

**NEWCASTLE
UNDER-LYME**



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SPORTS COUNCIL

**M.BAILEY
HONORARY SECRETARY**

**D.ROBERTS
HONORARY TREASURER**

To: The Chairman and Members
of the
Executive Committee

When telephoning please ask for :

Geoff Durham

My Ref:

GD.S.60

Dear Sir/Madam

A meeting of the Executive Committee will be held in **Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG**, on **Friday, 5th December, 2014 at 11.00 am**

AGENDA

- 1 APOLOGIES**
- 2 MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 4)
To consider the minutes of the meeting held on 30 October, 2014
- 3 DRAFT REPORT FROM THE SPORTS COUNCIL REVIEW WORKING GROUP** (Pages 5 - 8)
To consider the attached report
- 4 DRAFT PROPOSED CONSTITUTION FOR THE SPORTS COUNCIL** (Pages 9 - 12)
To consider the attached draft Constitution
- 5 DATE OF NEXT MEETING**
- 6 ANY OTHER BUSINESS**
To consider any other business

Yours faithfully

M.BAILEY

Honorary Secretary

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SPORTS COUNCIL REVIEW WORKING GROUP

Thursday, 30th October, 2014

Present:- Mr M Thornewill– in the Chair

Panel Members Messrs Duncan and Skelding

1. THE FUTURE RESPONSIBILITIES OF THE SPORTS COUNCIL.

Members of the Panel were issued with a summary of the meeting with the Chief Executive, Mr John Sellgren.

There was a positive feeling from the meeting and it was clear that the Sports Council could move forward as an advisory body.

The Council's Head of Leisure and Cultural Services, Mr Robert Foster stated that the move forward was to align all of the grants issued by the Borough Council.

The Sports Council would, however, still have the opportunity to view submitted application forms and interview the applicants as before but only if there was a query on the application form before recommending an amount to the Grants Panel.

During the setting up of the Advisory Committee, and considering the future role/remit, there would be an opportunity to review the Constitution and assess the criteria for receiving a grant. Should grants be given to just individuals in the future or should there be separate 'pots' for individuals and Clubs. More grants should be given for the training of Coaches as they were the link to the sportspersons of the future.

The Advisory Panel should consist of more people from the sporting community and less or no Councillors. Sports clubs in the Borough could be invited to join and to affiliate to the Advisory Group.

It was suggested that the membership be reduced to nine or ten members and from those, a Chair, Vice Chair, Treasurer Secretary and four or five ordinary members.

The Panel felt that tighter criteria was required on deciding the level of grant to be recommended and to issue them where it was felt it would have the best impact. Applicants who had achieved a certain level in their activity would be eligible.

In addition, it was suggested that applications for upgrades/modifications to buildings should not be supported.

The Head of Leisure and Cultural Services suggested that the first Annual General Meeting could be part of a small conference at which the Advisory Council could be promoted and the sporting community could be engaged.

Mr Thornewill would write a report to circulate to the Panel as the initial document to build upon. There would be one more meeting before submitting the final report to the Cabinet.

Chair



Report from the Newcastle-under-Lyme Sports Council Review Working Group on the future role of the Sports Council

Purpose of the report

To set out proposals to change the governance arrangements and role of the Newcastle-under-Lyme Sports Council and seek the Borough Council's approval for these changes.

Background

A report was submitted setting out proposals to change the governance arrangements for the Newcastle-under-Lyme Sports Council and to seek Cabinet's approval for these changes. The Cabinet first identified the need to review the governance arrangements of the Sports Council at its meeting on 22 May 2013. At its meeting on 2 April 2014, it affirmed this position and made specific recommendations as follows:

- The Cabinet requests that the Sports Council undertake a review of its governance arrangements and makes recommendations on alternative approaches which could reduce the cost of administering the allocation of grants.
- The Cabinet requests that this review also considers the mechanism by which those elected Members nominated to serve on the Sports Council provide stewardship of monies allocated by the Borough Council in accordance with the Council's Constitutional provisions.
- The Cabinet requests that the Sports Council come forward with proposals within the next three months.

