of all six equity strands? Age, disability, ethnicity, gender, sexual orientation and religion or belief • Sufficient knowledge of all communities regionally, on a county basis and locally (Cultural Awareness, Cultural Competency)? • Your organisation has conducted meaningful consultation with priority groups to identify their needs? • Sufficient knowledge and understanding of the types of interventions that could be designed and delivered to address under-representation? • Your services have been taken up by all communities and addressed under-representation at all levels? • Your organisation has a staffing complement (including volunteers/ Board Members that reflects the communities that you serve? • You have specific actions within your work programme that will support a drive towards reducing inequalities...and your performance is appraised against these actions. 	
7.6	Training Opportunities for NGBs	
7.6.1	The Equality and Diversity Training and The Cultural Competency Training will address all of the above but can be tailored according to NGB Forum Member needs.	
7.6.2	<p>2 Courses are available:</p> <ol style="list-style-type: none"> 1. General Equality & Diversity Course This will help delegates understand the answers to all the above questions 2. Cultural Competency & BME Leadership Course This will help delegates understand the difference between the wide variety of BME communities 	

7.6.3	<p>Each attendee will be required to complete:</p> <ul style="list-style-type: none"> • A course evaluation form • An equal opportunity profiling form • An action-planning sheet • Selected attendees will be asked to complete an interview framework regarding the training that they have received. <p>The training will be provided by:</p>	
7.6.4	<p>Martin Glynn - An activist, poet, author and trainer who is a well renowned Criminologist by trade but who has recently been employed by The Sports Councils Equity Officers Group at The Equality Standard for Sport Seminar as well as by Sport England centrally and regionally to assist with issues such as community development, community cohesion, widening access and increasing participation.</p> <p>Aj Sharma - is currently the chair of The Ambassadors, has a life-long commitment to addressing inequalities in sport. Formerly the National Equity Lead Manager at Sport England, Aj is the Director of Crimson Tiger Limited and has previously delivered training to NGBs and CSPs as well as recently delivering training to all the UK Sports Councils on The Equality Standard for Sport and has also provided training and assessment for Equality Standard Advisors and Verifiers across the UK.</p>	
7.6.5	<p>JP agreed to co-ordinate dates 4 dates, to enable the 2 courses to be run twice. Funds need to be spent ASAP, so these will aim to be delivered by mid October. AS agreed to co-ordinate the deliverers if JP finds some dates when training rooms are free at Loughborough. JP to send out booking form to the NGBs once everything has been agreed. Bookings to go direct to Aj Sharma</p>	<p>JP JP AS</p>
7.6.6	<p>Further Resources In Autumn 08, thematic human rights and equality factsheets will be produced, including 3 hr training modules and work book. These will be action plan orientated.</p>	
8.0	<p>Date of Next Meeting</p>	
8.1	<p>It was agreed that the Regional NGB Forum should go to a cycle of 4 meetings per year, which would tie in with the CSP County Forums.</p>	
8.2	<p>In order to get this right, the date for the next meeting was set and JP was tasked with negotiating further dates (and clarifying the meetings cycle) with the CSPs.</p>	<p>JP & CSP Leads</p>
8.3	<p>The next NGB Forum will be on December 9th 2008 Venue TBC.</p>	<p>JP</p>

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

- 1 Skills Active – 2 x presentations
- 2 Derbyshire Sport 3rd Sector paper
- 3 Paper of notes from Equitable Delivery session