

East Midlands NGB Officer Forum
Minutes of Meeting held on Tuesday 15th December 2009
Gymnastics Centre Seminar Room, Loughborough Uni

PRESENT

Name	Organisation/Role	Name	Organisation/Role
James Watmough	Badminton England	David Butler	Rugby Football League
Helen Pack	ECB	Samantha Harding	English Gymnastics
Kelly Hanwell	England Golf	Tom Seneviratne	English Lacrosse
Hayley Peel	England Netball	Jayant Mistry	EFDS
Terri Elliott	British Judo	Noel Haines	L+R Sport
Pauline Olivant	British Orienteering	Chris Rolle	Nottinghamshire Sport
Janet Inman	Lincolnshire Sport	Jeff Spencer	Skills Active
Jeff Mapp	RFU	Pete Ezard	Sports coach UK
Anthony Gill	British Cycling	Adam Blaze	Sport England
Peter Evans	Baseball Softball UK	Julian Pagliaro	NGB Forum DO

APOLOGIES

Name	Organisation/Role	Name	Organisation/Role
Josie Heffernan	British Cycling	Stuart Briggs	Canoe England
Jenny Spencer	Canoe England	Emma Hewitt	England Hockey
Claire Antcliffe	RFUW	Carolynn Ryan	ETTA
Gary Sheppard	N'Hants Sport	John Folwell	FA
Pete Goodings	England Squash	Roger Glithero	ASA
Rebecca Rowley	British Triathlon	Van Willerton	LTA
Julian Taylor	Angling Dev't Trust	Dan Newton	Derbyshire Sport
Steve Rodwell	English Indoor Bowling	Gill Barham	BEF
Gareth Brookes	RYA	Chris Mallender	England Athletics
Mandy Pollard	EBA	Simon Dowdy	Amateur Rowing Assoc
Chris Wright	YST	Sarah Larnder	Reg Co-ordinator FE

Summary of Actions from the Meeting

Item	Action	Who	By When
2.2	NGBs to contact appropriate CSPs to arrange partnership agreement meetings	NGB Officers	April 2010
3.5	NH to try and book Sports Park for next meeting (and discuss with JP)	NH & JP	ASAP
3.5	JP to co-ordinate next planning group meeting	JP	Feb 10th

Item	Content	Action
1.0	Welcome and Minutes of Last Meeting	
1.1	<ul style="list-style-type: none"> • JW welcomed everyone to the meeting • Notes of last meeting held on Sept 29th were accepted. 	
1.2	Matters Arising <ul style="list-style-type: none"> • All actions from the previous meeting had been completed 	
2.0	CSP Core Offer across the Region (Noel Haines & Chris Rolle)	
2.1	<ul style="list-style-type: none"> • NGB Leads at CSPs have met to discuss consistent delivery to NGBs. (Still 	

<p>2.2</p>	<p>needs ratification from CSP Directors)</p> <ul style="list-style-type: none"> • All CSPs have slight variations in things that they offer outside the core spec • Core Spec is quite wide ranging and CSPs in EM have discussed a joint interpretation of this • Do NGBs want to meet with CSPs all together or on 1:1 basis? This is an NGB call to make. • Reg NGB Officers need to check the national info from their Dev't Directors before they start having local conversations with CSPs. Matrix of readiness compiled by Sport England is now up on their website at: http://www.sportengland.org/support_advice/idoc.ashx?docid=415ca8a5-d06c-487e-8445-bb84a70f4277&version=-1 • Meetings paperwork (e.g. meeting prompt sheet) developed by Sport England is useful to direct engagement. <p>Explanation of the Offer to NGBs</p> <ul style="list-style-type: none"> • The 5 CSPs are each producing a document that covers their delivery. • Each document will have 3 columns. <ol style="list-style-type: none"> 1. Detail of the Core Services, as set out by Sport England 2. The interpretation of this by the 5 CSPs in the East Midlands 3. The extended offer that is available, at no extra cost, in each individual CSP. (Each County has access to resources that may not be available in another county, so this column identifies what is available in each County.) • These documents should be finalised for each CSP after the CSP Director's meeting this Friday. However the document still needs some consultation with other partners like Sport England and scUK, etc. • How should meetings between NGBs & CSPs be managed? • NGBs need to articulate which counties they need to work in and what services they want the CSPs to provide? • There is a meeting tomorrow between the 5 CSPs and 3 sports – Angling, Judo & Badminton. This will help shape how engagement meetings will work in the future. • Hopefully the new model will be ready for rolling out from April 2010. • The CSPs are looking for meetings with NGBs during 1st quarter of 2010 to start putting the partnership agreements with each sport in place. 	<p>All NGBs, as appropriate</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>Future of the NGB Forum</p> <ul style="list-style-type: none"> • JW introduced the topic and passed over to JP who had been preparing this agenda item. • The following groups were formed: <ol style="list-style-type: none"> 1. Sports whose officers are part time, or who cover more than one Region (Lacrosse, Baseball/Softball, Orienteering) 2. Sports whose officers are full time, but who do not have additional officer capacity in the Region. (Judo & Cycling) 3. Sports whose officers are full time and who manage others to deliver development at a more local level. (Badminton, Golf, Netball, Rugby Union, Rugby League, Cricket & Gymnastics). 4. All NGB Forum Partner Organisations • Each Group was given a set of questions to work through. These covered 	