Although it is understood that the Sports Council has started work to consider these matters it is noted that the timescale set by Cabinet has not been achieved. To this end and to expedite this review, officers of the Council have considered the matter and developed some options which the Cabinet is asked to consider.

Resolved:

- a) That the Cabinet endorse the preferred option set out in the report to request the Council's Grant Assessment Panel to be responsible for disbursing the Council's sports grants
- b) That the Cabinet requests the Constitutional Review Group to consider the proposal to add co-opted non-voting members drawn from community representatives who have an expertise in matters of sport and sports development to the Grants Assessment Panel for the purpose of considering sports grants (option D)

- c) That the existing support arrangements for the Sports Council – including provision of an honorary secretary and treasurer, administrative/democratic support and the provision of advice by Borough Council officers is discontinued. Cabinet is asked to note, however, the work currently being undertaken by the Sports Council itself in reviewing its work and governance (as outlined in this report)
- d) That the Cabinet approves these recommendations with a view to implementing the new arrangements from 1 November 2014 onwards
- e) That the above recommendations be subject to agreement from the Portfolio Holder for Leisure and Culture and Localism following consideration of the recommendations from the on-going review currently being undertaken by the Sports Council.

Progress To Date

Following the resolution by the Cabinet at the meeting on 2 April 2014 a Working Group was formed by the Sports Council to undertake the review.

Working Group Members were as follows:

- Mark Thornewill – Director of Sport Across Staffordshire and Stoke-on-Trent – Chair
- Councillor Elizabeth Shenton and Councillor June Walklate
- Sports Council Members - Malcolm Duncan and John Skelding.

The Terms of Reference for the group were agreed as follows:

1. To identify and implement alternative Governance arrangements for the Sports Advisory Council.
2. To identify any amendments required to the Constitution.
3. To identify from where the Committee Members would be drawn.
4. To consider Affiliation fees.
5. To identify venues for future meetings.
6. To identify methods of administering and monitoring the business of the Sports Council.
7. To identify the future financial management of the Sports Council and the possibility of extra sponsorship.
8. To identify those eligible for grant funding.
9. To identify the structure of the Sports Person's Evening.

The Working Group has met three times and members of the Working Group also attended a meeting with Newcastle-under-Lyme Borough Council Chief Executive John Sellgren, Portfolio Holder Councillor Trevor Hambleton and Mark Bailey.

At its meeting on 17 October 2014 the Working Group was joined by Robert Foster, Head of Leisure and Culture Services at Newcastle-under-Lyme Borough Council to ensure that the review of the Sports Advisory Council and its future role linked with the aims and objectives of the Borough Council's Leisure and Cultural Services.

Newcastle-under-Lyme Sports Council Review Working Group's Conclusions and Proposals for the Future Role of the Sports Advisory Council

The working Group has come to the following conclusions and asks Newcastle-under-Lyme Borough Council to consider and endorse the following:

1. That there is a need and role for a local Sports Advisory Council.
2. That the aims and objectives of the Sports Advisory Council be:
 - i. To encourage participation in sport from all sections of the community
 - ii. To act as a champion for sport in the Borough
 - iii. To work in partnership with the Borough Council in assessing the sporting needs of the borough and to advise and help with catering for those needs
 - iv. To act as a consultee to the Local Authority by advising on the collective opinion of local sports interests for the future planning of sports facilities.
 - v. To encourage and support the development of sporting excellence
 - vi. To provide advice to the Council's Grants Panel on the allocation of sports grants funds including the development of a strategic framework to guide grant funding.
 - vii. To recognise the sporting achievements of local individuals and clubs at an annual awards ceremony
 - viii. To receive and consider reports and recommendations from any organisations on matters concerning sport and to take such appropriate action as the Sports Advisory Council might deem necessary
3. That application for membership of the Sports Advisory Council should be open to any sporting club, school or organisation actively operating to cater for the sporting needs of the district, subject to that organisation agreeing to abide by any regulations which may be made by the Sports Advisory Council as to membership and subject also to the Sports Advisory Council retaining the right to reject any application for affiliation if, in the opinion of the Sports Advisory Council, there are reasonable grounds for so doing.
4. The Officers of the new Sports Advisory Council will comprise of Chair, Vice Chair, Treasurer and Secretary. These posts will be appointed at the AGM.
5. The Sports Advisory Council will appoint an Executive Committee which shall consist of the Chair, Vice-Chair, Secretary, Treasurer and not more than 6 other members of the Sports Advisory Council, including 1 nominated member each from Keele and Staffordshire Universities, 1 nominated member from Newcastle-under-Lyme College and 1 nominated member from the schools sector.
6. The Executive Committee shall have power to act on behalf of the Sports Advisory Council subject to such restrictions as the Sports Advisory Council may from time to time impose. The Executive Committee will set the annual affiliation fee and advise the Borough Council's Grants Panel on the award of sports grants.

