

COUNTY SPORTS PARTNERSHIP CORE SPECIFICATION INTERPRETATION GUIDE

1.0 Deliver cross-sport services to meet NGB priorities and specific services for Sport England

1.1 Provision of cross sport services for NGBs

Service	Detail	Lincolnshire Sports Partnership (LSP) Activity (Officer responsible in brackets)
Connecting NGBs to the CSP area	<p>LSP will have an understanding of which of the 46 NGB's see Lincolnshire as a priority, and what the 46 NGB's are seeking to deliver across the LSP area and the LSP will consider which partners will need to be involved in helping the NGBs deliver their interventions/priorities.</p> <p>CSP will need to have a process in place for 1:1 communications with NGB's</p>	<p>NGB Identify Lincs as a priority area through Sport England website.(Janet Inman - JI)</p> <p>LSP / NGB 1:1 meetings (2 x a year - March and July (JI / Advocacy & Network Officer – A & N) Identified NGB's to become company members (NGB Team)</p>
The CSP will signpost and introduce NGBs to key partners	<p>LSP identify key point of contact.</p> <p>The LSP will need to have a process in place to engage with the NGBs</p> <p>LSP provide networking opportunities across the county.</p> <p>LSP to be responsible for communicating NGB priorities and interventions to other partners in the county.</p> <p>LSP's to make NGBs aware of potential opportunities in the county.</p>	<p>Head of Sport identify (JI)</p> <p>NGB database following identification of priority areas (Advocacy & Network Officer)</p> <p>Full sport networking opportunity 1 x per year in late September (NGB Team)</p> <p>Through Sport & Physical Activity Network– electronic and through existing meetings. Development of the network (A & N Officer)</p>

	LSP to ensure engagement between key priority groups and the NGB's.	
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2.1 Club, Coach and Volunteer Development

Service	Detail	LSP Activity
<p>Coordinate and promotion of a programme of courses for clubs, coaches and volunteers</p>	<p>The LSP will ensure the provision and promotion of generic courses for clubs, coaches and volunteers based on NGB interventions/priorities and local need in the LSP area and these will be either delivered directly by the LSP core team or through a partner agency.</p> <p>The LSP will have a clear understanding of the generic and sport specific courses which need to be co-ordinated for clubs, coaches and volunteers across the LSP area based on demonstrated need.</p> <p>The LSP will ensure courses are provided to minimum operating standards.</p>	<p>Continuing work on generic course delivery (Lynsey Creaser - LC)</p> <p>Continuing work on generic course delivery.(LC) Collation and promotion of NGB courses (NGB Team)</p> <p>Continuing work on generic course delivery working with SCUUK and Running sport (LC)</p>
<p>Identify local funding opportunities that will help clubs, coaches and volunteers to access local education opportunities</p>	<p>LSP will have a process in place to understand, communicating and keep updated funding sources relevant to club, coach and volunteer</p> <p>The LSP will consider the potential for cross sport applications where appropriate.</p> <p>The LSP will either bid or support a bid for local resources to support delivery and</p>	<p>Local funding opportunities developed by LSP and using Grantfinder.</p> <p>Ongoing – eg.. Community Investment Fund NGB Bid (JI/ NGB Team)</p> <p>Club funding bids linked to A4A, the new</p>

	promotion of generic courses for clubs, coaches and volunteers	small grants pot and Lincs County Council grants.
Secure funding for club development needs (agreed with NGBs) by providing advice and assistance with the preparation of funding applications.	Potential funding sources will need to be considered and agreed with the NGB(s) and will be those which help deliver the NGB interventions/priorities for club development. The LSP will also identify local partners who could support and/or contribute to the bid and provide contact details.	Club funding bids linked to A4A, the new small grants pot and LCC grants.(NGB Team) Working with LSP networks (A&N Officer)
Ensure up to date knowledge of NGB clubs is in place across the CSP area through coordinated work with the NGBs and other partners. (Knowledge of the location of clubs and whether they are accredited).	LSP will ensure there is an agreed process in place with NGBs and local partners to develop and maintain up to date information on clubs across the LSP area as prioritised by the NGBs within their 09-13 plans. Information will need to cover location, contact details, club accreditation – as a minimum.	Club database to be developed (A&N Officer) As above
Identify opportunities that exist within the broader non sport volunteer and third sector organisations that support NGB volunteer and club needs. (Identification of opportunities through strategic relationships the LSP has with key local partners and signposting NGBs to these opportunities).	With reference to 1.1 the LSP will understand the priority NGB interventions/priorities for volunteers, coaches and clubs. The LSP will understand the volunteering and third sector organisations within their area and will align appropriate local opportunities with the NGB interventions/priorities. Contact details and information will be provided where relevant.	LSP / NGB 1:1 meetings (2 x a year) NGB Team. Programme of meetings to be developed by the (A&N Officer). Through the Coach Development Manager work with the third sector (Light touch)

