

Yorkshire Sport Foundation

Board Meeting Minutes

Date: Monday 29 January 2024

Venue: YSF Offices, Nepshaw Lane South, Morley, Leeds, LS37 7JQ

Board Members: Brendan Fatchett (Chair), Caroline Black, Gwen Smith, Rashida Salloo, Rebecca Bibbs, Micheal Hirst, Mark Winder

Apologies: John Williams, Helen Gauden

Supporting Officers: Nigel Harrison, Gemma Armitage, James Brown, Susan Hibbert, Amanda Potter

Guests: None

Minutes

Agenda Item	Action
<p>1. Welcome and Apologies</p> <p>Everyone introduced themselves.</p> <p>John and Helen have sent apologies. Sarah has resigned since the last meeting.</p> <p>The new members, Rebecca, Michael and Mark were voted on as members of the Board.</p>	
<p>2. Board Matters</p> <p>2.1 Declarations of Interest</p> <p>None</p>	
<p>3. Minutes of Previous Meeting</p> <p>The group were happy with the contents of the minutes.</p> <p>Matters arising;</p> <p>Safeguarding training is due to take place on Wednesday 7 Feb 2024.</p> <p>The digital strategy will be shared at the next meeting.</p> <p>The Airedale update was circulated to the Board.</p>	

4. Performance Report

Brendan explained there is to be a review of these measures in the coming months. Nigel outlined some of the headlines from the report. He explained some of the Children and Young People Active Lives results and how our area looks compared to the National picture. The adult Active Lives measures will be received in May. The rest of the report looks quite static however the picture underneath the headline measures is changing and balancing out both positively and negatively, this is also a reflection of the long term nature of our work, as change happens over such a long time.

Caroline asked if there were any learnings from the unsuccessful DCMS grant (5.3), Nigel explained that this was a little out of our field and we didn't have the contacts within DCMS that we would normally have with grants we apply for.

Rashida commented that the dashboard looks very green, and asked if the targets correct and ambitious enough? Brendan explained that he is looking to do a refresh so the targets can be as focused as possible to aid understanding. A strategy away day will be booked in to provide the framework, dates are to be shared in March to look at this.

ACTION: Gemma to put some dates out middle to the end of March.

5. Diversity and Inclusion Action Plan (DIAP)

James provided some background to the work and how we got to where we are now with the Code of Sports Governance and the DIAP. There has been consultation with an external consultant as well as work taking place with Rashida, the Board Champion, and the internal YSF group.

Susan presented information around the representation in the current and potential staff team comparing the 2019 data to the current. The data in terms of sex is looking positive with YSF being more in line with the ONS figures than in 2019. There has also been a positive shift in the disability data over this time. There has been an increase in the ethnically diverse applicants however this doesn't appear to have followed through to the interviewing stages of recruitment, there is work to do to see if there is anything we need to change to improve this. We still have a way to go to achieve our ambition of matching the local ONS stats in this area. There is a consideration to put in some targets to make this shift. Rashida explained her thinking around the introduction of targets and the double edged nature of them.

The group discussed some possible ways that may help move the applications from ethnically diverse applicants be more successful. Brendan commented that from his experience of the recent recruitment the open question was quite hard to ensure focus for both the applicant and the recruiter. The group agreed this may present barriers and may not be testing the correct skills for the role.

Nigel described that a focus group was pulled together in 2019 to try and reduce barriers and open doors for more people from ethnically diverse backgrounds to apply. This data shows that there has been positive change in this area. A discussion took place around assessing transferable skills, applicants not requiring a sports degree and how shortlisting is done.

James commented that we want to have the ambition to be reflective of the local community but do we want hard and fast targets? The Board agreed that targets are not required however they want to see what steps are being taken, with an update brought to the next meeting.

Rashida pointed out that this may also be skewed to different levels of employee in the organisation with more analysis of the data required to see if this was the case, whilst understanding that we are dealing with small numbers where one person can make a difference to the data.

