

# Yorkshire Sport Foundation Board Meeting Minutes

**Date:** Monday 29 April 2024

**Venue:** Cleackheaton Sports Club,

**Board Members:** Brendan Fatchett (Chair), Caroline Black, Gwen Smith, Rashida Salloo, Rebecca Bibbs, Mark Winder, Helen Gauden

**Apologies:** Micheal Hirst

**Supporting Officers:** Nigel Harrison, Gemma Armitage, James Brown, Susan Hibbert, Amanda Potter, Joe Thompson, Gayle Elvidge

**Guests:** None

## Minutes

Agenda Item	Action
<p><b>1. Welcome and Apologies</b></p> <p>Everyone introduced themselves.</p> <p>John has resigned since the last meeting due to personal circumstances.</p> <p>Brendan and Nigel explained the Board recruitment that is due to take place and the approach that is being taken to fill the current gaps in skills and knowledge.</p> <p>Brendan also welcomed Joe and Gayle.</p>	
<p><b>2. Board Matters</b></p> <p><b>2.1 Declarations of Interest</b></p> <p>None</p>	
<p><b>3. Minutes of Previous Meeting</b></p> <p>The group were happy with the contents of the minutes.</p>	

**Matters arising;**

Safeguarding training took place, Caroline confirmed it was useful, especially ahead of the CPSU meeting next week.

Diversity and Inclusion update included within the HR report. However, it will take time to see results and for any changes to take effect.

Mark has taken on the role of the People Champion covers the internal welfare of the team.

**4. Performance Report**

Nigel introduced the report. Brendan commented that it is good to see with some good progress being made across all the areas. The group had no further comments.

**5. CEO/ Director Report**

Nigel outlined the report pulling out some of the important points. Nigel updated the board on the updates to Tracey Brabin's West Yorkshire Mayoral manifesto update that now includes getting more opportunities for children playing sport. There is also some movement in the South Yorkshire area, as well as a meeting already in the diaries for both the South Yorkshire and West Yorkshire Mayors when elected.

Work is continuing in the local areas to access the Sport England funding. In the summer we will be reviewing our structure with the Development Manager support resource to the local areas. James added that there may be some additional governance required here as some of the Sport England funding may be coming through YSF due to the conditions in the areas and the requirements of the Code of Sports Governance. Updates will be brought to the Board.

Other highlights include the Opening Schools Facilities programme which is having a real impact within the schools. We have managed to get 94% of funding out to the schools which is much higher than the national figure.

Active Design influence work is really starting to have some impact with Steven being influential within the work area. An event took place in Bradford last week that brought that to life. This is to be shown at the next meeting.

Caroline was encouraged by the variety of ways we are reaching out to different groups. Nigel agreed that it isn't always the big numbers and lines on a graph that are important but impacting individuals too. Emma explained some of the work taking place to evidence the impact we are having through the Ripple Affect Mapping. James described how this is taking place in some of his work and ensuring the impact that takes place after our contact is being recorded. Emma added that it is useful for us to explore what has and hasn't happened, although this is quite involved work it should be able to evidence our impact. This has also been discussed at the FAR Committee and understanding the impact and cause effect and how that is measures.

Rashida asked how the schools were identified for the OSF programme, were these the right schools? Nigel explained that we started by looking in our focus communities. Some figures were shared and some

<p>of the challenges around reaching the right schools were discussed.</p>	
<p><b>6. Digital Strategy</b></p> <p>Nigel introduced the report. Emma added that a lot of usual places we would usually look for direction don't yet have a digital strategy in place, however we were able to find some examples outside the sector. Emma explained that we have discussed this with Sport England and they were interested in it. Brendan commented that it feels quite early to be looking at this as it is a very emerging field within the sector. Mark commented that the professional sector is ahead of the community sector. Brendan commented that he is working in sectors that are much further down the road that we be able to get some direction from.</p>	
<p><b>7. HR, and Health and Safety</b></p> <p>Susan described that the Sport Welfare Officers are now in place and are settling in well. The DIAP was approved from the independent reviewer (AKD Solutions) with it now going to Sport England for sign off, due in September.</p> <p>Some research has been done around the recruitment stats and 65% of candidates were not using the free wording section correctly. This has been amended within the recent recruitment application packs to give additional guidance around what should be included here within this section, however more work is still to do. Brendan congratulated that the work on this and the wider People Plan actions has been good. Mark requested that his role as People Champion was clarified as there is potential for crossover with the Safeguarding and Welfare Champion titles.</p> <p><b>ACTION: To revisit the role descriptions and ensure all roles are clear.</b></p>	
<p><b>8. Finance, Audit and Risk Sub-Committee</b></p> <p>Helen commented on the FAR Committee discussions giving credit to the team for the additional income that has come in. The group was happy with risk register and the mitigation taking place. We have removed the Sport England target from the admin target, however maintained the measure. We are looking at diversifying the institutions we are investing in on the Flagstone Platform.</p> <p>The group discussed the annual salary inflation increase for YSF employees. The board's proposal was taken to the staff reps group who only had positive comments. The board had no further comments so the increase of 5% was passed.</p> <p><b>RESOLUTION: A salary increase of 5% was awarded to YSF employees.</b></p> <p>Board representation on the FAR Committee needs fixing as there are currently only two members of the group. Mark is to be approached to ask if he is able to join this group.</p>	
<p><b>9. Any Other Urgent Business</b></p>	

None	
<p><b>10. Board Reflections on meeting</b></p> <p>Very quick.</p>	
<p><b>11. Dates of future meetings</b></p> <p>12 August 2024, 4 November 2024, 3 February 2025, 12 May 2025</p>	

Agenda Item	Action	Lead	When	Update
<b>Actions from minutes</b>				
7	To revisit the role descriptions for Welfare, Safeguarding and People Board Champions and ensure all roles are clear.	SH	ASAP	