

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday 29th September 2009
At Netball / Badminton Centre Seminar Room, Loughborough Uni

PRESENT

Name	Organisation/Role	Name	Organisation/Role
Claire Antcliffe	RFUW	Jenny Spencer	Canoe England
Carolynn Ryan	ETTA	Helen Pack	ECB
Hayley Peel	England Netball	Julian Taylor	Angling Dev't Trust
John Folwell	FA	Terri Elliott	British Judo
Gareth Brookes	RYA	Nigel Holl	England Netball
Pete Goodings	England Squash	David Joy	Derbyshire Sport
Jeff Mapp	RFU	Dan Newton	Derbyshire Sport
Roger Glithero	ASA	Janet Inman	Lincolnshire Sport
Stuart Briggs	Canoe England	Gary Sheppard	N'Hants Sport
Samantha Harding	English Gymnastics	Noel Haines	L+R Sport
Jayant Mistry	EFDS	Jeff Spencer	Skills Active
Jonathon Riall	British Triathlon	Pete Ezard	Sports coach UK
		Julian Pagliaro	NGB Forum DO

APOLOGIES

Name	Organisation/Role	Name	Organisation/Role
James Watmough	Badminton England	Pauline Olivant	British Orienteering
Rebecca Rowley	British Triathlon	Anne Rippon	Sport England
David Butler	Rugby Football League	Steve Rodwell	English Indoor Bowling
Sue Redfern	ECB	Jo Duff	England Hockey
Chris Mallender	England Athletics	Gill Barham	BEF
Mandy Pollard	EBA	Mick Baikie	FA
Kelly Hanwell	England Golf	Chris Rolle	Nottinghamshire Sport
Simon Dowdy	Amateur Rowing Assoc	Chris Wright	YST

Summary of Actions from the Meeting

Item	Action	Who	By When
2.2.8	ECB & RFU to ask their Vol Mgrs to support the emerging project by attending next project group meeting (28.10.09)	HP / JM	ASAP
2.2.8	ASA to be a Rep at the above meeting	RG	28.10.09
2.2.8	SA to speak to EMDA about the volunteering project	JS	28.10.09
3.2.3	Organisation of debate "Future of NGB Forum" at Dec Forum	JP	15.12.09
6.3	All interested NGBs to contact JS re regional training programme supported by Business Link	ALL	ASAP
6.3	Any NGBs interested in receiving the SkillsActive newsletter to contact JS	ALL	ASAP

Item	Content	Action
1.0	Welcome and Minutes of Last Meeting	
1.1	<ul style="list-style-type: none"> JP welcomed everyone to the meeting (Chair & VC unable to attend today) Notes of last meeting held on June 30th were accepted. 	
1.2	Matters Arising <ul style="list-style-type: none"> JP apologised for not having progressed the guidance to Unis to improve job applications from graduates 	

