

## Active Together

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

**Held on Friday, 3<sup>rd</sup> March 2023**

No.	Item	Action	Owner & Due Date	Progress /Update
1	5	.Cost of Living Presentation Slides to be circulated - JB	JB	Done
2	5	To bring forward a position statement with regards to the future provision and support for Leisure Facilities and their social value	JB/DS	Agenda item on 19 <sup>th</sup> May 2023
3	6	To circulate information regarding the evidence produced to support compliance with the new requirements of the code.	NH	Done
4	8	Health System Engagement – To circulate information out to all Board Members to help shape direction.	JS	Done
5	9	System Leadership – To circulate the Systems Network diagram out to Board Members for comment.	DS	Done
6	10	10 Year Framework Priorities, Success & Challenges – document to be sent out by 3 <sup>rd</sup> March 2023 identifying areas that require input.	JB	Done

**Active Together**  
**Minutes of the Board Meeting**  
**Held on Friday, 3<sup>rd</sup> March 2023 - Hybrid Meeting (SportPark)**

**Board Members Present:**

Mike Sandys	Chairperson Designate
Dr Mary Hardwick	Board Member Left 10.00 am and rejoined
Joanne Cholerton	Board Member (Teams)
Aysha Rahman	Board Member
Andrew Beddow	Board Member (Teams) left 10.00 am and rejoined 10.25 am
Tracy Bingham	Board Member
Colin Cook	Board member joined 10.00 am (Teams)
Andy Reed OBE	Board Member (Teams)

**Advisers to the Board Present:**

Barry Thompson	Specialist Adviser – Left at 11.00 am
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**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 (Teams)

Item	Owner & Due Date
<p>1</p> <p><b>WELCOME, INTRODUCTIONS &amp; CHECK IN</b></p> <p>Welcome given to Andy Reed OBE and Bill Cullen who have been appointed as full Board Members. Barry Thompson BT &amp; Stuart Lindeman SL will remain as specialist advisers to the Board. Diversifying the Board is an ongoing challenge but the appointments have stabilised the board in maturity and experience at present enabling us to move forward.</p> <p>JB – We currently have a local leaders programme running with links to the national leaders programme. Board member Aysha is also on this programme and from this we hope appoint one of the Alumni onto the Board and have ringfenced the vacant position. AR is involved with the Leader Board at a national level and the first cohort are in the sport sector .</p>	
<p>2</p> <p><b>APOLOGIES</b></p> <p>Apologies were received from Nicky Collett, Tash Mina, Stuart Lindeman and Bill Cullen.</p>	
<p>3</p> <p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of the 28<sup>th</sup> October 2022 were approved by the Board.</p>	ALL
<p>4</p> <p><b>DECLARATIONS OF INTEREST</b></p> <p>None.</p> <p>It is proposed that for good practice any DOI should be raised for specific agenda items which people would want to declare.</p>	

