**Leicester-Shire & Rutland Sport**

**Summary of Actions of the Board Meeting**

**Held on Friday, 25th October 2019 at SportPark**

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| **No.** | **Item** | **Action** | **Owner & Due Date** | **Progress /Update** |
| 1 | 3 | Circulate the draft Local Industrial Strategy | AR/JB |  |
| 2 | 4 | When produced circulate the Holiday Activity and Food programme Impact Report | JS |  |
| 3 | 6 | Continue to lobby Sport England, local authorities and LLEP for resources to retain Economy and Sport work | JB |  |
| 4 | 8 | Develop concise action plans to agreed additional programme areas | SLT |  |
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**Leicester-Shire & Rutland Sport**

**Minutes of the Board Meeting**

**Held on Friday, 25th October 2019 at SportPark**

**Board Members Present:**

Bev Smith Chair

Mike Sandys Vice Chair

John Richardson Board Member

Nicky Collett Board Member

Dr Mary Hardwick Board Member

**Advisers to the Board Present:**

Bill Cullen Specialist Adviser

Andy Reed OBE 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)

Teresa Dalby Business Support Manager

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| **Item** | **Minute** | **Owner & Due Date** |
| 1 | **WELCOME & APOLOGIES**  Apologies were received from John Sinnott CBE, Simon Cole, Andrew Beddow, Sue Houghton, Sam Ruddock, Martyn Ball, Amna Rafiq, Barry Thompson, Stuart Lindeman & Ben Solly. |  |
| 2 | **MINUTES OF THE LAST MEETING**  Minutes of the previous meeting held on the 17th May 2019 were agreed as an accurate record of the meeting.  Update on Actions:   * A group is now in place to drive the Active Environment agenda forward with meetings being held monthly to look at CPD, planning issues, etc. In line with the Healthy Lifestyle Policy LRS are leading the development of a specific design guide to support districts. Sport England are supportive of this work and LRS are acting within the timetable of the district refresh/review of their policies.   There is a need to connect the work of this group to those not attending and promote the agenda of the group to Senior Leaders within local authorities. | DS |
| 3 | **MATTERS ARISING**   * Local Industrial Strategy: AR advised that sport and physical activity is now one of the three priorities and has emerged during the last 12 months as a golden thread throughout the draft document linking to a healthy economy, climate and workforce.   **Action:** AR to circulate document via JB. | AR/JB |
| 4 | **DECLARATIONS OF INTEREST**  None. |  |
| 5 | **HOLIDAY ACTIVITIES FUND**  A presentation was given by Jo Spokes, copy attached and a copy of the outcomes circulated. **Action:** JS to circulate a copy of the HAF Impact Report.  A 2020 programme is being released by the Dept of Education. Barnardo’s will be leading a local application. Deadline, December 2019.   NC - how did the fund work and were the children targeted? JS confirmed that the funding bid for was set by Barnardo’s with a set rate per child. This rate increased when targeting children with special educational needs. Targeting of children worked well at short notice and was predominantly done through schools, although each HAF supplier undertook its own targeted advertising to reach children who are in receipt of free school meals. JS confirmed that this was a County programme only and that the City bid had been unsuccessful. | JS  JS |
| 6 | **BUSINESS OVERSIGHT & AUDIT COMMITTEE SUMMARY REPORT**  **Financial Report Period 6 –** Presentation given by Noel Haines. The report covered; 2019/20 income and expenditure budget and forecasts; draft 3-year financial estimates 2020/21 – 2022/23; Active Partnership Network (APN) annual financial survey 2018/19 and reserves position.  Key discussion points below:   * £100k has been secured to develop a community sport apprenticeship programme with a diverse range of employers engaged. * Wellbeing@Work – Although the marketplace is growing, how realistic is it for LRS to compete with big organisations already in this space? BC – LRS need to develop a business plan to demonstrate how this work could be scaled up, showing potential income and expenditure forecasts. JB - this programme could be LRS’s USP as it moves into the next phase and in developing and encourage sign up to the Charter. * LRS have just been awarded £80k by Sport England to deliver a Schools Access project which will identify schools with capacity and capability to deliver greater community access to its facilities. * In relation to the APN financial survey, BC asked why LRS are £100k lower that the average funding received from Sport England compared with other Active Partnerships and is this because we raise additional income through our Enterprise & Innovation? NH advised that he was not sure there was any rationale to it but that Greater Manchester, Yorkshire Sport Foundation, Birmingham & London are larger partnerships and therefore received larger core grants. In addition, two APs received Delivery Pilot funding which could possibly distort the figures.   **Trading & Enterprise Activity**  BC explained that Cuttlefish will take on a greater responsibility for the management and business development functions of the SportSuite package for an increased income share. Negotiated at 87.5% Cuttlefish; 12.5% LRS. Furthermore, BC recommended on behalf of the Business, Oversight and Audit committee that the future focus of the Enterprise plan should be aligned to the Board and teams strengths and move more towards LRS’s core areas of business and particularly investigate opportunities around; CSR, sponsorship, scaling up and commercialising existing activities, for example the Workplace Health programme.  **Recommendations:**  That Board Members:  (a) Note and approve the 2019/20 revised forecast position outlined in the report distributed - Table 1 – Noted and approved.  (b) Note the current financial estimates for 2020/21 – 2022/23 and associated use of reserves presented in Table 4 – Noted.  (c) Note and approve the future direction of the development of the LRS Enterprise Plan – Noted and approved.  **Risk Management**  The current risk register was circulated at the last BOAC meeting and it was noted that key risks have been accounted for and mitigating actions are in place.  **Sport England**  A meeting was held with Tim Hollingsworth, Chief Executive, Sport England & Mandip Rai from the LLEP to raise the profile of LRS and of Active Partnerships in general as well as a specific focus on LRS’s Economy & Sport work.  AR/TH discussed the future direction of the new Sport England strategy. The meeting was very much about listening and the strategy review. A webinar will be held in November and AR advised that he would be involved in the online strategy review process. First impressions from the meeting were that LRS is in the right place with regard to terminology/impact and the work that we are doing is progressive.  JB confirmed that the Sport England funding request for the Economy & Sport Growth Manager role had been initially refused, however LRS are lobbying based on the unique opportunities in the area and the ongoing development work. | JB |
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| 7  8 | **RESERVES POLICY**  NH explained that the existing Reserves Policy was reviewed at the Business, Oversight and Audit Committee. The revised methodology for calculating the reserves policy was explained and agreed. The formula used will ultimately reduce the level of funding allocated to restricted reserves. In the future, there will be restricted reserves (the sum required to cover wind-up costs) and earmarked reserves (funding allocated to specific projects – either deferred expenditure or funding designated by the Board for specific projects). It was agreed that the Reserves position be reviewed each year and that unrestricted reserves be earmarked for future spend.  Following scrutiny by SLT and the Business, Oversight and Audit Committee, it was determined that £135K could be made available during 20/21 to be address specific areas of development identified by the Board.  BS confirmed that she was fully supportive of the proposed changes to the Reserves Policy and agreed it was a pragmatic approach. But that the new approach to the calculating restricted reserves should be reflected in the LRS risk register.  **Recommendations**   1. The new Reserves policy is approved – Approved 2. Board Members approve the release of £135K to further the objectives of the Board – Approved 3. To undertake a similar investigation of the operational reserves available in the new financial year to provide early clarity of sums available to the Board in 2021/22 – Agreed.   **FUTURE RESOURCE PRIORITIES**  Future priorities for enhanced investment in 2020/21 with an in principle agreement from 2021-23 document were discussed. The proposal circulated aimed to build on the conversations and discussions of the previous two last two board meetings and the review session held in September. The proposal identified five areas for funding from the £135k identified from unrestricted reserves.  **Developing a Physical Activity Movement & Cause**  To develop a movement/cause that can capture the imagination and translate to the localities and potentially appeal to range of different market segments.   JB confirmed that there is a willingness by Greater Manchester Moving to recognise LRS if we decide to use the Active Soles.  Proposed to allocate £50k to create capacity to develop systems thinking, ideas, potential collateral and campaigning.  JS some extent expertise and re-purposing and alignment district/county & city council using experience to guide us to collegiate and concentrated effort.  MS - The £50k is to pump prime thinking.  BC - Target leaders of organisations to embrace and roll out.  AB - Raised should be something separate to Active Soles.  JR – movement more than a year – future years? Will Active Soles disappear nationally? Should we have something for longevity rather than Active Soles? HL keen we take and own it. Not precious how used. Links to Workplace Charter?  