

Executive Committee Action Plan 2009 - 2010

Following the production of the SUS five year strategy all SUS committees are required to prepare a yearly Action Plan which will guide the work of the committee for the 2009/10 year. The Action Plan is based upon targets identified in the SUS strategy and identified by sportscotland in their investment agreement for 2009/10. Individual members of the committee will be required to take responsibility for specific areas throughout the year.

Areas of work may be categorised under four strategic areas. These are, advocacy, governance, finance and miscellaneous. Objectives include managing risk, achieving the Foundation Level Equality Award, securing finance for SUS, evaluating the status of the organisation, developing partnerships with the academic community (SUSRAG) etc.

The Action Plan is based on the operational plans from the SUS strategy and operational plan.

SUS Executive is asked to:

Item
<ul style="list-style-type: none">➤ Offer comment on the Draft SUS Executive Committee Action Plan 2009 - 2010➤ Suggest additional objectives/ areas of work➤ Identify areas where they may like to take a leading role

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SUS Executive Committee 09/10: Filippo Antoniazzi (chair), Julie Ommer, Stephen Stewart, Steven Flahavan, Laura Hayward, Catriona McAllister, Jackie Davidson, Ross Campbell, one member of each of the three SUS committees, supported by Shona Roche, Stew Fowlie.

Strategic Area One - Governance

Objective	Action	Outcome	KPI	Status	Individual Responsible
G1. Evaluate status of organisation	Come to decision regarding incorporation	Status of SUS is most appropriate for moving forward	Decision taken on most appropriate status for the SUS organisation – Aug 2009 Take action to achieve this status – May 2010		
G2. Manage Risk	Develop Risk Management Policy	Ensure better informed decisions and improve probability of achieving strategic and operational objectives.	Risk register and policy produced – October 2009	Risk Register and risk Policy drafted	CM

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Objective	Action	Outcome	KPI	Status	Individual Responsible
G3. Achieve Foundation Level Equality Standard	Utilise current equity policy to achieve the Foundation Level Equality Standard	<p>SUS is committed to equality</p> <p>SUS has a policy for equality that has been communicated and is understood by staff and key volunteers</p> <p>SUS is aware of its current profile and position in terms of equality.</p>	Achieve Foundation Level Equality Standard - May 2010.	Equity policy already in place	
G4. Consider location of SUS HQ	Review current arrangement with Edinburgh University	SUS is appropriately housed to support business operations	Executive evaluated and decided on appropriate location of SUS – December 2009		
G5. Assess Human Resource Base for SUS	Undertake staffing/ volunteer review to ensure appropriate people to carry out work	SUS has appropriate staffing/ volunteers to carry out work.	<p>Staged planning identified – March 2010</p> <p>Targets within the strategy and committee operational plans 09/10 are being met.</p>		



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Strategic Area Two - Advocacy

Objective	Action	Outcome	KPI	Status	Individual Responsible
A1. Represent sector in consultations and national developments	Interaction with consultations etc.	Sector wide approach and merit of sector is recognised by government and agencies	Recognition of role of SUS/ sector in contribution to achievement of national developments and targets (including Reaching higher and Let's Make Scotland More Active) - Ongoing		
A2. Work closely with sportscotland to explore ways of promoting SUS/ sector activity	Inform sportscotland of sector issues and development requirements	Coordinated working in development plans (to include Active Students coaching and volunteering) Support of emerging local and regional structures	Through specific targets as outlined above - ongoing	SUS currently in consultation with sportscotland regarding various projects.	

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Objective	Action	Outcome	KPI	Status	Individual Responsible
A3. Advocacy action Plan	Create Action Plan to promote SUS and sector activity	Clear agenda on which to lobby meaning advocacy becomes more effective	Action Plan created – January 2009		
A4. Build relationships and lobby to promote SUS an sector to: <ul style="list-style-type: none"> • Government • SFC • External agencies • Voluntary sector • Business • Media 	Identify individuals to drive specific areas forward. Regular dialogue between SUS and external groups. Impart knowledge to all agencies listed of sector activity	Raised awareness of SUS and sector activity with a wider audience	Meeting with these agencies on a regular basis - ongoing	Currently good relationships with a number of these organisations	
A6. Develop a clearly defined long-term partnership with BUCS	Negotiate with BUCS to establish an appropriate relationship for the future	More flexible regional delivery and secured funding	Signed long-term agreement and confirmed level of funding	Awaiting reply from BUCS following recent summit in St. Andrews	FA, SF

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Objective	Action	Outcome	KPI	Status	Individual Responsible
A7. Support High Profile Developments & contribute to legacy developments	Gather data regarding number of high profile events with sector involvement Ensure SUS recognised in Government legacy plan	Raise profile of the sector and & contribute to national targets	Establish baseline by gathering data SUS recognised in Government legacy plan		
A8. Further develop relationship with colleges	Appoint Scottish College coordinator Acquire sufficient funding to Establish college sport network	Scottish Colleges Sport network established. Partnership working with Scotland's Colleges becomes more effective.	Scottish College coordinator appointed Number of colleges working with SUS increased by 6% - Baseline 6	Funding secured to appoint Scottish College coordinator and drive this sector forward	SF
A9. Strengthen Partnerships with Academic Community including SUSRAG	Work with SUSRAG to maximise role of the sector. Explore integration of SUSRAG into SUS	Development of SUS offer into new areas	Recognition of role of SUS in contributing to academic progress – ongoing		

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Strategic Area Three - Finance

Objective	Action	Outcome	KPI	Status	Individual Responsible
F1. Plan Funding to cover SUS business	Maintain Financial Contributions at current levels Implement SAGE	Gauged income and spend profiles and budgetary challenges	Increased total income by 3% per annum – baseline £210,000 SAGE Implemented – Aug 2009		
F2. Develop long term funding plans and opportunities for SUS	Create 3 year budget Identify improved funding opportunities for the sector including the Scottish Physical Recreation Fund	Improved knowledge of funding sources available and increased resource entering sector	3 year budget created 5% increase in the level of funding entering the sector. Baseline £65000		



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Strategic Area Four - Miscellaneous

Objective	Action	Outcome	KPI	Status	Individual Responsible
M1. Develop One Page summary for SUS strategy	Utilise current information to create an appropriate summary sheet for the SUS strategy	A user friendly One Page Summary allows those reading the SUS strategy to understand the organisation and its goals	One page summary complete – September 2009		