	<ul style="list-style-type: none"> JP had spoken to Anne Rippon. SE is aware that the Regional Office needs to update partners on progress. AR is currently taking the lead role in both West Mids and East Mids Offices and, unfortunately, is not available today. However SE's new Community Sport Relationship Manager should be in Post by next meeting and should be able to attend and update the Forum. 	
2.0	<p>3rd Sector Volunteering Project (Julian Pagliaro) Refer to documents 2a. & 2b. filed on the website</p>	
2.1	<ul style="list-style-type: none"> JP spoke to his presentation and paper circulated ahead of the meeting He has taken this over from Emma Compson and is attending the Regional Infrastructure Consortium (RIC) meetings of the 3rd Sector. It seems there is potential funding for sports volunteering projects & JP is trying to develop one currently. A meeting was held in August between the CSP Volunteering Leads and the Chair of the RIC. Some ideas for a project were discussed that could be supported by the CSPs (to make it sustainable). This is potentially fundable. Consultation with the NGBs (now) is required re what will help them most. A further meeting with the CSPs will be held on Oct 28th to try and finalise the idea. 	
2.2	<p>From the consultation discussion the following things became apparent:</p> <ol style="list-style-type: none"> Some NGBs have Volunteer Managers and are already developing this area of work. Whilst it's important not to duplicate, there may also be some e.g.s of GP that can be shared with all Resourcing a project is required at County level. This is important as it will make the most direct difference to the volunteers Regional Co-ordination is less important if the CSPs discuss & develop the project regularly together (as this will provide regional co-ordination). There are issues about opening clubs up and getting people from outside the sport into a club. So support to set up Volunteer Managers in clubs would be appreciated. In addition, an ongoing network of support & training for these people is required It was recognised that help with things like setting up a website or grounds maintenance are also areas where clubs need to recruit volunteers Some support for mentoring 'young volunteers' placed in a community club is required. Above all we need to keep the idea as simple as possible! ECB & RFU offered to ask their Volunteer Managers to support the next meeting of this project. RG from ASA also agreed to become involved. JS offered to speak to EMDA – which is looking at the 2012 legacy for volunteering. It may be that they can become engaged with this project. 	<p>HP / JM / RG</p> <p>JS</p>
3.0	<p>Future of the NGB Forum Refer to document 3a. filed on the website</p>	
3.1	<ul style="list-style-type: none"> JP spoke to a presentation (on the website). We are currently trying to raise awareness of this issue for discussion at the next meeting. It's clear that NGB delivery structure is changing. Additionally, JP's post will be reduced to 1.5 days per week from Oct 09 and finish at end of March 2010. So it's important to consider the future of the Forum from this time. NGBs need to consider what they want the Forum to do for them and be 	

<p>3.2</p>	<p>ready to discuss this at the next meeting.</p> <ul style="list-style-type: none"> It is clear that the meetings are still useful for the partner organisations that want to communicate with all the NGBs at one time. <p>Some brief points that arose from the Floor:</p> <ol style="list-style-type: none"> In the West Midlands, the Forum is hosted by a County on rotation. The CSP, an LA, or another partner acts as host for this. A core group meets a month ahead of the meeting to set the agenda. This involves all the CSPs, but might also include other partners, possibly on a 'one off' basis. In the East Mids, it may be that the CSPs run slightly fewer meetings each year and, collectively, support a Regional Forum which may only meet 2 to 3 times per year too. There was agreement to spend some time at the Dec Forum debating how things should carry on. 	<p>JP</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>Coaching Update (Pete Ezard)</p> <p>County Coaching Managers Refer to documents 4a., 4b. & 4c. filed on the website</p> <ul style="list-style-type: none"> Funding has come from Sport England, via scUK to support the development of Coaching Development Managers in each CSP. These are being appointed to help NGBs meet the coaching services required by their sport. Under the old CDO system, work was focussed on 1:1 support for coaches. This will change now. The new CDMs will mainly be involved in bringing together all partners in a CSP area, who are interested in coaching, so that they are able to support the coaches in a co-ordinated and effective way. They will be responsible for helping build the 'joined up' thinking locally. The job is about understanding the needs of the coaching workforce and then building systems and networks to support these. CDMs will look at the implementation of the 4x4 matrix (aimed at supporting the NGB participant & coach models) at the local level. This will ensure that the coach is working in the appropriate local environment. Some aspects of the model will be more relevant within a CSP environment than others. Slide 5 lists all the coach support roles that need to be focussed on to make this work. Extended Offer (see paper 4b.) is linked to the 5 Action Areas of the UK Coaching Framework – Participant Pathways, Coaching Pathways, Frontline Coaching (recruitment & mgt systems), Support for Coaches (CPD), Professionally Regulated System (licensing) and M&E CSPs will employ the Posts and, hopefully, by the end of Oct 09 all Counties will have an Officer going through the induction process. It is down to the readiness of the CSPs in this region that has made this possible. (See tasks in document 4c.) <p>Regional CPD Project</p> <ul style="list-style-type: none"> An opportunity arose to try and harness the expertise of FE / HE institutions to run Coach CPD courses. This has been reported on at 	

