



# Kent Cricket Board

## Management and Administration Plan 2008-11

## Key result area 4 - Administration and Management

### Vision

To be respected and recognised as the outstanding example of leadership and management in English Cricket.

### Objectives

To be regarded a well organised, responsive organisation that works hard at developing relationships and satisfying stakeholder expectations.

To ensure that sufficient resources are available, and that these resources are utilised efficiently and effectively, to underpin the growth of Kent Cricket Board.

To satisfy the expectations of stakeholders and further enhance key relationships that are consistent with the development and growth of Kent Cricket Board.

To create a culture of continuous improvement and innovation by establishing management systems that guide efficient and effective operations.

### Strategies

- Work to a long term strategic development plan with clearly defined, agreed and detailed 1 year action plans.
- Form an Operational Management Group that is integrated into KCB structure with representation from County Sports Partnerships.
- Develop a plan to improve operational efficiency and effectiveness that includes a review of systems, communication and information technology requirements.
- Identify commercial opportunities outside ECB revenues.
- Review remuneration, human resource development and staff training programmes.
- Develop appropriate employment conditions and position descriptions to optimise the use of human resources.
- Ensure that the annual budget and all operational plans are linked to the Strategic Plan.
- Review and monitor Kent Cricket Board's expenditure to ensure it is aligned to predetermined priorities.
- Practice sound and transparent financial management/accounting.
- Review and refine the existing communication methods.

- Prepare and distribute to stakeholders performance against defined indicators within this plan.
- Emphasise the importance of continuous improvement, innovation and best practice in all activities within Kent Cricket Board.
- Review corporate governance responsibilities, the role of the Board and succession plans, and develop corporate governance and committee best practice.
- Ensure that each key departmental area develops appropriate action plans, operational structure, systems, and procedures.
- Ensure appropriate outside expertise is utilised in all aspects of Kent Cricket Board's operations.
- Retain and attract top class Kent Cricket Board Executive Committee members.
- Work constructively with England & Wales Cricket Board in the best interests of Kent and England cricket.
- Attract, develop and retain the best possible staff, and achieve consistently high satisfaction levels.
- Use IT to improve administration, communication and promotion, and align with England & Wales Cricket Board's national IT strategy.
- Ensure Kent Cricket Board complies with the Data Protection Act.
- Ensure all Kent Cricket Board activities are covered by adequate insurance.
- Commit to discharging ECB anti-doping policy.
- Commit to Equity across all functions.
- Commit to Child Welfare across all functions.

## **Performance Measures**

- There is full communication of this Strategic Plan amongst all stakeholders.
- The development of annual action plans by each key functional area and annual reviews of performance to plan.
- Preparation of appropriate staff development plans, employee conditions, position descriptions and procedures manual.
- Staff appraisals are completed annually and that personal and professional development plans are reviewed annually.
- Budgets aligned with the Strategic Plan.
- Kent Cricket Board website attracts 100% more page views per annum.

## **Management and Administration - Relevant ECB IPP Sections**

1.1, 1.2, 1.3, 2.10, 3.1, 3.2, 3.3, 4.3, 4.4, 4.5, 4.6

## **Strategic Development Plan**

**Kent Cricket Board** will work to a long term strategic development plan. The first such plan covers the period 2008-11. The format of this plan is based around the departmental structure of the KCB Development Team. The plan identifies the strategic priorities of the board and establishes a framework for continued improvement.

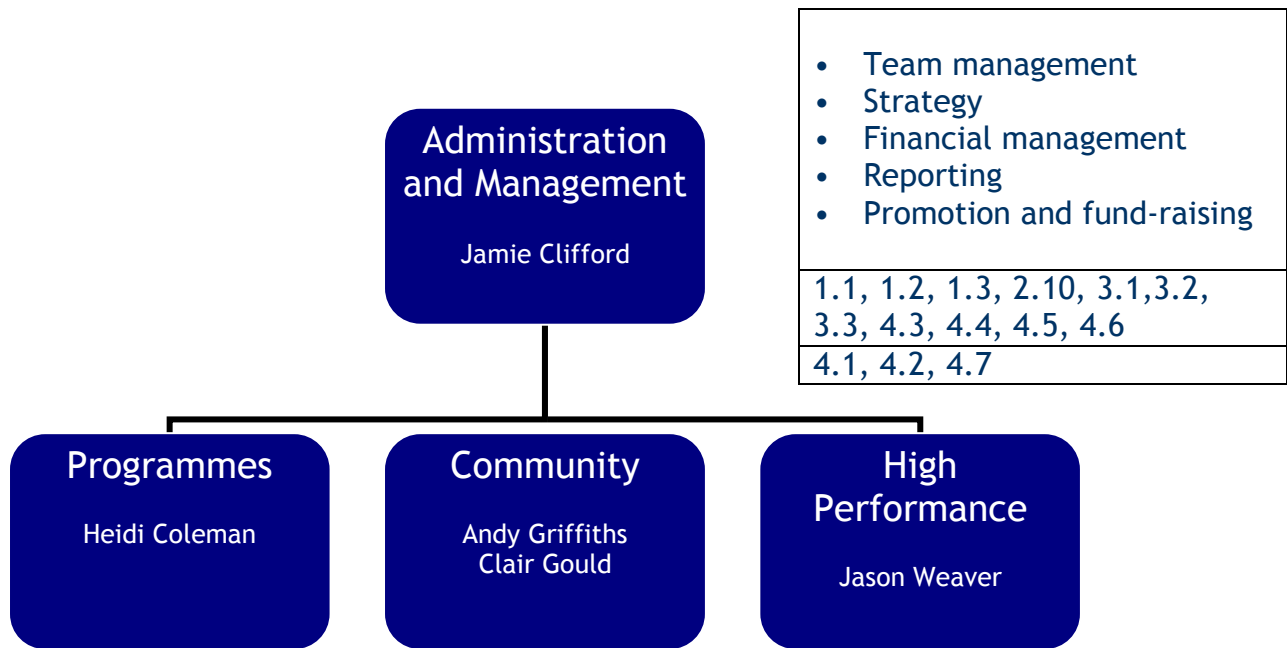
Additionally the plan ensures that there are clearly defined, agreed and detailed action plans. These action plans:

