

# Active Partnerships National Organisation

## External Board Evaluation: Invitation to Quote (ITT)

### 1. Introduction

The Active Partnership network's (formerly known as CSPs) ambitions have sat at the heart of England's need to create the conditions for an active nation for over twenty years. As locally led, non-profit, strategic enterprises, the 43 organisations have become a significant and unique part of the sport and physical landscape. Putting inequalities at the heart of their work, they are helping ensure that everyone can unlock the advantages of an active life.

The Active Partnerships National Organisation was set up in 2011 as the national charitable organisation enabling the local Active Partnerships to come together as a membership network. Funded by their annual subscriptions and Sport England, our story began with a purpose to 'represent, support and lead' the Active Partnership network. Over the years their agendas, relationships and approach have evolved - as has our role to support, strengthen and enable them and their work and develop as an influential national system partner.

As valued funded system partners the Active Partnership National Organisation is required to comply with *A Code for Sports Governance* at Tier Three level, which includes carrying out an external Board evaluation every four years. Having completed our previous Board evaluation in 2019 we are now inviting tenders to carry out our impending review.

### 2. About us

Active Partnerships was incorporated as a national charity in 2011 to represent the network of County Sports Partnerships who had been in operation since 2003.

Having undergone a major review and transformation in 2020 we launched our new strategy in August of this year 'Creating Momentum'.

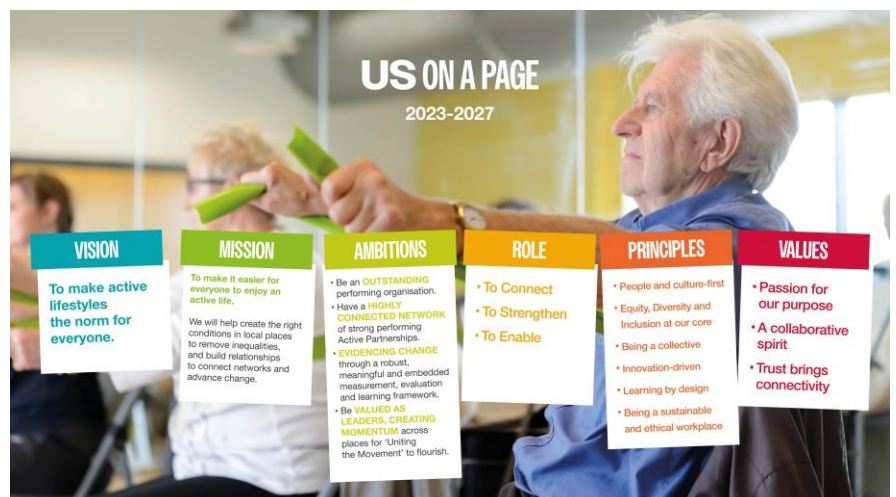
As a result we're clearer on where and how we add value. And how that can be further strengthened.

We're also clearer on what it isn't. Our role is not to manage individual local Active

Partnerships. Nor to act as a top-down centralised service office for the network. We aren't a delivery agent for our partners. And don't lobby for a specific sport, product or even section of society. That's what makes us unique!

What we bring is a commitment and expertise to bring places, people, organisations, partners, sectors, policies, and tools together to help create momentum.

### 3. Our Governance



Our Board is comprised of several experienced Independent Non-Executive Directors, Sport England representation and strategic leaders from within the network as 'related members' representing their peers to ensure the network's voice, energies, ideas, challenge, and opportunities sit at the heart of our work as a Board.

We meet 4-6 times per year embracing a mix of virtual and face to face meetings which take place across various locations in England as well as sub-committee meetings which members are expected to lead/participate in. We are a visible Board who actively participate in several events, meetings and functions to connect, learn and foster relationships with our wide range of partners.

Following our comprehensive review, we appointed a new Chair of the Board in 2023 along with several new Trustees, reviewed our Articles of Association and updated numerous policies and processes to ensure we are a transparent, compliant and effective Board.

The last 12 months have seen some significant milestones including:

1. Launch of national strategy, June 2023
2. People Plan developed, May 2023
3. Refreshed board (8 new trustees since Sept 22) including revising the subcommittee structure and introducing Board Champions in key cross cutting roles.
4. Comprehensive update of Articles, January 2023
5. Launch of national Opening Schools Facilities (OSF) programme
6. Overhaul of systems and process including launch of a board dashboard via the SmartSheets tool enabling efficient administration of governance support – eg trustee skills audit and an annual schedule of responsibilities of the board and subcommittees with requirements nested into the board calendar.

Further details about our Governance and the work of the Board can be found on our website:

<https://www.activepartnerships.org/about-us/meet-board>

<https://www.activepartnerships.org/about-us/governance>

### **3. Services Required**

The Active Partnerships National Organisation wish to commission a partner to carry out an external evaluation of our Board which provides a meaningful evaluation concentrating not only on ensuring ongoing compliance with Tier 3 Code for Sports Governance, but also supporting us to explore and articulate our purpose, culture, impact, approach to learning and ability to drive change. This evaluation should include but not necessarily be limited to:

- Observation of board meetings/subcommittees
- Engaging with trustees and senior team members
- Engaging with our members
- Review of reporting and governance support processes where these are key to enabling effective board performance

#### 4. Timescales

The timetable we are planning to work to is below:

ACTION	DEADLINE / TIME PERIOD
<i>Invitation to Tender</i> brief circulated	w/c 2 <sup>nd</sup> October 2023
Deadline for receipt of tender responses	31 <sup>st</sup> October
[If required] Online meetings with shortlisted applicants to be carried by members of the Governance Sub Committee	w/c 6 <sup>th</sup> November
Outcome communicated to all applicants	w/c 13 <sup>th</sup> November
Anticipated start date	6 <sup>th</sup> December - AGM
Engagement with members, subcommittees, board members and staff	To be agreed: 6 <sup>th</sup> December – 31 <sup>st</sup> March
Draft report circulated	31 <sup>st</sup> March
Playback of findings and recommendations	22 <sup>nd</sup> May Board Meeting
[To be agreed] Facilitation of development session	
Final report produced	1 <sup>st</sup> June 2024

The above is subject to negotiation with the successful applicant. Board / Sub-Group meetings may be virtual or face to face (tbc). We would like to successful applicant to work with us to develop an engagement plan.

#### 5. Indicative Budget

It is anticipated that the cost of this work will be in the region of up to £5,000 plus VAT. If you are unable to complete all of the above work within this indicative budget, please provide costings against each of the elements of work as outlined in Section 4, or describe what you would be able to offer within this budget.

#### 6. Your Approach

Please set out your approach/methodology for the review as part of your tender. We expect this to include the following:

- Details of the methods you will use to gather the required information
- Details of who will be involved, outlining their experience and expertise
- Details of previous work of a similar nature including testimonials
- Suggested timetable and who and why you would like to engage with through the process
- The added value of your approach
- Total costs including day rate and any additional costs not covered.

#### 7. Submission and Assessment of ITTs

Please submit via email your tender meeting the requirements set out in section 6 with costs by 5pm on **31<sup>st</sup> October** to: [dthorpe@activepartnerships.org](mailto:dthorpe@activepartnerships.org)

Andy Taylor  
Chief Executive  
Active Partnerships [ataylor@activepartnerships.org](mailto:ataylor@activepartnerships.org)