the aspects of Forum delivery and the website. Each group fed back their findings at the end of the discussion

Feedback was as follows:

Group 1 (Part time capacity)

- Meeting others and networking opportunities are very important to these sports
- Sharing ideas at a regional level is more difficult for these sports (and the Forum gives opportunity for this to happen).
- Important Partners are CSPs, LAs, SSPs. Other partners are of lower priority to these sports
- Regional NGB Forum is a good thing to have, but 2 meetings per year would be ideal, especially if this included time for CSP engagement.
- Re website – 2 of the group are brand new in post and haven't yet used the site much. Meeting info and contact details are the main point of reference for the other Officer.

Group 2 (Regional capacity only)

- The 2 sports are both regional in development, but cycling has a larger regional team than Judo. So the needs of the 2 Officers do differ.
- The meetings are useful for info but, perhaps, on a 6 monthly basis.
- Links are needed with the CSPs on a more regular basis.
- Links to SSPs & LAs are important – but support to help make these discussions happen would be appreciated as it's difficult to get to this level.
- Forum also useful for meeting other regional partners, like SkillsActive
- The website is mostly used on a quarterly basis to access meeting specific info. Contact details can also be found easily via an internet search rather than looking on the site. The relevance of the website diminishes as new officers get more familiar with their roles.

Group 3 (Regional and more local capacity)

- County staff for the various sports vary in capacity and the way they're employed.
- Sports often had different priorities (and partners they want to target).
- All NGBs want to meet the CSPs and find it beneficial when these can be met together.
- Ideas for best practise are important (inc feedback from other regions).
- 4 meetings per year max was recommended, meeting all together in the morning and having a slot in the afternoon to book meetings with partners.
- Possibly also spend some time meeting as a group of similar capacity sports to problem solve and share good ideas.
- At this time, the other sports (with less capacity) may find it helpful to meet collectively with other partners, like the CSPs
- Some feedback from the CSPs would also help when line managing county based staff to direct their time effectively.
- Re the planning meeting – it would help if the groups of sports could each feed their needs/priorities into the planning meetings for the Forum
- The website is mostly used on a quarterly basis to access meeting specific info. Other than that it is used for contact details. The relevance of the website diminishes as new officers get more familiar with their

