

CIVIL SERVICE SPORTS COUNCIL

SUMMARY OF BOARD MEETING

Held on 6th November 2024 in (Heritage Room), Compton Court, 20 – 24 Temple End,
High Wycombe, Bucks, HP13 5DR, 10:00am – 1pm

1. Welcome, Apologies for absence, and Approval of Minutes

- The new Board were welcomed.
- There were four apologies from Max Barnett, Andi Jarvis, Phil Smith and Alastair Smart.
- Elaine Benn was proposed and accepted as Board Vice Chair.
- Tracey Orr was proposed and accepted as the Appointments Committee Chair.
- The Minutes of the last Board meeting, held on 7th August 2024, were approved.

2. Operational Plan 2025 & Budget

- The last 12 months have been very busy for the organisation, particularly with the governance work. There have been changes to the website and 'single sign-on' has been introduced, which makes the experience much smoother.
- The target for membership growth for next year will be 3,500 members.
- The Operational Plan and the budget were approved.

3. Balanced Scorecard Update

- The balanced scorecard has been in use for about a year.
- A member engagement score will be included in the amended balance score card going forward.
- The number of volunteer-led events needed to be recorded on the balanced scorecard.

4. Audit & Risk Management

- The 14 principal risks on the risk register are regularly reviewed.
- We have also added a new internal audit process, and we adhere to ISO standards where they are applicable.
- At each Board meeting, there will be a 'deep dive' into one of the risks, so there is a clear understanding about the approach being taken.
- The delivery of reform work will be added to the risk register, as there could be turbulence as the new business model settles down.

5. Properties Update – ROKO/SLG

- The Board were updated on the sales process of the ROKO leisure centres.

6. AOB

- Reflections about today's meeting to be sent to the Chair by 15th November.
- Everyone was asked to sign the 'Code of Conduct'.