A copy of the Sports Advisory Council's proposed Constitution is attached.

Sports Grants

The Working Group also specifically considered the Sports Advisory Council's future role regarding the Borough Council's Sports Grants Fund.

The Sports Advisory Council will be happy to advise the Borough Council's Grants Panel on the allocation of the sports grant element of the Council's Grant Aid Funding. This function will be delegated to the Sports Advisory Council's Executive Committee.

The final detail will need to be agreed but the Sports Advisory Council would expect that the initial request for a grant application form and receipt of completed forms would be carried out by the Borough Council before they were forwarded to the Sports Advisory Council's Secretary for inclusion on the next available meeting agenda.

The Executive Committee of the Sports Advisory Council will set their meeting dates to ensure that they were held prior to the Borough Council's Grants Panel meetings to give sufficient time for feedback to the Panel. This will necessitate the establishment of application deadline dates for the grant applicants. The Sports Advisory Council's preference is for the Executive Committee to meet 3 times per year to consider grant applications.

The Sports Advisory Council will be happy to work with the Borough Council to develop a strategic framework to guide grant funding.

In view of the amount of funding available, and that few external funding sources exist for individuals as they tend to cater for clubs/organisations, the Sports Advisory Council's preference is for local funding to be used to support individual participants, coaches and officials with their development.

Timescale for the Formation of the new Sports Advisory Council

The Working Group considers it realistic for the new Sports Advisory Council to be operational by April 2015.

Subject to agreement in establishing the Sports Advisory Council by the Borough Council it is proposed to hold an event to launch the Sports Advisory Council and seek nominations for the Officers' posts and Executive Committee members in March 2015.

NEWCASTLE- UNDER-LYME



SPORTS ADVISORY COUNCIL

CONSTITUTION

1. Title

The Council shall be called Newcastle-under-Lyme Sports Advisory Council.

2. Aims and Objectives

The objectives of the Sports Advisory Council shall be:

- i. To encourage participation in sport from all sections of the community
- ii. To act as a champion for sport in the Borough
- iii. To work in partnership with the Borough Council in assessing the sporting needs of the Borough and to advise and help with catering for those needs
- iv. To act as a consultee to the Local Authority by advising on the collective opinion of local sports interests for the future planning of sports facilities.
- v. To encourage and support the development of sporting excellence
- vi. To provide advice to the Council's Grants Panel on the allocation of sports grants funds including the development of a strategic framework to guide grant funding
- vii. To recognise the sporting achievements of local individuals and clubs at an annual awards ceremony
- viii. To receive and consider reports and recommendations from any organisation on matters concerning sport and to take such appropriate action as the Sports Advisory Council might deem necessary.

3. Membership of and Affiliation to the Sports Advisory Council

Any sporting club, school or organisation actively operating to cater for the sporting needs of the district may apply for membership and affiliation to the Sports Advisory Council, subject to that organisation agreeing to abide by any regulations which may be made by the Sports Advisory Council as to membership and subject also to the Sports Advisory Council retaining the right to reject any application for affiliation if, in the opinion of the Sports Advisory Council, there are reasonable grounds for so doing.

The Sports Advisory Council has the power to co-opt to the Advisory Council any persons, who in the opinion of the Sports Advisory Council have a contribution to make.

