

Active Together

Summary of Actions/Key Points to Note of the Board Meeting

Held on Friday, 20th May 2022

No.	Item	Action	Owner & Due Date	Progress /Update
	4	Skills analysis to be circulated shortly for completion by Board Meeting	NH	Re-circulated
	4	Amendment to Board Terms of reference to include provision re 'online' decision making and expanding definition of exceptional circumstances.	NH	Terms of reference updated
	4	Circulate a copy of AT Conference evaluation	JS	Circulated
	4	Bring to October Board review of our work to support the refugee agenda	JB	On the agenda but will be a substantive item at next Board meeting
	6 (4.1)	Bring to Board a review of the learning from the Leading for Renewal programme	JB	On the agenda
	6	Fit for the Future: The Health Value of Wellbeing & Leisure Services report to be circulated.	JB	Circulated 01.06.22

**Active Together
Minutes of the Board Meeting
Held on Friday, 20th May 2022 - Hybrid Meeting (SportPark)**

Board Members Present:

Bev Smith	Chair
Mike Sandys	Vice Chair
Dr Mary Hardwick	Board Member
Nicky Collett	Board Member
Joanne Cholerton	Board Member (Teams)

Advisers to the Board Present:

Andy Reed OBE	Specialist Adviser (Teams)
Stuart Lindeman	Specialist Adviser (Teams)
Bill Cullen	Specialist Adviser
Barry Thompson	Specialist Adviser

Leicester-Shire & Rutland Sport Team in Attendance:

John Byrne	Active Partnership Director
Noel Haines	Assistant Active Partnership Director
Jo Spokes	Sports Development Manager
Geoff Maltby	Sports Development Manager
Dave Stock	Manager (Strategic Relationships)
Ali Clements	Economy & Sport Growth Manager
Teresa Dalby	Business Support Manager (Teams)

Item	Owner & Due Date
1	WELCOME, INTRODUCTIONS & CHECK IN
2	APOLOGIES Apologies were received from Tash Mina, Linda Taylor, Colin Cook, Aysha Rahman, John Sinnott, Julia Debenham & Andrew Beddow.
3	MINUTES OF THE LAST MEETING Minutes of the 25 th February 2022 were approved by the Board.
4	MATTERS ARISING Action: Page 1 Governance, Skills Analysis will be circulated shortly by NH for Board member completion. Page 2 item 4 – Proposed that an amendment be made to the Terms of Reference to speed up the decision-making process if the Board were not quorate. If the Board were not quorate (33% of members plus one) and to assist us with the smooth running of the meeting and Active Together, it was suggested that recommendations/proposals are circulated following a meeting to those who are unable to attend to consider and have the opportunity approve or reject the item raised. MS raised the question of whether we need to list the reason for exceptions being made in those instances? BS confirmed that this method would only be used in exceptional circumstances. It was agreed to include the amendment into the Terms of reference but that these powers were only to be used in exceptional circumstances (to be determined by the Chair). Once these

	<p>amendments have been made Board agreed that the Terms of Reference could be signed off.</p> <p>Page 3, Item 5 – AT Conference JS advised that there were 75 delegates in attendance and including AT staff, speakers and champions over 100 colleagues attended. A full evaluation summary is available based on 32 replies.</p> <p>There were challenges on the day after AT were forced to change venue with 7 days’ notice. Two speakers had Covid and therefore had to present their workshop via Teams which led to technical challenges. Windows were opened as part of our Covid risk assessment to encourage ventilation but led to noise and room temperature challenges. JB advised King Power was booked but changed at late notice owing to a European fixture. Arranged to change to sister venue at Leicester Tigers. Agreed that there were access and parking issues.</p> <p>However, there were many positives noted from the evaluation including the opportunity to listen to the inspirational stories of the AT Champions and that colleagues welcomed the opportunity of face-to-face contact to be able to share practice and interact properly. For the next conference the feedback received has suggested scheduling more networking opportunities, sharing more locality case studies and recruiting a greater diversity of speakers.</p> <p>Action: JS to circulate a copy of the evaluation from the conference to Board members.</p> <p>Page 7 – Leicester City of Sanctuary, GM advised that a grant of £6k has been approved for the immediate support of football projects based at St Margaret’s Pastures. Longer term GM/DS have had positive conversations with Alli Tripney, Leicester City in the Community and on behalf of United Leicester, approving in principle a grant of £20k to work with all of the professional clubs around their Football Welcomes programme. This would transition to Sport Welcomes with all of the clubs to undertake engagement work with the City of Sanctuary. DS confirmed that this work is linked in with the districts. We are beginning to construct an offer around sport and physical activity and working with the Healthcare Partnership.</p> <p>Action: Bring to October Board a presentation on our work to support refugees.</p>	<p>JS</p>
<p>5</p>	<p>DECLARATIONS OF INTEREST</p> <p>Stuart Lindeman – Item 8, Loughborough College involvement in LSIP.</p>	
<p>6</p>	<p>BUSINESS OVERSIGHT & AUDIT REPORT INCLUDING FINANCIAL HEADLINES</p> <p>BC advised that BOAC met on the 4th May 2022. The summary report has been circulated to Board members for information but key areas discussed were:</p> <p>Headlines from the 6 monthly Performance Report.</p> <ul style="list-style-type: none"> - LRS rebranded to Active Together to appeal to wider audiences. JB confirmed that this has worked effectively with some positive feedback which was reflected in the conference evaluation. - Strategic Framework has been developed and was launched at the conference. - Working with the county Public Health team, £700k has been invested into locality action plans and countywide physical activity initiatives. - We have secured funding to employ 7 new YEAs. 	