3.1 Children and Young People

Service	Detail	LSP Activity
<p>Understanding of PE and Sport Strategy for Young People (PESSYP)</p>	<p>The LSP will understand PESSYP and its strands through attendance at joint planning sessions which are supported by Sport England (Children and Young People Directorate), website, networking etc.</p> <p>LSP will understand NGB interventions/priorities in their LSP area and identify those which link directly to PESSYP.</p> <p>LSP will have links to PESSYP networks (School Sports Partnerships (SSPs)/Partnership Development Managers/Competition Managers/FESCOs) and will ensure they are aware of relevant NGB interventions/priorities and opportunities for joint work.</p> <p>LSP will ensure NGBs and other partners(as appropriate) have access to relevant contacts eg website, regular newsletter, information bulletin etc. and that NGBs and partners are aware of opportunities for joint work where these exist.</p> <p>LSP will contribute to PESSYP through delivery of Sport England programmes eg Sport Unlimited, Leadership and Volunteering (Step into Sport), Recruit into Coaching (23 CSPs) and will ensure there is a process in</p>	<p>Continue to work with the SE, regional and local Children & Young People's forums.(JI)</p> <p>Working with the PDM network and NGB's (JI)</p> <p>Through the School Sport Consortium(JI)</p> <p>Through the existing networks, e mails, website information, e newsletters, minutes of meetings (NGB Team)</p> <p>Working with all partners to develop and deliver Step into Sport, Leadership and Volunteering and Sport Unlimited. (LB, JI, NGB Team)</p>

	place for engaging NGBs who have highlighted these programmes as a priority in their 09-13 plans.	
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4.1 Facilities

Service	Detail	LSP Activity
<p>Ensure that NGB and Sport England requirements are represented to local sport stakeholder groups for Building Schools for the Future (BSF).</p> <p>Provide a mechanism to capture and feed in the NGB facility needs into the BSF planning processes. (In relation to the role outlined in section 1.1 above).</p>	<p>The LSP will understand NGB facility and programme and priorities</p> <p>The LSP along with Sport England will follow the timetable for BSF implementation</p> <p>The LSP will be an active member and attend BSF PE and Sport Stakeholder group(s), representing, influencing and maximising opportunities for NGBs and community sport priorities/needs</p> <p>The LSP will support the set up and initial development of BSF PE and Sport Stakeholder Group outlining their supporting role on the group</p> <p>The LSP will advocate and influence partners to develop a strong vision for community sport to inform Strategy for Change</p> <p>LSP will provide local intelligence to Sport England, when appropriate, on Stakeholder group progress and Strategy for Change issues where Sport England can have influence</p>	<p>LSP / NGB 1:1 meetings (2 x a year) Facilities to be part of the 1:1 agenda. (A&N Officer)</p> <p>Facilities planning forum to meet on a regular basis and a facilities seminar to be held on an annual basis (Steve De Wint - SDW)</p> <p>Inform NGB of developments through LSP / NGB 1:1 meetings (2 x a year) (A&N Officer)</p> <p>Established(SDW)</p> <p>Ongoing (SDW)</p>