	<p>MS declared an interest through his job role for the Health System Engagement, item 8 on the agenda.</p> <p>MH also declared an interest as a delivery partner which may stray into the delivery of health programmes.</p>	
5	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li> <p><b>Cost of Living Update</b></p> <p>JB provided a presentation on actions taken in relation to Cost of Living. This also covered current research with regards to impact Cost of Living is having on participant behaviour. JB shared an example of where the AT team has responded to support the crisis in-conjunction with the SE Together fund. One example shared was the distribution of 1,900 activity packs for communities which were well received across 19 different charitable organisations.</p> </li> <li> <p>JB – referenced that cost of living is particularly challenging in the context of energy costs in the built leisure environment- The Catmose Leisure Centre closure is a loss as it is being seen as sports infra-structure and not as a community asset which tackles social inclusion, mental health.</p> </li> <li> <p>AR at a national level we are pushing for leisure centres and facilities which have deliberately been excluded from the energy scheme to the Treasury but the general mood is that LA have monies in reserve which could be used.</p> </li> <li> <p>JB as a sector we to get better at presenting the leisure infra-structure as more than just a sport asset but as a community/health asset. There is a lot of work that the sector needs to do to shift this thinking.</p> </li> <li> <p>TB – on a local level should this work be presented on its social value. There is incredible work which is not necessarily related to physical activity but about the arts, theatre and culture where we would be to apply social value to help understand the value of these community assets</p> </li> <li> <p><b>Action: JB/DS bring forward position statement and agenda item to the next AT Board to allow more in-depth conversation</b></p> </li> <li> <p>MH/AR – we also need to get investment out into the community but we cannot afford to lose infra-structure in the facilities that we have at present.</p> </li> <li> <p>MS – The narrative around facilities is important work and a scene setter for the role we have in preserving facilities.</p> <p><b>Action: To bring forward a position statement/discussion at May Board with regards to the future provision and support for Leisure Facilities and their social value - JB/DS</b></p> <p><b>Action: Cost of Living Presentation Slides to be circulated - JB</b></p> </li> <li> <p>Recruitment issues and work to resolve</p> <p>Our recruitment issues have not gone away. We have recruited but there is difficulty across the sector and we are working with the Skills Board to create some recruitment tools to widen our reach.</p> <p><b>Action: JC/JB to meet to discuss the value of apprenticeships in recruitment.</b></p> </li> </ul>	

6	<p><b>BUSINESS OVERSIGHT &amp; AUDIT REPORT INCLUDING FINANCIAL HEADLINES</b></p> <p>NH advised that no BOAC meeting was held in January. A finance report has been produced with oversight from TB. TB confirmed there had been oversight of the report and gave reassurance that financial management and monitoring is in order. TB confirmed that the report format did not need to change as it is easy to read and likes how it shows movement clearly so that we can quickly interpret where we are at.</p> <p><b>Forecast 2022/23</b></p> <p>Period 9 has an improved deficit position which is positive largely due to securing in year income opportunities.</p> <p><b>Action: TB to forward pay offer negotiations information to NH. Currently forecasting a 6% pay award.</b></p> <p><b>Draft Budget 2023/24</b></p> <p>Item 6.3 of the report confirms that a detailed 2023/24 budget was submitted to the host authority in November 2022. However, this is likely to be amended as further intelligence emerges.</p> <p>TB/NH - discussion about income forecasting and exploring the historical data which might help present a more realistic projection and minimise future budget gaps. <b>Action NH.</b></p> <p><b>Reserves Policy</b></p> <p>Item 7.4 of the report, some amendments have been made re: pension capitalisation, contract break costs and redundancy and notice period payments. This has had the net effect of adding £32,000 into unrestricted reserves.</p> <p><b>Diversity and Inclusion Action Plan (DIAP)</b></p> <ul style="list-style-type: none"> <li>• Requirement of the UK Code of Governance, but subject to a separate timeline. Estimated that a DIAP should be submitted by April 2024.</li> <li>• Consultant appointed by Sport England to support System Partners</li> </ul> <p><b>5 Step process</b></p> <ul style="list-style-type: none"> <li>• Partner Support Questionnaire (April)</li> <li>• Triage meeting (May TBC) – Discuss questionnaire / current priorities / map out approach - Board Member involvement?</li> <li>• Development Journey – Data, research, listening, develop</li> <li>• Independent Review by consultant and check and challenge</li> <li>• Recommendation to Sport England</li> </ul> <p>It is currently anticipated that the DIAP will be required to be submitted by March 2024. JC offered to take oversight over this process on behalf of the Board.</p> <p><b>UK Code of Governance</b></p> <ul style="list-style-type: none"> <li>• December 2022, Sport England and UK Sport provided guidance to clarify how partners continue to comply with the code.</li> </ul>
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	<ul style="list-style-type: none"> <li>• They will not be re-assessing System Partners against all 49 requirements of the revised code, but rather the 7 requirements that have been significantly changed or are new.</li> <li>• Evidence to demonstrate compliance against the new requirements should be submitted by 30 April 2023</li> </ul> <p>ARa briefly explained her local authority Safeguarding role and her credentials for taking the Safeguarding and Welfare Board Member lead role.</p> <p><b>Recommendations</b></p> <p>That Board Members and Advisors:</p> <ol style="list-style-type: none"> <li>Noted the 2022/23 period 10 estimated income and expenditure projections and the current forecast to withdraw £76,392 from reserves.</li> <li>Noted the 23/24 estimated income projection is £2,564,185. The estimated expenditure projection is £2,818,038. Reserves required = £329,651</li> <li>Approved the new restricted reserves calculation</li> <li>Noted the new requirements of the Code of Sport Governance. Aysha Rahman appointed to act Welfare &amp; Safety Board Member Lead</li> <li>Delegated authority to the Business, Oversight and Audit Committee to check, challenge and approve documentation to be submitted to Sport England.</li> <li>Considered Board Member involvement in the DIAP process. JC confirmed that she was happy to be involved in the process.</li> </ol> <p><b>Action: NH to circulate information to all Board Members regarding the evidence produced to support compliance with the new requirements of the code.</b></p>	
7	<p><b>PLACE BASED WORKING</b></p> <p><b>Together Fund Update and Next Steps Discussion</b></p> <p>JC – We are working with lots of new organisations, how will we assess the impact of what has worked and what hasn't? GM confirmed that an impact report, will be produced but not a full evaluation due to the pressure on the organisations we have worked with. We will focus on case studies and the impact for particular groups and whether we can connect with their long-term aspirations. There is a commitment to do this by September 2023.</p> <p>JB - we need to explore doing things differently, what we currently do and could stop or reduce in some areas to refine the budgets which will be more aligned to the 10 year framework. This will feed into the main Board discussion.</p>	
8	<p><b>HEALTH SYSTEM ENGAGEMENT</b></p> <p>Reflections on progress made to engage the Health System and the next steps discussions.</p> <p>A presentation was given by JS with the following discussion:</p> <p>JC – this is an interesting area of work, the last slide reflects on different aspects and I wonder if there is something that the Active Partnership Network could do at a more strategic level rather than individually?</p> <p>MS – The APN head this work and Andy Taylor CEO, is working on this nationally to plug in the network and make sure that they are on the same page and</p>	