	<ul style="list-style-type: none"> • The CSP Directors in the Region have been meeting together for 4.5 years to co-ordinate their delivery and they have a sense that this is now really starting to happen. DJ feels that he is able to represent his colleagues in the other CSPs through this presentation. • However, it will take a few years for all CSPs to deliver the full core spec. So we will need to be patient in the short term. • From a CSP perspective, there is a feeling that downward investment from NGBs is reaching the ground level. Netball is a good example of this and hopefully other NGBs will follow suit. • NGBs want to be in charge of their own sport and CSPs need to deliver <u>consistently</u> to help this happen. CSP Network (CSPN) has been set up because CSPs nationally also want this • CSPs are now trying to take a lead in co-ordinating all the various partners in their areas and the desire to do this hasn't been imposed from above, it has been working from the bottom up. • 2 points: <ol style="list-style-type: none"> 1. CSPs have the potential to bring the resource from the local level to sports. This resource is different from local area to local area. So there will be some inconsistency because of this. 2. SE is allocating £200k per CSP for the Core Offer. But CSPs are also funded with other partners such as PCTs, etc to deliver other programmes as well. These may impact, or not, on the NGB agendas. 	
5.3	<p>(Read Notes in conjunction with the document 5c. on the website)</p> <ul style="list-style-type: none"> • There is a managed process that has been set out by Sport England. • In Derbys, the NGB engagement model seems to be on a 1:1 basis. • 2 drivers to this process: <ol style="list-style-type: none"> 1. The outcome of the NGB dialogue with SE and CSPN 2. The Core Services Document 	
5.4	<p>(Read Notes in conjunction with the document 5d. on the website)</p> <ol style="list-style-type: none"> 1. Red / Amber / Green system to show where the sport is nationally with the NGB / SE / CSPN dialogue process 2. E.G. of wording against Basketball & Athletics, which are both Green. This will tell the CSPs where each sport is at. 3. Athletics also has further info from their meetings which are accessed by clicking the meeting notes link at the bottom of their section. This tells the CSPs that the sport has a booklet which defines how they want to work and the services they want, etc. 4. The document is a useful tool that is help everyone understand where each sport is at, what support they want and where they want this. Delegates were advised to see the updates written about their sports. We will try and put these up on the NGB Forum website 5. Targets that are quantified by the sports can then be (roughly) broken down to Regional and then County targets. It will help if the sports can clearly quantify these so they can be communicated to all relevant partners. 	
5.5	<p>(Read Notes in conjunction with the document 5e. on the website)</p> <ul style="list-style-type: none"> • This describes the Core Services that all CSPs will offer and help identify the services that fall outside the Core Spec, which NGBs can't reasonably expect to be delivered. • Key areas in this include 	

