

Portsmouth Supporters Trust

Response to Audit Group Recommendations

October 30, 2015

Portsmouth Supporters Trust - Response to Audit Group recommendations

	Recommendation	PST Board Response	Responsibility	Planned Completion	Actual Completion
1	The new Board should revisit the Board Development work with a facilitator to ensure understanding and consensus on the Strategy and Board responsibilities. It is also an opportunity to build a united Board.	Accepted	PST Chair	November 2015	
2	As part of agreeing the Strategy and the objectives for the next year the Board should identify the risks to delivering the strategic objectives within an Assurance Framework which will show what mitigation actions are in place	Accepted	PST Chair and Secretary	Dec 31 2015	
3	The PST Strategy should be approved by the PST membership at the AGM or equivalent meeting.	Accepted	PST Chair	The PST Secretary has been working to compile a strategy document based on input and discussion from board members, the PST aims to engage with its membership for input on the strategy in the new year leading to a position where it hopes to present a finalised document at the next AGM for approval	
4	The roles and responsibilities of each member and officer should be clearly defined in objectives that support the PST Strategic objectives and with a timeline for delivery. The main work of the PST Board will be executed between meetings.	Accepted	PST Chair and Board members	Dec 31 2015	

Portsmouth Supporters Trust - Response to Audit Group recommendations

5	Progress on these objectives should be monitored by the PST Board and PST Board members should be held to account to the Board for delivery to plan. Holding to account promotes a better relationship around the Board table. The Board should monitor progress and action plans to stay on track or to recover to an original or revised timeline.	Accepted	PST Chair and Secretary	Jan 31 2016	
6	The Board should clarify to PST Board and members the scope of control of the PST Board and Board Agenda and business discussed should reflect this.	Accepted	PST Secretary	Dec 31 2015	
7	The Agenda should be informed by the strategic objectives and the risks to meeting those objectives. The relationship between the agenda item and the strategy should be clear. Agendas should be time scheduled and balanced to time available. The Chair should ensure that the meeting keeps to time but also ensuring that important discussions are not cut short. Reports and proposals should be submitted in advance so absent members can make their views known to the Chair.	Accepted	PST Chair and Secretary	Jan 31 2016	
8	It is essential that all Board members report in writing on progress against their objectives. For each primary role on the Board there should be another member who has secondary responsibility. In the absence of the primary member the secondary member	Accepted	PST Chair and Board members	Jan 31 2016	

Portsmouth Supporters Trust - Response to Audit Group recommendations

	is responsible for reporting. By “buddying-up” teamwork will be encouraged and support provided when progress goes ‘off-track’.				
9	The Board should consider the frequency of Board meetings and whether having two meetings (for two hours) within each month would provide for better discussion and improved progress. We would suggest that the activity be divided between an Operational focused short term and a Strategic meeting (one week later) with more time devoted to in-depth review of existing or new elements of the Strategy.	Accepted – board will not hold two F2F meetings but will look to hold conference calls with full board, and sub groups	PST Chair and Board members	October 2015	
10	The Board should clarify the roles and responsibilities of non-elected non-voting Board members and the Chair should ensure that elected and non-elected members are accorded appropriate input to the discussions.	Accepted	PST Chair and Secretary	Dec 31 2015	
11	In future the Chair should ensure that next steps on an agenda item are clear before moving on to the next item. The Secretary should ensure that this happens.	Accepted	PST Chair and Secretary	Dec 31 2015	
12	After each Board meeting a brief update is published on the website that tells members topics that the Board has been discussing (without breaching confidence or confidentiality) and when this will be part of a fuller communication. We believe that this with an agreed strategy will satisfy the	Accepted	PST Chair and Secretary (Assigned to JK/SM)	Implemented September 2015	Sept 2015

Portsmouth Supporters Trust - Response to Audit Group recommendations

	insight to Board activity that most PST members want. PST Members have to recognize that much of the work done by the Board is long term and there will not be significant developments every month. The penultimate action item on each Board Agenda is Matters for communication from Board to members. Do not over commit!				
13	Communication to members by e-mail and on website. Before release into public domain the accuracy of all information should be checked and approved by another Board member (Secondary member) or officer. Information about individuals should be reviewed with subject individual and any dispute brought to the attention of the Chair for decision.	Accepted	All Board members	October 31 2015	
14	The audit team feels that a more formal method of communicating issues from members through the year to the Trust Board should be opened up. This will enable the Board to concentrate on issues that take a small effort by members to communicate to the Board. This would then allow the Board to be less concerned by some of the negative opinions stated in online forums, other media or direct to Board members. The Board would then invite the individuals or groups to a future board meeting to help them understand the issue and potential solutions. Where it was non contentious the Board could action	Accepted	PST Secretary	Jan 31 2016	

Portsmouth Supporters Trust - Response to Audit Group recommendations

	immediately, where it is contentious, the Board could write a motion to the next AGM for agreement by the membership. Importantly the motion should be communicated at the earliest possible time, thus showing activity through the year				
15	The key role of Treasurer should exist as an officer of the Board rather than an elected member	Not accepted.			
16	In the event of two elected vacancies occurring less than eight months since the last AGM the PST Board should consider if an election process should immediately be started	Not accepted			
17	Seminar on role of PST and Directors to all interested parties before election nomination process explaining the role and time commitment required for Board members.	Accepted	PST Chair and Secretary	Next election period	
18	One Board member should have overall responsibility for recruiting and engaging with volunteers against the skill set specified by the subgroup leaders. Actively recruit PST members to sub Committees based on subject knowledge and skill. Explain expectations and gain commitment to the subgroup objectives.	Accepted	PST Chair	Nov 30 2015	
19	In the light of recent discussions about the Governance policy constitution and election rules a review should be carried out and amendments made to resolve any ambiguities and misinterpretation. Plain	Not Accepted. Although we recognize that there are areas that may benefit			

Portsmouth Supporters Trust - Response to Audit Group recommendations

	English is encouraged.	from revision the PST Board do not see this as a priority.			
20	Open meetings should be organized in accordance with good practice. e.g. Apply sufficient resource to tasks, Start on time, facilities arranged and ready to go. Know when the next planned meeting will be held. If start delayed communicate to attendees.	Accepted	PST Secretary	Dec 31 2015	