	<p>roles.</p> <p>Group 4 (Partners)</p> <ul style="list-style-type: none"> • High priorities for this group are meeting NGBs, sharing info and meeting other partners • Medium priorities are meeting officers and learning about NGB priorities • The group comprises of the right officers and there is the right level of contact at meetings. However a lot of contact also happens outside these meetings. • Partners do manage to get their message across within the current meeting format. • In general, Regional Forum works well with County Forums and does help shape county agendas. However there's often a different driver at county level and this should be remembered. More synergy between County and regional forums would help agenda setting and info flow between the 2 levels. • Some partners happy to keep to 4 meetings per year, and some felt that 2 would be better. • Many of the partners use the website on a monthly basis. Important areas are officer contact info and meetings info. <p>3.3 Re Website – This needs to be run after April, so the questionnaire was put tighter to identify which aspects of the website are the most useful to members. Feedback is included above – contact info and meetings info are the areas that are used most. The point was also made that contact info, all in one place, is probably more important for partners than the NGBs themselves. Key issue is how to maintain the website in the future and who will direct people to the website?</p> <p>3.4 Group Discussion about the way forward.</p> <p>Format and how many meeting per year?</p> <ul style="list-style-type: none"> • Morning agenda and afternoon networking is a good idea – but need ideas to be fed into agenda setting. • Everyone's busy, so fewer meetings would be easier to organise / run / attend. • This should be a 'Partnership Forum'. It's not just about giving and receiving NGB 'messages', and should be about added value and better working together. This is the way the West Mids Forum is moving. • Sport England does not have the capacity to run meetings any longer. There is acknowledgement within SE that these meetings have value and SE is working with the National NGB Team (including Rugby League and Rowing) to work out the best way forward and clarify SE's role in the process. It is hoped that this will be done in Jan 2010. • There was an agreement to aim at 2 meetings per year initially, and then review this. These would probably be in March and September • Need to target other organisations like 3rd Sector, EMDA, local colleges, etc and we need to keep this Forum in order to connect with these partners. Perhaps meetings might have a theme in the mornings – and this theme might change each meeting. <p>3.5 Other</p> <ul style="list-style-type: none"> • Details like provision of meeting space and co-ordination of website to 	
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	<p>be discussed by the planning committee and proposals to be made a next meeting.</p> <ul style="list-style-type: none"> • NH offered to try and book next meeting at Sport Park, where there is a variety of rooms and a cafeteria. Currently we have a booking at the Netball / Badminton Centre – so JP will cancel this if Sports Park is available. JP & NH to discuss further. • In West Mids the Planning Group is made up of 2 to 3 NGBs, 2 to 3 CSPs, plus partners like YST, scUK, etc. Recently this is being taken over by the CSPs who are trying to run 'Partnership Events' as it is seen that the common point is to drive improved engagement. A new agenda format is being proposed to enable this. • We need to put something in place to plan next meeting. Planning Group needs to get info from the various capacities of Sports about the ideal agenda. JS volunteered to sit on the planning meeting if wider representation is required. • JP to co-ordinate the next Planning Group meeting. Reps so far can include KH & JW (as NGB Reps), JS, plus CSP reps and possibly Sport England. Lower capacity sports to feedback agenda item info to KH via email. • Next Planning Meeting will be on Feb 10th at 11am (possibly in Martin Hall?) • There was a proposal to include an activity again at the meetings. • Next Forum Meeting will be on March 23rd 2010. 	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>CSP Updates</p> <p>Derbyshire – DN sends apologies, so update delivered by JP</p> <ul style="list-style-type: none"> • There are 10 to 12 sports specific officers in the County and their NGB Forum will be aimed at these sports, as well as those that have identified Derbyshire in their WSP. • Meetings will be quite regular and are planned in Jan, Feb, April, May, June, September, October & December – all at Godkin House. • Once dates are set, they'll go into the meetings cycle paper on the NGB Forum website. • Dan will circulate a paper to all NGBs that will explain how everything will work. Other NGBs will be engaged with via the Regional NGB Forum and email contact. • Any feedback on this to be made to DN. <p>Notts</p> <ul style="list-style-type: none"> • Key dates are around funding. County Council funding still under review, although it seems that it has been secured into the new financial year and the amount of funding has slightly increased. The problem is that the deadlines this year are quite tight. • CR will advertise dates directly to NGBs and these are likely to be around end of Jan / early Feb for this financial year. The pots will, however, be available again in April. • Sport Unlimited has 3 deadlines depending on when the project starts. Info pack circulated a while ago – copies also available on Sport Nottinghamshire website. • Community Sports Fund available after a review. Available to clubs in county to support new activity. £2k available to ClubMark clubs and £1500 available to non accredited clubs. • Rising Stars (up to £500) / Shining Stars (up to £2,500) – for talented 	

<p>4.3</p>	<p>athletes. Second pot needs NGB nomination.</p> <ul style="list-style-type: none"> • Coach Scholarship – support individuals up to £200 (or 50% of course fees) • Capital Projects – not yet approved, but it could be up to £50k. • CR will advertise these on an email to all NGBs. <p>Leicestershire</p> <ul style="list-style-type: none"> • New strategy launches last week. This is attempting to raise resourcing for sport across the 3 LSP areas in County • Sport Unlimited – (messages went out to County Officers in Oct 09) applications need to be in ASAP for this • Facilities Strategy – has taken 3 years, with final doc delivered on Jan 15th. There was a significant audit of facility stock which can be accessed by NGBs. Gaps in facilities identified and recommendations made to LAs re liaising with NGBs around future provision as well as future BSF provision. • Coaching – Generic Coach Ed programme now on website. • Achievement Project – being run in Leics City and includes around 150 courses for coaching & leadership, lots of these are free. City also investigating setting up a Coaching Agency. • Step Into Sport – looking for quality placements. There area also 2 sports volunteering development officers working in the City & County. Their biggest challenge is engaging with clubs – they are able to offer 1:1 support. • 16+ - launch of Physical Activity Strategy, including funding from LAA & NHS = 15 physical activity development officers working in county with target of getting 15,000 more people into PA. These can help drive sports specific programmes, if NGBs want to engage with this. • £20k available for qualifying coaches who want to work with adults. Pot closes March 2010. • Talented Athlete Fund) - Go Gold available & Go Gold Ambassadors, £300 to £500 available. • CSP probably moving to Sports Park in Feb 10 • 2012 Legacy Director – starting in post in Jan / Feb 10 	
<p>4.4</p>	<p>Lincolnshire</p> <ul style="list-style-type: none"> • Reorganisation in CSP. JI has taken over from Dave Carter. • Review of bus plan and planning cycles. As a result a networking day was run recently with 80+ partners attending inc NGBs, SSPs, FE/HE, etc. Positive feedback given and these are also running at sub county level to engage with clubs. • Sport Unlimited – year 3 being launched at moment. CSP is on target to achieve its targets in this program. Some funding still left this year if any NGBs want to run a program in Jan 10. • Coaching – Coaching Dev't Mangers in post. Re-launch of Coach Network in Jan 10. Trying to rejuvenate a workforce development plan that was written 2 years ago, but never received funding. • 2012 Action Plan – trying to get all partners to put money into 1 pot to have better effect. 50+ athletes on this program and NGB help needed to ensure that the money is being spent on the right athletes. Action Plan for 2012 is on the website. • Lincs got a waterways project into Round 2 of the Rural funding pot (in conjunction with 3 NGBs). Now looking at the Active Women themed 	