<p>5.6</p>	<ol style="list-style-type: none"> 1. Services that can be provided to enhance NGB knowledge (e.g. provision of data). This will not duplicate or replace NGB knowledge. 2. Connecting NGBs to the partners that form the CSP 3. Support with Workforce Development 4. Aligning the programmes of other partners to support NGB County Plans 5. Assisting funding applications 6. LA (social) agendas run parallel with NGB agendas and CSP's role is to ensure that these stay close enough in touch with the Sports agenda to have relevance with each other <ul style="list-style-type: none"> • Lincolnshire has attempted to provide info on how these things will happen in their county (by adding an extra column to the table). This needs to be done in the other CSPs too. (Document 5f. on website) 	
<p>5.7</p>	<p>(Read Notes in conjunction with the document 5g. on the website)</p> <ul style="list-style-type: none"> • Tightens up the agreement between the NGB and the CSP by way of a simple 'Service Level' type agreement. • This needs to work in a 'practical' common sense way and also describes how to resolve conflict. It works on the back of a questionnaire which helps drive the info that goes in the document. • These are not yet in wide use (and not yet used in this region) so practicalities of implementing the paperwork are not yet known. 	
<p>5.8</p>	<p>(Read Notes in conjunction with the document 5h. on the website)</p> <ul style="list-style-type: none"> • CSP are already expected to report to SE on a ¼ly basis. • The new forms appear as if little has changed in this process, although the template doesn't yet seem to reflect the Core Specification (so this may change a little). It's still based around programme reporting • It's likely that NGBs will be asked to report back individually on how CSPs are delivering against the core spec. 	
<p>5.9</p>	<p>Headline Feeling from Derbyshire:</p> <ul style="list-style-type: none"> • The new system is process driven, we're only 6 months into it. The signs are positive. • The CSPs in the Region feel they are ahead in the game. They are behind this system and committed to helping the NGBs deliver the increases in participation that are described in their plans. 	
	<p>Q&A</p> <ul style="list-style-type: none"> • Q – Will CSPs only work with sports that are at Green in the engagement process? A – There has been work already going on and CSPs will not want to loose this! However, it will make things easier when the sports have fulfilled the Green light. Informal advice to sports is for sports to keep speaking to CSPs. NGB staff do need to know where their sport is nationally. We will try and update info onto the NGB Forum website. Derbys is working with 16 to 17 sports and will continue to do this. • Q – Do the CSPs have the capacity to work with all sports across all the services? A – This may be a struggle if all sports want all services! Additionally some CSPs are working with sports that sit outside the 46 (who are buying their services). CSPs may have to find a new way of working and this may be challenging. This is still unknown. However, the process 	

	<p>has three years to develop and it is expected that this will take some time to bed in.</p> <p>The new process might help sports that have lesser capacity to engage in a more defined way. The new Coaching Development Managers should be able to help this happen with smaller sports in engagement with coaching.</p> <p>It may be difficult to define words like “quality” when applied to strategic working, especially when comparing like for like across CSPs.</p>	
6.0	AOB	
6.1	<ul style="list-style-type: none"> Leicestershire & Rutland have recently published a Sports Strategy and Physical Activity Strategy. Their new Facilities Strategy is also about 3 weeks away from being published. These things will be updated at their next Forum Meeting (Oct 13th, 1.00pm in Netball / Badminton Centre, Loughborough). Volunteer Development will also have a spot on their agenda 	
6.2	<ul style="list-style-type: none"> All 5 CSPs must produce Sports Strategies and Business Plans that look the same. 	
6.3	<ul style="list-style-type: none"> Re SkillsActive Regional Leadership and Management programme Jeff Spencer reminded about programme supported via Business Link http://www.businesslink.gov.uk/bdotg/action/detail?site=140&type=RESOURCES&itemId=5001218372 <p>There is still the opportunity to engage. 2 NGBs have been introduced to Business link so far and have found the process useful. Just drop JS an email to start the process jeff.spencer@skillsactive.com</p> <ul style="list-style-type: none"> SkillsActive has finalised a funding deal with Sport England to deliver on workforce issues arising from WSPs, linking with CSPs and the Forum. Regional support will continue from the regional officer (Jeff Spencer). An added dimension will be a national client management role by each regional manager for at least 2 sports. Jeff’s national sports are likely to be Volleyball and Judo. More information will follow next week with press releases and a letter from our Chief Exec to NGB chief execs. Regional Newsletter – the September edition has gone out and few NGB officers have opted to have it delivered directly. If you would like it delivered directly please drop me an email and I will take care of it. Archived versions will be available on the NGB website (partner section). (Apologies that the link is broken at the moment it will be operational shortly) Lincolnshire is running a Networking Day on the afternoon of October 20th. A variety of partners will be available at this. 	<p>ALL NGBs</p> <p>ALL NGBs</p>
8.0	<p style="text-align: center;">Next Meeting will be 15.12.09</p> <p style="text-align: center;">Loughborough Uni – Gymnastics Centre Seminar Room</p> <p style="text-align: center;">JP will organise the following meeting on 23/03/10 at</p> <p style="text-align: center;">Loughborough Uni. Confirmation will be made at the next Forum</p>	<p>JP</p>