	<p>understand the route to engage the health system locally. Not all partnerships are like Active Together with their engagement with health. JB – there is shared learning taking place but the problem is, the range of partners with differing resources and priorities, so it is hard to get a one size fits all approach.</p> <p>The reflections on meetings that are being attended is that the NHS has laid out a reduction in staff costs by 2025 and their direction of travel in ICB with devolvment from national to regional footprint. Primary care networks will remain, Active Together should continue to build relationships with the ICB despite the challenges. We do need to be strategic and selective of which of a wide range of emerging groups we support with the capacity we have available.</p> <p>Chris Whitty is going to produce a Major Conditions Strategy – secondary prevention lends itself to some of the comments about sharpening up re secondary conditions to tackle major conditions etc.</p> <p>JB - the important thing is that we use the Board comments made in September and refine our team capacity and what is required to support and identify our priorities and decisions. There is also the capacity of system partners and upskilling them too in their direction of travel.</p> <p>TB – are there any benefits of physical activity, its impact and peoples stories? JS - there is a need for champions and a focus on them telling their own story but we need champions to advocate the benefits of physical activity. TB is the middle ground with case studies – hearts and minds? JS we need to find that person who doesn't mind sharing their story. JB our approach to is to tell the story so far, but we are now saying it differently with advocates, design guidance for facilities etc. How do we support those people to give them those tools to influence and look at how we mobilise the system?</p> <p>The next steps are for JS to narrow the list of priorities and share with a couple of Board members for their opinions to help shape direction.</p> <p><b>Action:</b> JS to email out to the Board in the context of how they might support the priorities .</p>	
9	<p><b>SYSTEM LEADERSHIP</b></p> <p>Presentation given by DS on System Leadership Development including Reflections on Local Leader Board and Next Steps</p> <p>Discussion then took place as follows:</p> <p><b>Action:</b> DS to send this out to Board Members for comments on Systems network diagram.</p> <p>CC –A huge task ahead for Boards to appreciate the change that is needed moving forward. As a step change going forward how are you going to analyse progress systematically and get the numbers that you want to attract diversity on the Board that can effect change.</p> <p>DS – there is not a simple answer as this falls into two metrics and numbers don't necessarily count the level of diversity that there is on all the Boards – need the numbers game to benchmark. We don't have this baseline and this is part of the challenge. There is more data gathering to do for all of the Boards, associations, clubs and organisations and begin to ask them to look at and supply this information. Part of this work is how do we begin to measure and assess impact over the next 10 years.</p>	