MH – If we are promoting how much support from Active Soles to promote us? National link? Is there any? JB - Yes there would be. There is potential for collaboration between Derbyshire. Nottinghamshire & LRS.  MS – Need to build something that pulls everyone together.  **Collaboration Leadership Development**  It is planned to have a cohort of 25 for the first two day systems leadership programme in February next year. The additional resources will build on the pilot programme and develop with key system partners a physical activity movement. Proposal to refresh and update on this area at each Board meeting and keep this as an ongoing agenda item.  **Economy & Sport**  Proposal to retain the Economy and Sport Growth Manager, but to create more emphasis around the work to Workplace Health/Charter. Additional funding would be for a 12 month period with a need to explore the sustainability of the role. JR advised that there was an opportunity to pick this agenda item up at the next Culture Board meeting re weekend/tourism packages etc.  **Workforce**  The recommendation is for LRS to commit up to £20k alongside our current financial commitment to grow the breadth and reach of the physical activity and sport workforce into other sectors as well as supporting the existing workforce be better equipped to work with inactive individuals.  **Enterprise & Pump Priming**  To allocate £5K investment to support LRS to develop a charitable foundation to potentially unlock CSR and other fundraising opportunities, as well as exploring opportunities to upscale the workplace health programme  JR raised a concern that it maybe more appropriate to allocate resources into one or two areas to make a difference rather than spread across a number of areas with a potential reduced impact?  **Recommendations:**   1. To endorse the areas proposed for additional investment for 20/21, subject to the LRS 19 - 21 outturn position – Agreed. 2. Develop a short annual action plan for each new business area - Agreed 3. To endorse an in-principle commitment to similar amounts of investment for 21 - 23 subject to an annual analysis of the impact of each of the additional project areas - Agreed | NH |
| 9 | **WORKPLACE HEALTH IMPACT REPORT**  Wellbeing@Work offer consists of Workplace Health Needs Assessment, Workplace Competitions, Training, Business Games and bespoke activities.  Workplace Health Impact Report for the first year of the project has been produced and focuses on the Workplace Health Needs Assessment. Launched in July 2018 with LCC PH funding and 6 districtsy funding, the WHNA is free to organisations (except those in Leicester City, Rutland and Oadby & Wigston).  94 organisations are in progress, with a 50:50 split between Private and Public Organisations.  Findings are showing that we have a lower % of smokers, higher % of inactivity, sleep issues and alcohol risk compared to national average.  Work has been undertaken to link the programme with the Leicester Business Festival and link with districts to collectively target organisations.  Next steps are to develop the Workplace Health Charter which will consist of a pledge and award.  Initial outlines to be shared with Mike Sandys and Jane Toman.  AR asked if we gave workplaces a list of preferred suppliers for them to utilise when delivering activities? Discussion then took place around that work is done with the local authority to see what support they could provide but not endorsement of private providers is given as we haven’t got the minimum operating checks in place.  JS to share the copy of the report. | JS |
| 10 | **ADVOCACY, INFLUENCE & PARTNERSHIPS**   * Engaging with other Govt. Depts. – to place on the February agenda. * Engaging with Climate change agenda - Climate Change/Active Travel – what else should LRS be doing? BS advised that there is ongoing discussion at the District Council Network and what this means etc. There are potential links to LRS via Active Travel and the environment/planning but recognise that this is the start of the journey. |  |
| 11 | **ANY OTHER BUSINESS**  MS advised that the Public Health Annual Report is nearly complete. The report this year is based on physical activity will go to the Cabinet for Health & Well-Being scrutiny before being published. MS will circulate the link for information when available.  BC – The Regional District Council Network meeting was held on the 9th October 2019, with JB/DS supporting the day re new health and sport facilities in the community, creating health partnerships and the wider health benefits.  MS has now joined the National Active Partnership Network Board. |  |
| 12 | **FUTURE BOARD AGENDA ITEMS**  Keep Moving as Medicine on the agenda for the next Board Meeting in February 2020. | JB |
| 13 | **DATE & TIME OF NEXT MEETING(S)**  **LRS Board**  Friday, 28th February 2020, 9.00 am – 12.00 noon at SportPark  Friday, 15th May 2020, 9.00 am – 12.00 noon at SportPark  Friday, 30th October 2020, 9.00 am – 12.00 noon at SportPark  **LRS Business, Oversight and Audit Committee**  Wednesday, 22nd January 2020, 2.00 – 4.00 pm at SportPark  Wednesday, 29th April 2020, 2.00 – 4.00 pm at SportPark  Wednesday, 7th October 2020, 2.00 – 4.00 pm at SportPark |  |