	<ul style="list-style-type: none"> - We have been successful with our application to join the Leading for Renewal programme. 16 members of the team will embark on a year long programme to support the organisation embed diversity and inclusion into its culture and action plans. Action: BC based on the learning could we bring something back into the Board for a focus session at a future date? - A Healthy Place Making web platform has been developed and launched. This has been designed targeting local authority planning teams, providing a reference point for advice, etc when considering local planning applications or providing advice to developers. - Commissioned by Loughborough College to undertake a needs analysis of local employers. 130 employers have been consulted to understand what skills and knowledge are required to serve their current and future business needs. - Phase 1 of the coach core apprentice programme has been completed. - New Active Together website developed with a split screen landing page to assist users. 214,000 users visited the website, an increase of 71% from 20/21. - Our Active Champions are resonating with our audiences. JS advised that a number of champions were identified through our local residents survey. <p><u>Challenges identified within the 6-month performance report</u></p> <ul style="list-style-type: none"> - BOAC discussed the challenges of working with partners to re-establish the delivery of face-to-face programmes and events now that Covid-19 restrictions have been withdrawn. - Supporting partners to embed the Active Together Strategic Framework priorities into local service plans. - Navigating and engaging with key directorates and individuals within the new Integrated Care System. <p>Action: The Skills Analysis form circulated to members back in February will be re-sent out for completion by Board members.</p> <p>Action: JB to circulate Fit for the Future: The Health Value of Wellbeing & Leisure Services report.</p> <p>Governance & Internal Controls – The AT Partnership continue to comply with Code of Governance.</p> <p>2021/22 partner survey results were presented. We have achieved an excellent net promoter score of 84%. 98% of partners told us that working with AT had a positive impact on their organisation.</p> <ul style="list-style-type: none"> - Risk Register – BC – risks identified and being mitigated. Continuing to work with Together Active re: branding debate. - HR – Shabnam Aftab, Finance & Grant Management Officer, joined us in March 2022, and will be working remotely. NH advised that the recruitment for this post has been a challenge with a lack of breadth and depth of applicants. We will have to look at how we recruit and work differently without being reliant on people wanting to work in the sport and physical activity sector. BS advised that this is not unique to AT, it is a national issue and we need to explore how to elevate AT as an excellent place to work. <p>Action: JB – we are exploring recruitment and retention issues nationally with a with CIMSPA. BS – a piece of work for the BOAC to bring back to future Board meeting for further discussion.</p>	<p>NH</p> <p>JB</p> <p>JB</p>
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Reserves Policy

Background: BT as requested by Board, the BOAC discussed whether the current reserves policy was fit for purpose and held the balance between prudence and risk. BC clarified that there are earmarked reserves and protected reserves for specific projects which we do not have much flex on. .

NH advised that we looked at the 3 parts of the reserves areas, firstly, restricted reserves that cover potential wind-up costs. BOAC looked at the detail of the restricted reserves and as both BC and BT have stated the balance is reasonable and realistic with a calculated element of risk to ensure not too much funding is set aside for wind-up costs. The current restricted reserves is £453k (£1.4m total reserves) but this will need to be increased from 23/24 to cover additional pension strain costs. This will be need to transferred from our unrestricted reserves.

NH advised that earmarked reserves is funding held to fund projects that have been delayed and will run into future financial years. There has been a noticeable increase in earmarked reserves as a result of the impact of Covid-19 on service delivery. Unless permission is granted by the funding body, earmarked reserves must be spent on the purposes that they were originally intended. Earmarked reserves amount to just over £500k. It was reported that the team will look to reduce this figure significantly over the next 2 years.

Unrestricted reserves is funding held beyond the restricted and earmarked reserves. It is currently forecasted that this funding will be utilised during the next two financial years and if the income & expenditure forecasts remain the same will need to be uplifted by March 24.

The question of whether we need to review costs now was discussed and NH advised that this was not necessary yet but to look at this further if the unrestricted reserves fall down to below £50k within 18 months of a budget setting process.