	<p>LSP will have a process in place to keep up to date on the current position in relation to the community sport vision post Outline Business Case (OBC) and advocate/influence where further sports opportunities are identified, signposting/brokering partner links where relevant.</p>	<p>Ongoing (SDW)</p> <p>Ongoing (SDW)</p>
	<p>Sport England will support the delivery of the above, aiding LSP confidence in their role in BSF and NGB confidence that their priorities will be adequately represented by the LSP on the PE and Sport Stakeholder Group(s).</p>	<p>Ongoing (SDW)</p>
<p>Understand NGB facility requirements for the LSP area, and broker support for these through local opportunities for resources where these exist</p>	<p>As stated above the LSP will understand NGB facility priorities in their LSP area through information provided by Sport England and through the NGBs.</p> <p>The LSP will advocate to partners the requirement for strategic facility planning to be based on needs and evidence, eg Active People, Active Places etc).</p> <p>The LSP will understand the self help tools which are available on the Sport England website and signpost partners to these tools where relevant.</p> <p>The LSP will keep updated on proposed capital developments and opportunities through their local networks/partners and ensure NGB priorities are fed in at the earliest opportunity using their partner contacts and networks and that this local intelligence is fed back to Sport England.</p>	<p>Keep facilities framework up to date (SDW & Facilities manager)</p> <p>Linked to 'Active Places' (CJ)</p> <p>LSP to keep up to date with developments (Chris Johnson - CJ)</p> <p>Information about facilities development and proposed facilities development to be included in the LSP newsletter (EB and Network and Advocacy Officer)</p>

	<p>The LSP will have a process in place for introducing and signposting NGBs and Sport England to relevant partners where opportunities have been identified for joint work which will address NGB facility priorities.</p>	
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5.1 Investment

Service	Detail	LSP Activity
<p>To advise Sport England on the merits and local fit of applications to sport national Lottery funding opportunities e.g. funding rounds and small grants.</p>	<p>Where requested by Sport England for information relating to a funding bid within the LSP area, the LSP will provide any local intelligence they have in relation to the bid. The extent to which requests are made will vary depending on the type of funding (eg it is unlikely requests will be made for Small Grants however information may be sought in relation to themed rounds, innovation, sustainable facilities fund).</p> <p>LSP will be expected to provide only the knowledge they hold and are not expected to liaise more broadly with partners unless specifically requested to do so.</p> <p>LSP will have a process in place and provide a LSP Core Team named contact for requests from Sport England on funding applications within the LSP area and to manage requests within the timescales required.</p>	<p>Ongoing (CJ)</p> <p>Lead officer JI supported by SDW and CJ.</p>
<p>Inform local projects about potential Sport England</p>	<p>LSP to have a detailed understanding of the</p>	<p>Shared through the existing networks, e mails,</p>

<p>National Lottery funding opportunities where they meet with funding requirements.</p>	<p>Sport England lottery programmes, criteria and requirements as set out on Sport England funding website.</p> <p>LSP to ensure partners are aware of funding available through Sport England (CSP website, information bulletins, e-mail alert, updates, at network meetings etc) signposting partners to Sport England funding website for the detail.</p> <p>LSP to have knowledge of potential projects and programmes in their LSP area and to inform partners of potential Sport England funding where these appear to meet Sport England funding criteria ensuring they are aware of the eligibility criteria.</p> <p>As part of the application process there is a requirement for all applicants to consult with the relevant LSP who will need to establish a process which is communicated locally to partners. The applicant is required to state who they spoke to and the feedback received.</p> <p>LSP to have a process in place to keep NGBs informed of potential projects and applications and provide contact details where relevant.</p> <p>LSP may be requested by Sport England to signpost/introduce partners to a bid where a need to work with a broader range of partners has been identified. The LSP will need to have a process in place to respond to such requests.</p> <p>LSP will be informed of successful SE lottery applications within their area in relation to small grants and sports match and this may be extended to include the other funding</p>	<p>website information, e newsletters, minutes of meetings.(A&N Officer)</p> <p>Funding opportunities developed by DC and other opportunities as they arise. Shared through the existing networks, e mails, website information, e newsletters, minutes of meetings (NGB Team)</p> <p>Shared through the CSPANs and sport specific and development group networks. (A&N officer)</p> <p>Consultation through JI, SDW or CJ</p> <p>Through 1:1 meetings (March & July) Networking session (September) LSP AGM (November) Stakeholders day (January)</p> <p>As above</p> <p>JI and CB working together.</p>
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	streams.	
Have knowledge of, and be able to direct partners to, appropriate alternative funding sources to generate additional inward investment into sport. (CSP to be aware of local opportunities for funding that may fit with sport requirements)	LSP to have a process in place to understand and keep updated on alternative funding sources through their local networks/partners. LSP to ensure information is accessible to partners, with a focus on NGB partners, about potential alternative funding sources eg website, links to relevant funding sites, e-mail alerts, newsletters etc.	Funding information to be included in the LSP newsletter (Emma Burke - EB and A&N Officer)

