

Active Together

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

Held on Friday, 3rd November 2023

No.	Item	Action	Owner & Due Date	Progress /Update
1	5	Board members to let JB know if they have anyone to consider approaching through their networks.	JB	Chair advert circulated. Closing date 7/1/24
2	6	JC to liaise with KS re some ladies trying to set up a deaf football netball league with some others in Leicestershire.	JC/KS	Exploring options to identify interest from the group re taking on a Champions role .
3	6	MH to pass Rutland Sound contact info over to KS.	MH/KS	Contact made
4	9	To produce and submit a DIAP by 29 th February 2024. Draft to be available in January with a one year plan.	NH	Plan to submit draft by late Jan 2024 and final draft post board – submission date
5	9	Continue to work with team to progress the focus on EDC, LTC and LSEG	SLT	Implementation plans for all three in development
6	10	Update on Future of Leisure provision	DS	Briefing note circulated 23 rd Jan 2023
7	11	VRN & Street Games Needs Analysis Report: DS to email Board members with an update.	DS	Briefing note circulated 23 rd Jan 2023
8	12	TB requested that the future timings of Board meetings commence at 9.30 am. This was agreed by Board. 9.30 am start with breakfast roll available at 9.00 am with the team, once or twice a year.	TD	New time applied to future meeting dates

**Active Together
Minutes of the Board Meeting
Held on Friday, 3rd November 2023 - Hybrid Meeting (SportPark)**

Board Members Present:

Mike Sandys	Chair
Dr Mary Hardwick	Board Member (Teams)
Joanne Cholerton	Board Member (Teams)
Aysha Rahman	Board Member
Tracy Bingham	Board Member (Teams)
Colin Cook	Board Member (Teams)
Tash Mina	Board Member
Bill Cullen	Board Member
Andrew Beddow	Board Member

Leicester-Shire & Rutland Sport Team in Attendance:

John Byrne	Active Partnership Director
Noel Haines	Strategic Lead
Jo Spokes	Strategic Lead
Geoff Maltby	Strategic Lead
Ali Clements	Strategic Lead (Teams)
Dave Stock	Manager (Strategic Relationships)
Teresa Dalby	Business Support Manager (Teams)
Kate Scott	Development Officer - part
Josh Denham-Swift	Assistant Marketing & Comms Officer - part

In attendance:

Vijay Sharma Let's Get Moving Champion

Item	Owner & Due Date
<p>1 WELCOME, INTRODUCTIONS & CHECK IN</p> <p>Welcome given to everyone.</p> <p>To note that Barry Thompson will not be attending future meetings if Tracy is in attendance.</p>	
<p>2 APOLOGIES</p> <p>Apologies were received from Barry Thompson, Stuart Lindeman, Andy Reed, and Nicky Collett.</p>	
<p>3 MINUTES OF THE LAST MEETING</p> <p>Minutes of the 19th May 2023 were approved by the Board.</p>	ALL
<p>4 DECLARATIONS OF INTEREST</p> <p>None.</p>	
<p>5 MATTERS ARISING</p> <ul style="list-style-type: none"> Vice Chair Nominations: JB has had a few conversations with people re their interest in this role. MS proposed TB to take up the position of Vice Chair. This was seconded by BC and Board Members confirmed their agreement. 	

	<ul style="list-style-type: none"> MS will have served 9 years on the Active Together Board after the February 2024. Therefore a recruitment process is required. JB has convened a Nominations Committee and met with MS & MH to discuss the recruitment process. The advert will go out week commencing 20th November 2023 with a view to an appointment in January 2024. Board members are welcome to apply. 16th February 2024 will be the last meeting with MS as Chair. <p>Action: Board members to let JB know if they have anyone to consider approaching through their networks.</p> <ul style="list-style-type: none"> Net zero and the sector update: There is a basic action plan framework in place. Phase 1 will be media and website message messaging. <p>Active Together is supporting a sports sector climate conference at on 24th January 2024. 50 individuals / organisations will be invited to attend the event who are currently undertaking work in this area. It is envisage that there will be a coalition of organisations developed in 2024 to act as the sounding board to drive this work forward.</p>	ALL
6	<p>LETS GET MOVING UPDATE</p> <p>Champion Reflection (Vijay Sharma) – PRESENTATION ON INTRANET</p> <p>Presentation given by Kate Scott, Josh Denham-Swift and Vijay Sharma, Let’s Get Moving Champion (LGM).</p> <p>Vijay applied to be a LGM champion after speaking with another person at the gym who felt that his story should be heard. Following a cardiac arrest and bypass operation his recovery was supported by attending a gym class for older adults. Vijay felt that his story could help and inspire other people to undertake physical activity as a way to support recovery from an operation or long-term condition. He has always been active in some kind of sport and likes challenges.</p> <p>Discussion then took place as follows:</p> <p>BC – thanks for sharing your story. What resonates with me is the comment about you have to tell yourself that you can rather than you cant. As a champion it would be good to spread the word to surgeons and consultants and having them use your story and inform patients how they could be supported. JS advised that we do go into Glenfield Hospital to talk about this.</p> <p>TB – your story brings it home so much and we love to hear how physical activity and moving more has changed people’s lives. What is the most common barrier? We would like to hear how Active Together could overcome the common barriers. Vijay advised that you have to start with small groups. To bring in a social element would really help this age group and it not just and doing something physical.</p> <p>JC – this is a great story. My wider question is whether any of the recruited champions are disabled. KS confirmed that we do have a disabled bowls player and has been a LGM Champion for some time. There is a learning disability group in Charnwood and we have also got engagement with a Hinckley based MS group. Two ladies that are champions of the MS group were videoed a couple of weeks ago and this has been shown at the WAU conference which has been very well received.</p> <p>Action: JC to liaise with KS re: some ladies trying to set up a deaf football league in Leicestershire.</p> <p>CC – Keep it up what you have been doing is fantastic. What I would like to know is what would you expect to happen socially, to bring your age group together?</p>	JC/KS