BOAC recommended that the policy is sound but recognise that the BOAC will need to review the policy regularly. BC part of the discussion is that if we get greater medium term funding commitments from local authorities this might be the catalyst and to consider reducing restricted reserves.

Action: BS tasked the BOAC to investigate the feasibility of this.

NH/JB

Financial Report

Period 12 final outturn position for 21/22 was presented. Board Members were notified that we have generated a surplus of £28,749. This has been verified by the LCC Finance team and the surplus will be added to our reserves account.

NH presented the 22/23 budget for approval, working through in detail the income and expenditure forecasts. The forecasted income for 22/23 is £3,091,763 and the forecasted expenditure is £3,374,995. Therefore it is currently forecasted that £283,192 will be required from operational reserves.

Recommendations

Board Members approved the 22/23 forecasted budget and note that it is currently projected that £283,192 will be required to be withdrawn from reserves to deliver the service.

	<p>Board Members approved the Reserves Policy and noted that the Business, Oversight & Audit Committee consider the restricted reserves calculation to be reasonable and realistic.</p> <p>Board Members approved the 2022/23 Business Plan.</p> <p>Board Members noted that the Risk Register has been updated, reviewed and risks have been mitigated.</p>	
7	<p>YOUTH ENGAGEMENT ACTIVATORS PRESENTATION</p> <p>Presentation given by Siobhan Whitehouse, Youth Engagement Activator.</p> <ul style="list-style-type: none"> - BS thanks given to Siobhan for the great work that she has been doing. Some of the statistics are quite stark depending on where young people are at post covid and returning to school. Distinct challenge to find the funding to extend the programme from September to support children when they return back to school. What are we doing about trying to get proper evaluation at the end of the programme? - JB confirmed that AT are looking at budgets to be able to support an extension of 6 months to the YEA posts but will also need to discuss with MS. - GM if we can get an extension to March 2023, we can carry out a full evaluation for 12 months of engagement work. GM would like to liaise with schools and explore how their budgets may support this work i.e. Pupil Premium and any resources that are available for sustainability. - NC - this is such valuable support for young people and it is important that we get and retain the right people into these roles. - SL - a great example of place-based work. This is a massive issue for young people at the moment. 	JB/MS/GM
8	<p>SKILLS ACCELERATOR/LSIP UPDATES</p> <p>Presentation given by Ali Clements.</p> <p>BC – this presentation demonstrates the value of collective investment into AC’s role and the opportunities for our sector and resources that it might unlock. It gives us the ability to take forward some actions and without AC this sector would be silent across LLR.</p> <ul style="list-style-type: none"> - MS – What is the process we for taking the identified training needs into the curriculum. AC this should be embedded now and rolled out from Sept 22. AC - colleges are now better informed of what employers now want. - SL – this is great summary of work taking place. Leicester & Leicestershire trailblazer regarded as one of the most successful in the country. The issue is how this initiative will be taken forward from a governance perspective. Providers should be accountable to an employer forum. The question is which one? Ideally it should be both employer/provider shared. <p>Action: October Board meeting further extended session on LSIP.</p>	
9	<p>UK SHARED PROSPERITY FUND NEXT STEPS</p>	DS

	<p>Paper circulated to the Board.</p> <p>BC this is a fairly tight process. We have been promised that from October we will start seeing funding devolved. Relatively small proportion first year and more over the 2nd and 3rd year. Funding finishes March 2025. This is an opportunity for all and even though it has to be administered by LA the government are expecting partnership working and good governance to be in place.</p> <p>JB – The Fit for Future document is evidence of district councils trying to lobby re: the bigger agenda. The context of what we are trying to do is to make sure partners/leisure colleagues are aware of a draft menu of opportunities of what can be done at a local level and in collaboration.</p> <p>MS - operationally works for districts and county through CSCOPS but was is the situation with City and Rutland colleagues? MH – Rutland aligned and on track. MH/DS to liaise outside of the meeting.</p>	
10	<p>ANY OTHER BUSINESS</p> <p>(a) The Residents Survey will be launched in mid-June.</p> <p>(b) Board twilight session on the 20th September 2022. We are looking at a venue for the event and evening meal. Details to be circulated</p>	JB
11	<p>FUTURE BOARD AGENDA ITEMS</p> <ul style="list-style-type: none"> - 20th September Framework 'Deep Dive/Review' – Engaging with Health - LSIP / Workforce discussion - Work with refugees 	
13	<p>DATE & TIME OF NEXT MEETING(S)</p> <p>AT Board Friday, 28th October 2022, 9.00 – 12.00 noon, SportPark tbc</p> <p>AT Business, Oversight and Audit Committee Wednesday, 12th October 2022, 2.00 – 4.00 pm, Sportpark tbc</p>	