2.0 Develop and maintain the strategic alliances and local networks NGBs and SE need to drive delivery and secure resources

2.1 Strategic Influence and Networking

Service	Detail	LSP Activity
CSP to ensure there are appropriate local network arrangements in place to support the delivery of Sport England outcomes and NGB 2009-13 targets.	<p>LSP will ensure that there are relevant local networks (formal meetings or virtual) which can be easily accessed by the LSP and/or NGBs to discuss NGB priorities in the local area to gain local support to help delivery. The networks may be coordinated by the LSP or by another partner.</p> <p>As a minimum the following network arrangements should be in place; LA Sports Officers (titles will vary), Chief Leisure Officers (or equivalent), PESSYP networks (Partnership Development Managers, School Sports Coordinators), leisure trusts/local authority sports facilities.</p>	<p>Based on SPAN networks and the development of the LSP Sports annual business cycle calendar. Sports policy sub group to invite NGBs to do presentations on county plans(SDW)</p> <p>Based on existing networks SPAN chairs – A&N Officer Lincs Senior Cultural Officers Group - SDW School Sport Consortium – JI Free Swimming – CB / JM</p>

<p>LSP to have knowledge of sport and NGB needs within the LSP area. (Linked to role outlined in section 1.0 re NGB need, and also knowledge, of local community sport need).</p>	<p>As highlighted in 1.1 above - Using information provided by Sport England and NGBs, the LSP will have a clear understanding of NGB Interventions/priorities across the LSP area.</p> <p>Using information provided by local partners (as a minimum - local authorities, PESSYP networks, leisure trusts/ local authority sports facilities, voluntary sports clubs) the LSP will have a clear understanding of the local community sport needs and will be able align the NGB priorities to the local priorities.</p>	<p>LSP / NGB 1:1 meetings (2 x a year)</p> <p>Strategic planning process in Feb each year (Senior Management Team) Action planning as part of the Stakeholder Event (January)</p>
<p>LSP to act as an advocate for Sport England at a local level, with stakeholders who can help deliver Sport England and NGBs' 2009-13 interventions and targets.</p> <p>Ensure that Sport England outcomes and NGB needs are represented at a local level on the local strategic partnerships, or thematic sub groups.</p> <p>Ensure that Sport England outcomes are embedded in the delivery arrangements of local area agreements (LAAs), sustainable community strategies and other appropriate strategies.</p>	<p>LSP will understand how community sport is reflected within the Sustainable Community Strategy, in the LAA (ie is NI8 included) and within the local strategic partnership and the various thematic sub groups.</p> <p>LSP will have an agreed process in place ensuring that community sport (in particular Sport England/NGB outcomes and priorities) is considered within the work of the local strategic partnership or relevant thematic sub groups. Eg the LSP may be a specific theme group within a Local Strategic Partnership (LSP) or may feed into the LSP via an appropriate thematic sub group such as a Cultural Partnership or Health and Well-being Partnership.</p> <p>LSP will have an agreed process through which community sport can be considered within the development/refresh of the Sustainable Community Strategy/Local Area</p>	<p>Ongoing work through the LAA SDW lead C&YPSP – JI Vibrant Communities – DC (to include facilities) Health and Wellbeing – CB</p> <p>SMT to set agenda for the strategic context. CSPANs to develop annual planning process and a system for sharing information with others possibly through the Stakeholder Event in January (SMT)</p> <p>Briefing for Lincolnshire Assembly Chief Executives and Leaders and key portfolio holders (SDW A&N Officer)</p>

