

CIVIL SERVICE SPORTS COUNCIL

CSSC Board Meeting

Summary of the meeting held on 25th October 2023

at Council Chamber, (Antechamber), Manchester City Council, Town Hall Extension, Albert Square, Manchester
M2 5DB & virtually via Microsoft Teams

1. Welcome and apologies & Approval of Minutes

- The Chair welcomed Aidan Doherty, Carson McNab & Claire Wallace to their first Board meeting.
- Apologies: Naomi Hickey, Wendy Eley
- The minutes of the last Board meeting on 26th April 2023 were approved.

2. GOVERNANCE

- **Decisions:**
 - The Board agreed the way ahead proposed by the GWG in the earlier workshop regarding Board transition arrangements. Details to be worked through.
- **Code of Conduct & Conflicts of Interest Register**
 - The Board resolved that all current and future Board members should sign the Code of Conduct presented in the earlier governance meeting and complete the Conflicts of Interest Register.
- **The Regulations**
 - The Board approved the proposed changes to the Regulations that were approved at the SGM and will come into effect once registered by the FCA.

3. OPERATIONAL PLAN & BUDGET

- The operational plan and budget was approved.
- February 2024 board meeting to be preceded by a CSSC Business Model Workshop.
- New/updated policy on Sports events funding (expenses, travel etc) to come back to the Board for consideration and agreement at the Feb 2024 Board meeting.

4. BOARD DATA UPDATE

- Balance score card and board data update, show a summary of the scale, and success of activities in Q3, and previous quarters, as well as a forward look to Q4 into 2024.
- Look into other areas the scorecard could expand into – Customer satisfaction, Employee Survey.

5. AUDIT & RISK MANAGEMENT

- Key risks to the organisation were identified
- Papers for the Estate Management and Employee Recruitment risks to be prepared prior to the next Board meeting in February 2024

6. DEI AUDIT UPDATE

- The report has highlighted a number of high risk areas, but has not identified any fundamental problems within the organisation.
- We do not collect data, so it is difficult to measure if we are improving, and we need to start collecting Member data to give us a DE&I data set.

7. PROPERTIES UPDATE – ROKO/SLG

- Roko gyms are still meeting targets. The current loan will expire in late 2024 and work is ongoing regarding refinancing.

8. NATIONAL CONFERENCE 2024

- Due to the cost of a national conference there will not be a National Conference in 2024, but we will progress the idea of amalgamating Regional Conferences (Scot, NE/NW), (W, M, E) (SW,SE & London).

9. 2024 AGM

- The Board agreed that next year's AGM would take place virtually on 13th June 2024 in the evening. The attendance figures are low (about 100 people), and the same whether day-time or in the evening, so it was decided to hold an evening AGM as this is considered better for the majority of volunteers.

10. AOB

- The revised code of conduct was discussed at the last volunteer committee meeting. It will highlight behaviours between volunteer to volunteer or volunteer/head office that need to be considered in order to retain volunteers.
- In November 2020 the Board approved the move to more 'sustainable investments', which had not been actioned, but after a September meeting with Barclays, this is now being implemented.