4. Meetings of the Sports Advisory Council

The Annual General Meeting of the Newcastle-under-Lyme Sports Advisory Council shall be held in October in each year and the business to be transacted shall include:

- i. To receive the Annual Report and Financial Statement.
- ii. The appointment of Officers of the Sports Advisory Council
- iii. The election of the Community Sports representatives to sit on the Executive Committee
- iv. The review of the list of affiliations followed by such alterations thereto as may be deemed necessary
- v. Such other business as may properly be brought before the meeting

5. Voting

Not more than one voting representative of each club or organisation affiliated to the Sports Advisory Council may attend the Annual General Meeting.

6. Other Meetings

- i. The Sports Advisory Council shall meet at such other times as the Chair may consider necessary, giving twenty-one days' notice in writing to the Secretary requesting for a meeting of the Sports Advisory Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Secretary shall forthwith call such a meeting of Sports Advisory Council
- ii. The Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Advisory Council

7. Quorum

One-quarter of the members of the Sports Advisory Council shall constitute a quorum.

8. Officers

- i. The Sports Advisory Council shall appoint the following officers: Chair, Vice-Chair, Secretary and Treasurer together with such other officers as the Sports Advisory Council may from time to time decide.
- ii. An officer who represents any sporting organisation shall, on being elected, cease to represent that organisation and the organisation shall be entitled to nominate another representative to take his / her place.
- iii. Nominations for the appointment of officers shall be made in writing to the Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

9. Executive Committee

At their Annual General Meeting each year the Sports Advisory Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Advisory Council subject to such restrictions as the Sports Advisory Council may from time to time impose. The Executive Committee will set the annual affiliation fee and advise the Borough Council's Grants Panel on the award of sports grants.

10. Membership of the Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer and not more than 6 other members of the Sports Advisory Council, including 1 nominated member each from Keele and Staffordshire Universities, 1 nominated member from Newcastle-under-Lyme College and 1 nominated member from the schools sector.

- i. Persons wishing to participate on the Sports Advisory Council Executive Committee should be nominated by their club or organisation in writing fourteen days before the Annual General Meeting and a list of these people should be made available at the meeting along with details of the organisation.
- ii. Persons seeking re-election to the Executive Committee should have their attendance figures for the year made available at the Annual General Meeting.

11. Meetings of Executive Committee

The Executive Committee shall meet three times a year prior to the Newcastle-under-Lyme Borough Council Grants Panel Meeting to discuss grant applications to the NuLBC Sports Grants Fund and other sports related topics of general interest determined by the Executive Committee. Affiliated organisations may submit items for discussions at these meetings subject to the 21 day's rule.

At least fourteen clear days' notice in writing of a meeting of the Executive Committee shall be given by the Secretary of the Sports Advisory Council. Five members shall constitute a quorum of the Executive Committee.

The Executive Committee shall meet at such other times as the Chair may consider necessary, giving twenty-one days' notice in writing to the Secretary requesting for a meeting of the Executive committee to be convened for the purpose of discussing the matter or matters referred to in that notice and the Secretary shall forthwith call such a meeting of the Executive Committee.

12. Sub-Committees

Both the Sports Advisory Council and the Executive Committee shall have the power to appoint sub-committees as required from time to time.

13. Finance

- i. The financial year of the Sports Advisory Council shall run from the 1st April to the 31st March.
- ii. All affiliated organisations shall be required to pay such membership fees as decided by the Sports Advisory Council on the recommendation of the Executive Committee, such fees to be due and payable before 31st May in the relevant financial year.
- iii. For the furtherance of the objectives of the Sports Advisory Council the Executive Committee may authorise expenditure out of the funds of the Sports Advisory Council.
- iv. The Treasurer shall keep proper books of account and shall advise the report to the Sports Advisory Council on all financial matters and shall present to the Annual General Meeting of affiliated organisations, an audited statement of accounts.

14. Special Powers

The Executive Committee shall be empowered to take such action as may be considered appropriate in any circumstances not covered by this Constitution. Such action to be reported to the next meeting of the Sports Advisory Council for ratification, or if the Chair of the Sports Advisory Council considers it necessary to do so, to convene a special meeting of the Sports Advisory Council.

15. Amendments to the Constitution

At least 21 clear days' notice in writing must be given to the Secretary by any member wishing to propose an amendment to the Constitution. A majority of at least two-thirds of the members voting will be required to approve such amendment.