	round and if any NGBs want to feed into this then there is a meeting on Jan 5 th .	
5.0	Updates from Other Partners	
5.1	<p>EFDS – Jayant Mistry</p> <ul style="list-style-type: none"> • JM tabled a paper that gave an update on disability sport. • The process of engagement with NGBs was started by the Regional Disability Officers' Forum and then presented to the Regional NGB Forum in June 09. The purpose for the work is to get more disabled people into NGB programs. • EFDS officers will have liaison responsibilities with specific sports. The list of these will be announced when finalised. • The paperwork also gave information on the process for engagement, the outcomes of the assessment process and information on the regional delivery system for disability sport. • Paperwork was also tabled to cover 2 case studies on disability sport. One of these covers wheelchair basketball in Northants and the other looks at the role of the disability Officer Post in Derbyshire. 	
5.2	<p>Skills Active – Jeff Spencer</p> <ul style="list-style-type: none"> • JS tabled a paper that gave an update on SA's way of working with NGBs. In general, plans are based on SA's staff working with individual sports. JS' sports are Volleyball, Judo & Wrestling. The paper lists what SA are committed to delivering to the NGBs. • Coach Investment Programme – Information is on the SA website and went to National NGBs a while ago. This regards bursaries available to coaches for NGB Awards Courses through the National Skills Academy (NSA). This funding is available until April 2011 • Future Jobs Fund – this is an enormous pot to fund new jobs that have community benefit. Partnership applications are invited from the Region, with funding paying for recruitment, training and the first 6 months of salary. Information on this is also available on the website. 	
5.3	<p>Sports Coach UK – Pete Ezard</p> <ul style="list-style-type: none"> • The sporting landscape, which includes NGB needs, has coaching as a common theme. Coaching sits behind all major strands of NGB interest. PE is interested in engaging with NGBs to progress work in respect of the new Coaching System Support Network and the UK Coaching Framework. • PE is happy to work with any sports, irrespective of their national engagement with scUK and this is an opportunity for lower capacity sports to get some support for their coaches. • The new Coaching Development Managers, in each CSP, will be delivering to a Extended Coaching Function Offer which will compliment the CSP Core Offer. (Aspects of this still need to be signed off nationally.) The network needs to deliver across the agendas of various partners. So a National Coach Support Network Steering Group has been set up which includes reps from NGBs, CSPs, Sport England, YST, Skills Active and National Skills Academy. This will drive the agendas for the CSMs. • Within the region, Coach Development Groups are being set up in Counties. Coaches may be represented on these groups. • CDMs will deliver to the Extended Coaching Function Offer. This will 	

	<p>critically include a 'gap analysis' to identify gaps in the coaching system. Using this information a Coaching Strategy will be written for each CSP in the region. It is vital that NGBs provide input into the gap analysis and coaching strategies.</p> <ul style="list-style-type: none"> • Coaching Management System – scUK has dropped the idea of a single system. Instead info on coaches will be collected / held / managed at a local level. CSPs will be able to obtain info on the 23 core fields required in the database. • CRB – Schools will now fail OFSTED if they use coaches who are not CRB checked. This dictate started in Sept 09 and coaches have been turned away from schools since then. NGBs need to be aware of this. 	
6.0	<p>AOB</p> <ul style="list-style-type: none"> • There was no AOB 	
7.0	<p style="text-align: center;">Next Meeting will be 23.03.09 Venue (in Loughborough) to be Confirmed</p>	JP