RESOLUTION: The Board signed off the approach and requested an update of actions if possible at the next meeting.

6. Place Based Partnerships - update

James outlined the Place Based Partnerships work covering the background to the work and where we are now with all nine areas starting to receive some level of funding before the end of the year up to 2028. Our challenge is how to use our resources to best support our areas. There is a big question around how this is measured and evidenced. Nationally this had been progressed through the National Evaluation and Learning Partnership identifying ten themes. There is support provided to Sport England and other partners to provide this feedback. We have been at the forefront of this work and now must consider how these themes are merged with YSF ones to build LAPs 2.0. The places are in a really good position to get their funding and are working on the best way for the individual areas. Currently it is felt that Sport England will not use this as a measuring tool but rather keep it as an evaluation and improvement tool. Sport England's preferred route of funding is either the Local Authority or Active Partnership, we would prefer the funds to go through the local areas however this may not be possible in all areas, we will bring details of this to the Board when they are known.

7. CEO and Directors Report

Nigel outlined the report for the Board. He described some of the people he is meeting and the conversations taking place. He updated that not much has changed in Kirklees after the consultation in relation to Leisure provision, Bradford is now the area that is at greatest pressure with regular conversations taking place with Leeds also continuing to be under pressure.

He described some areas that are moving forward including early years and people and skills areas. Caroline suggested that the report at 2.2 sounded interesting, Amanda explained the background to the document and some of its applications. There was a request for a summary to be brought to the strategy day.

Nigel updated the group on the director recruitment – Gayle Elvidge, an internal candidate, has been appointed to South Yorkshire. The Development Director has been offered with feedback expected today. If this is not accepted we will go to application again.

8. HR and Health and Safety

Susan outlined the report.

RESOLUTION: The Health and Safety policy has been accepted by the Board.

9. Finance, Audit and Risk Committee

Gwen summarised the finance meeting and the headline points.

The annual budget and five year forecast – some assumptions have baked into the plan. The group discussed the fifth year of the forecast, it is understood that this is after the Sport England funding comes to an end and is therefore not representative of the actual position. The group requested a footnote be added to the paper to explain this.

Nothing to add in terms of risk register

RESOLUTION: Annual budget approved, Five Year forecast noted.

Salary uplift – in depth discussions took place at the FAR meeting, they are recommending a 5% increase. Both flat rates and one-off payments were considered however this would not improve the position compared to benchmarking. Reward based increments were also discussed however this is not seen as appropriate due to the ways and culture of working.

The annual leave proposal of awarding three days of additional leave after three years of service was also recommend by the FAR Committe, this was proposed by the staff reps team and was seen as a reasonable request.

Nigel explained that last year a full job evaluation process took place looking into each role and the remuneration for it. This was also benchmarked against similar organisations both inside and outside of our sector. The employees received a flat £2,500 increase in the last financial year, this equated to around 10% for lower paid employees and up to 3% for higher paid employees.

RESOLUTION: The Board approved the change to the holiday policy requested by the staff reps as well as putting an inflation increase of 5% to the staff reps for consultation.

<p>10. Any Other Urgent Business</p> <p>We need to replace the Welfare Champion now Sarah has left.</p> <p>ACTION: Share a role description for anyone that is interested to contact Brendan.</p>	
<p>11. Board reflections on the meeting</p> <p>The group requested that we get out into the community again. Rashida mentioned the potential of E-sports facility, possibly Barnsley.</p>	
<p>12. Dates of future meetings</p> <p>29 April 2024</p>	

Agenda Item	Action	Lead	When	Update
Actions from matters arising				
3	To bring the Digital Strategy to the next meeting.	GA	April meeting	Complete
Actions from January meeting				
4	Gemma to put some dates out middle to the end of March.	GA	ASAP	Complete
10	Share a role description for anyone that is interested to contact Brendan.	NH	ASAP	Complete