

WEST YORKSHIRE SPORTS PARTNERSHIP STEERING GROUP
Minutes of the meeting held on Wednesday 7th June 2006
Brighouse Sports Club

Present:

Sally Skipper	Amateur Swimming Association
Kristine Monaghan	England Athletics
David Brook	Calderdale MBC
Nigel Harrison	West Yorkshire Sport
Jan Birch	Women's Sport Foundation
Janet Thorpe	Kirklees Schools Effectiveness Service
Tony Stones	Federation of Disability Sport
	Organisations (for C MacDonald)
Debbie Barber	Kirklees MDC
Mel Welch	Federation of Yorkshire Sport
Joanne Collins	Wakefield MDC
Dean Wilkinson	West Yorkshire Sport
Rachel Firth	West Yorkshire Sport

1. Apologies

Colin MacDonald	FDSO
David Morby	Kirklees MDC
Malcolm Brown	Leeds Met University
Peter Smith	Leeds City Council
Zuby Hamard	Bradford Council

2. Minutes of Previous Meeting

2.1 Welcomes – DW West Yorkshire Sport, Tony Stones for FDSO

3. Partnership Development

3.1 Towards an Excellent Service

Report and action plan had previously been circulated. Discussion took place regarding the progress of the four major projects. The Validators report would be made available on the WYS website

Action: TAES Validation Report to be published on Website (RF)

3.2 Governance

Presentation was given NH which outlined issues with current governance arrangements and an outline of some suggestions put forward by project group etc. NH made it clear that at present this is an exploratory exercise which is reliant on consensus from both the Steering Group and the Executive to turn any of these ideas into concrete changes (if deemed necessary) to governance arrangements.

NH invited comments from the group.

The group agreed that the Steering Group is not the main decision making group – they are a practical working group but it is clear that the Executive is the decision making body due to liabilities.

General discussion was had around how to get balance between Local Authority interests, ensuring the good work being done in this area is not discarded, and ensuring strong decision making process.

KM offered information from the process AAAE have just gone through putting a board together.

It was commented that it is important that anyone who comes on to the board is there for the skills they can put in not anything they feel their sector or organisation can get out of it.

Board's role is to make big decisions then the operational group's role is to work out the how/process between strategy and delivery.

The group agreed that in principle they are happy with the progress that is being made and the Steering Group would become the "Operational Group" for the Partnership.

3.3 Annual Report

Draft copy of report circulated and discussed.

Particular discussion was had around concerns with the future development of the Competition Managers programme. NH gave information on alternative structure being explored by YST.

3.4 Annual Plan

Draft of annual plan circulated. The plan represents a single document which incorporates the priorities of the business plan and continuous improvement plans for both the team and the partnership.

3.5 Performance Tracker

Report circulated with 3 month update on achievement of PIs.

Coaching Development Group – CSC scheme at next meeting in July to discuss options with alternative funding sources, mainstreaming, income generation etc.

MW offered access to his mapping info on clubs. **Action: DW/JB action.**

Each aim was discussed with particular focus on RED areas.

Report will be circulated in advance of meetings in future.

3.6 WYS Staffing Structure

The new West Yorkshire Sport staffing structure and personnel was discussed. It was requested that this information on the new roles of the team is communicated out. **Action: DW**

4. (Aim 1) Creating Sporting Pathways

4.1 WY Workforce Development Strategy

Draft strategy circulated for information. The document is very broad and the action plan covers many partners and sectors. The next stage is to draw out from this what the actions of the CSP are in relation to this strategy. The strategy is owned by Skills Active and it will be their role to try to raise the issue of workforce development with employers.

There will be a more specific West Yorkshire workforce development plan drawn up by March 2007.

4.2 Sub Regional Skills Investment Fund Project

A report had previously been circulated informing the group of a successful bid to the Learning Skills Council for coach and related qualifications.

Concern was expressed that opportunities at a local level to access funding should be wider than the Local Authority.

Suggested that collaboration could take place with Craven College who also have LSC money to run the Community Sport Development and Community Sport Management courses.

It was asked if this could dovetail with the work being done with Shanwaz on the women into sport projects? – **Action: JB to contact DW**

MW suggested speaking to Leeds Met re: delivery of Level 3 rather than using external provider as he feels they may be in a position to deliver this
Action: NH to discuss with Helen.

4.3 WYSP PESSCL programmes

An update was given on the successful implementation of the various PESSCL projects that the Partnership is responsible for.

5. (Aim 2) Developing an Integrated Sports Structure

5.1 CSN Update

Calderdale – have made a fresh start and developing well. Previous 5 year strategy came to an end and now moving forward under the banner of Physical Activity Network (this renaming done to establish links with PCTs etc on common agenda). Next challenge to get independent chair in place.

Wakefield – have their 3rd meeting coming up. Terms of reference discussed at last meeting. Decisions still need to be made as to whether this is a delivery or a strategic body and where voluntary sector fit in with this. Representation has been from selection not a democratic process.

Leeds – well established but there is an issue with independent funding. Strategy being published later this year – 6 year strategy up to 2012.

Bradford – have 5 Local Sports Alliances and are establishing a board over the next few months.

Kirklees – have done self-assessment exercise to identify their role and their needs. Issues which came out of the self-assessment were of communication, not really managing the strategy. There is a board in

place with good representation. There is a discrepancy in perceptions across the table, and there is also an issue with independence.

5.2 Investment Planning and SDO Training

Suggesting a training day to help SDO officer to advise clubs on funding bids. Will develop this suggestion further when we have more information on the process.

6. (Aim 3) Raising the Profile of Sport

6.1 West Yorkshire Youth Games discussed.

7. (Aim 5) Performance Measurement

7.1 Performance Measurement System

DW's team working on this – will continue to update.

8. AOB

CCPR – has now accepted recommendation that they need to engage with the CSPs and CSNs on behalf of the NGBs corporately. MW meeting with Robin Barron and David Gent about this next week. This will be about formalising NGB representation as although we have this here it is not a national formal arrangement. MW will be the CCPR communication point and be information sharing. The aim of this is to ensure holistic communication links from all NGBs as corporately represented by CCPR and back again from CSPs. Will update as soon as more info available on development of this process.

Date of next meetings

September 20 th 2006	2.00pm – 4.00pm
December 13 th 2006	2.00 – 4.00pm