	<p>Agreement and other relevant strategies such as the new Local Economic Development Plans. This will vary from direct involvement of the LSP to a LSP supporting a sports champion from within the broader partnership advocating the role of community sport.</p> <p>LSP will use the Active People data (relating to NI8 and 1 million sport target) provided by Sport England to review, with partners, significant changes along with likely activity which may have had an impact on the changes.</p>	District profile updates (CJ)
Support delivery of LAA priorities where they can support the delivery of Sport England outcomes. (CSP role is to align NGB and community sport interventions to support delivery of LAA related plans e.g. NGB grow interventions contributing towards NI8).	The LSP will have a process in place for contributing to the Local Area Agreement delivery plans and will align NGB delivery where relevant.	<p>Lincolnshire Assembly members</p> <p>SDW lead</p> <p>C&YPSP – JI</p> <p>Vibrant Communities – DC (to include facilities)</p> <p>Health and Wellbeing – CB</p>

2.2 Knowledge and Management

Service	Detail	LSP Activity
LSP will hold relevant information for the area regarding local partner plans, priorities and aspirations in order to reflect these as opportunities and issues to the NGBs. (Linked to the role identified in section 1.0)	<p>LSP will have a clear understanding of partner priorities and in particular those outlined in the Sustainable Community Strategy, Local Area Agreements, Local Economic Development Plans, Sports Strategies, Sports Facility Strategies, Playing Pitch Strategies.</p> <p>LSP will align local partner priorities to the NGB interventions/priorities identified for the LSP area and understand where there are opportunities or issues.</p>	<p>Data suite of information collected for SMT (CJ)</p> <p>Identified through LSP / NGB 1:1 meetings (2 x a year)</p>

<p>LSP will act as a broker to identify links between local partner plans, priorities and aspirations and NGB priorities for the area to maximise the opportunities for joint working. (Linked to the role outlined in section 1.0).</p>	<p>Through understanding NGB and local partner priorities, the LSP will identify where there is the potential for greater joint work and which partners need to be involved.</p> <p>LSP will have a process in place for bringing together the NGB(s) and relevant partners and as a minimum this would be providing the relevant information showing how priorities match, getting agreement from partners to work together and providing relevant contact details.</p>	<p>Through 1:1 meetings (March & July) Networking session (September) LSP AGM (November) Stakeholders day (January)</p>
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3.0 Manage and operate the CSP, ensure sound governance, audit and compliance.

3.1 Operations

Service	Detail	LSP Activity
<p>LSP to have an independent (wider than single partner control) and effective board/decision making processes and agreed governance arrangements.</p>	<p>LSP will have appropriate MOU/Partnership Agreement.</p> <p>Board membership will involve a range of partners with no single partner control.</p>	<p>LSP is 'Fit for Purpose' HAS Mem. & Arts and signed up Company Members (SDW)</p> <p>LSP Governance / Independent Directors (SDW)</p>

<p>Comply with the Sport England self-assurance/governance system as negotiated and agreed with CSPN.</p>	<p>LSP will continue to operate in accordance with the governance arrangements submitted as part of the pre-condition award compliance unless alternative arrangements are agreed between the LSP and Sport England.</p>	<p>Ongoing(SDW)</p>
<p>Manage all finances available to the LSP through Sport England in an effective and efficient manner, in accordance with agreed financial management and accounting procedures, including National Lottery funding awards.</p>	<p>LSP will ensure process is in place for effective financial management, eg if hosted through a service level agreement, LSP could purchase this service from a third party or may provide the service direct as part of their business.</p>	<p>Audited process in place (SMT)</p>
<p>Maintain agreed standards relating to Safeguarding of Young People as per the requirements of Sport Unlimited. (Any changes to current requirements will be agreed with CSPN).</p>	<p>Reference should be made to the requirements relating to Sport Unlimited within the Award documentation.</p>	<p>In place – on going (LB, JI)</p>
<p>Equality standard – this will need to be reviewed once the national position is confirmed. LSP delivery requirements will be agreed with CSPN to ensure there is adequate capacity in the network before confirmation of final role).</p>	<p>This requirement will be confirmed following discussion and agreement between Sport England and CSPN.</p>	<p>Equality and Diversity Officer.</p>