- a. Prioritise clear/specific actions to support long-term plans.
- b. Set agreed and integrated financial budgets.
- c. Set specific and consistent work programmes.
- d. Secure wide internal/external input, consultation and buy in.

## **Management and Administration Action Plan 2008-11**

- Strategic Development Planning
- Development Team Organisation
- Corporate Governance
- Operations Management Group
- Personnel Management
- Data Protection Act
- Financial Administration

## Development Team Organisation Chart (including IPP delivery areas)



<ul style="list-style-type: none"> <li>• Coach education</li> <li>• Sponsorship</li> <li>• Groundsmanship</li> <li>• Umpires &amp; scorers</li> <li>• Chance to shine</li> <li>• Club &amp; school competitions</li> </ul>	<ul style="list-style-type: none"> <li>• Focus clubs</li> <li>• District Development Groups</li> <li>• Hitting KPIs (CBMS)</li> </ul>	<ul style="list-style-type: none"> <li>• Junior Academy</li> <li>• Kent Young Cricketers (boys and girls)</li> <li>• Emerging Spitfires</li> <li>• District programmes</li> <li>• Development of performance coaches</li> </ul>
2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.11	1.4, 2.1, 2.2, 2.11	2.8, 2.9
4.1, 4.2, 4.7	4.1, 4.2, 4.7	4.1, 4.2, 4.7

### 2008-9 Actions:

- Ensure the KCB Cricket Development Office is a professional team.
- Staffing levels to reflect the needs of the KCB Strategic Plan.
- Identify and recruit appropriately qualified, experienced and motivated staff.
- Agree work programmes for all Professional Officers.
- Provide Continuous Professional Development for all staff.
- Hold annual appraisals and reviews for all staff.
- Professional Officers to attend appropriate ECB/other training.

## Corporate Governance

Kent Cricket Board is committed to being an open and accountable organisation. It is vital that KCB operates a robust and effective decision making process and represents the needs of all areas of activity and geography.

### 2008-9 Actions

- Align KCB structure to priorities within its development plan.
- Ensure decision making is made in a timely and effective manner and communicated to key partners.
- Consult all relevant parties on changes in strategy.
- Review and evaluate the strategy by September 2008.
- Put information regarding strategies and action plans on KCB website.
- Ensure KCB Constitution is democratic across the whole game.
- Ensure the Cricket Development Team fully understand the strategy and can communicate it to key partners.
- Consult and encourage input from Local Authorities and Partnership Development Managers on KCB action plans.
- Ensure all KCB activities are covered by adequate insurance.

## Operational Management Group

Kent Cricket Board is committed to strategic development through an Operational Management Group made up of key partners. This group will be responsible for implementation of KCB strategy and evaluating and initiating new initiatives.

### 2008-09 Actions

- Integrate Operational Management Group in KCB structure.
- Operational Management Group to engage County Sports Partnership fully in the decision making process.

## Data Protection Act

### 2008-9 Actions:

- Ensure that all documentation relating to children, parents, clubs, schools, coaches, managers and volunteers at large is in line with ECB Data Protection Guidelines
- Register KCB with Information Commissioners Office in 2008.
- Include the matter in all meetings of the KCB and the DDGs plus Club Development Visits, Club Development Seminars, Schools Programmes and Coaching Course Documentation.

## Anti-Doping

### 2008-9 Actions:

- Commit to discharging ECB anti-doping policy, at February 2008 Executive meeting.
- Adopt ECB anti-doping policy.
- Disseminate ECB anti-doping information to relevant personnel.
- Provide ECB Anti-Doping training to identified players/personnel.

## Financial Administration

### Kent Cricket Board is committed to:

- Ensuring a strong cash position to meet all financial commitments.
- Working to a balanced and realistic budget.
- Keeping up to date with grant and funding opportunities.
- Working closely with the ECB Trust and The Cricket Foundation.
- Practicing sound and transparent financial management/accounting.

### 2008-9 Actions

- Produce 3 year (2008-11) indicative budget.
- Produce 1 year (2008-11) detailed operational budget.
- Appoint an auditor (annually) and review accounts of KCB and the IPP Funding Stream on an Annual Basis.
- Provide up to date Financial Statements to KCB and OMG quarterly. Provide Income and Expenditure Statements mirrored with revised budgets quarterly.
- Ensure expenditure is authorized through clear and transparent daily process.
- Treasurer to monitor and review Officer spending patterns by “sampling”.
- Produce 1 year and 3 year budgets, to be monitored by OMG and KCB.
- Perform quarterly bank reconciliations.
- Submit Annual Accounts to ECB.