	<p>JB – the only true measurable is if we change the outcome. The diversity gap needs to be closed across demographics. This is where the true measure will be.</p> <p>CC – all Boards across society need to look at themselves as well and start discussion in terms of promoting change in terms of activity, delivery and systems and decision making etc. It may take training of existing Board Members moving forward but it is a step change. Change really needs to take place and be prioritised.</p> <p>DS confirmed the next stage of the system map is a whole system approach for physical activity which could mean a lot of things – first agree the role across the sectors – housing, planning, health – what is its role in increasing levels of physical activity? This might be different to other sectors. Need to map out and look at the expectation.</p>	
10	<p><b>10 YEAR FRAMEWORK PRIORITIES, SUCCESS &amp; CHALLENGES</b></p> <p>Due to limited time JB will engage with Board Members to send this information out to with a request that you look at the document and identify any areas that you would be interested in with comments back.</p> <p><b>Action JB: To be sent out 3<sup>rd</sup> March, identifying any areas that requires input. MS, this is not about being a portfolio lead but having a responsibility to work with lead officers and offer a support role.</b></p>	
11	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>- MS – Board meeting format ie. online/hybrid. JB to liaise with Board members whether consider face to face meetings or two online and two face to face?</li> </ul> <p><b>Action: JB to gauge with Board Members and assess.</b></p> <ul style="list-style-type: none"> <li>- GM stated that the national Opening Schools Facilities programme would have £57m funding over the next three years starting in January 2023. This means that locally there will be £1.2m to invest into local school facilities to offer for community use. The real focus is on the student population and then the local wider community exploring how we can get students back to being physically active. The target is 33 schools over the next 3 years. A real focus will be around low socio economic groups and those in receipt of free school meals and those areas of deprivation with no current offer. Monies will be devolved directly through to the schools from the Active Partnership Network.</li> <li>- We are working with YST and UKSPF on the Generation Charnwood project which is a sport/physical activity led employment type project working with young people to improve life chances. The £½m project falls under GM brief and ties multi systems thinking together.</li> <li>- DS – Ali Clements has made some great connections with Coventry University re links to the labour market etc. The next few months will primarily focus on research and a piece of literacy work to look at workforce physical activity leading to greater productivity. Phase 1 will lead to some ongoing work over the next few years.</li> <li>- DS – currently there is an advert for a joint position with StreetGames to look at physical activity and sport and its contribution to reducing violent crime and anti-social behaviour on young people. A further update will be</li> </ul>	

	provided at the next meeting.	
12	<b>FUTURE BOARD AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>• OSF</li> <li>• Inclusion Training</li> <li>• Board Sector Generation Charnwood</li> <li>• Leisure Facilities and Social Value – DS</li> </ul>	
13	<b>INFORMAL NETWORKING OPPORTUNITIES</b>	
14	<b>DATE &amp; TIME OF NEXT MEETING(S)</b>  <b>AT Board</b> Friday, 19 <sup>th</sup> May 2023, 9.00 – 11.30 am, SportPark Tuesday, 19 <sup>th</sup> September 2023, 3.30 – 8.00 pm – venue tbc Friday, 3 <sup>rd</sup> November 2023, 9.00 – 11.30 am, SportPark  <b>AT Business, Oversight and Audit Committee</b> Wednesday, 26 <sup>th</sup> April 2023, 2.00 – 4.00 pm, SportPark Wednesday, 4 <sup>th</sup> October 2023, 2.00 – 4.00 pm, SportPark	