	<p>Vijay, something quite varied, an event with the champions would be good, it would target a lot of people, inspiring people to do something.</p> <p>MS – what are the next steps? KS extended thanks to Vijay for attending the board meeting and confirmed that there is an event being held on the 18th November at Beaumanor Hall for all of the champions to meet as a thank you to them and to bring together for a fun social session and afternoon tea. The intention is to build up a good working relationship with the champions. The next targeted recruitment is ongoing and we are going to deal with workplaces and we would like to see champions from environmental organisations. JDS district newsletters and magazines in localities will be used to promote. General open recruitment next year with social media and making new promotional videos.</p> <p>TB – is there an emerging theme about infra-structure and infra-structure champions re employer champions who are creating these opportunities for people to be active? Food for thought. JS – there will be two phases to the LGM champions programme, public stories and then enablers and champions who can help people to be active, picking up some of the spin offs as and when we can with capacity. TB more about individual employers leading and hold them up as champions and role models and creating opportunities for employees. MH have we explored community radio stations. KS - Yes in the city but this is also in our next steps with community newsletters and also more local engagement.</p> <p>Action: MH to pass Rutland Sound contact info over to KS.</p>	<p>JS/KS</p> <p>MH/KS</p>
7	<p>BUSINESS OVERSIGHT AND AUDIT REPORT INCLUDING FINANCE & GOVERNANCE HEADLINES</p> <p>Report circulated prior to the meeting. The BOAC meeting was held on the 4th October 2023.</p> <p>Finance Headlines</p> <p>The current forecasted income for 23/24 is £2,603,779, an increase of £15,900 from the original forecast. The current forecasted expenditure for 23/24 is £2,765,323 a decrease of £37,916.</p> <p>As at period 6, 87.6% of forecasted income has been drawn down. There is little risk of not receiving the remaining forecasted income.</p> <p>BOAC undertook a review of the Reserves Policy. The method for calculating the restricted reserves has been updated.</p> <p>Future Income Projections</p> <p>Following the April 2023 BOAC meeting and previous discussions at Board, an analysis was undertaken of the in-year income secured (that we have not budgeted for at the start of the financial year) during the previous five financial years.</p> <p>It was agreed that this was a useful exercise, that demonstrated the fluctuations, as well as the challenges to forecast accurately across different financial years. There was a full debate to determine whether Active Together should forecast to receive an additional £50,000 per annum in management fees, despite not knowing the source of this income.</p> <p>MH – the historical data is useful to look back on. I can understand why we would not want to put the £50k into our figures but is there any mileage in having a stretch target with activity sitting against that money and if it came in them we allocate it to that or if not cancel it out.</p>	

	<p>TB advised that best and worst forecasting mean the same things. Organisations work in their own way but what we are bringing is awareness and visibility in a slightly different way. The income forecasts are looked at with this intelligence and we will discuss this in future BOAC meetings.</p> <p>The conclusions at BOAC was that this was risky to build in a forecast of £50K per annum as part of future mainstream income forecasts, but we could make some assumptions to develop a best case scenario. Action NH</p> <p>To note: the revised forecasted income and expenditure figures for 2023/24.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Prepare for consideration by the BOAC a best and worst case budget scenario that anticipates an additional £50,000 per annum. • Future income forecasts to include only known sources of income. • That the Board note the updated and review of the risk register and endorse the mitigating actions in place. • To approve the reviewed Board Terms of Reference and Reserves Policy. <p>Board agreed all of the recommendations.</p> <p>Reserves Position The total reserves available to the Board as at 1st April 2023 is £1,477,984. This is made up of restricted reserves £446,058; earmarked reserves £579,129 and unrestricted reserves £452,797.</p> <p>AB – in terms of reserves is that just sitting in LCC bank account – does it accrue interest? NH confirmed that the reserves did not accrue interest, but in return LCC provides all financial support services at zero cost.</p>	
8	<p>GET ACTIVE: A STRATEGY FOR THE FUTURE OF SPORT & PHYSICAL ACTIVITY (DCMS August 2023)</p> <p>Presentation given by JB, summarising points as follows:</p> <ul style="list-style-type: none"> • The Active Partnership network is fully embedded within the strategy. • Reflects the need for a local focus and empowering local leaders. • OSF, HAF and Multisport programmes firmly embedded and the evaluations and learnings will inform next steps. • Using the information gained through the evaluation of the SGOs, the NGB audit, and building upon the learnings of the OSF and HAF, which will then scope the potential to launch a new National Sport Participation Partnership Scheme. • Consistent calls through the document to ask that the whole sector to come together, for the public and private sector to make a difference and ensure that provision is accessible and reflects the needs of the community. • At least 75% of Sport England place investment to be committed to areas with the lowest levels of physical activity and social outcomes. • New cross-government National Physical Activity Taskforce created. This will ensure that tackling inactivity is at the forefront of government decision-making • Sport England to introduce a new partner evaluation framework which tracks the impact of sector partners • Commitment to place-based interventions, in particular through the increased level of funding to the Active Partnerships network. 	

	<ul style="list-style-type: none"> To ensure that local leaders are committed to driving forward improvements in access to participation and focusing investment correctly The DCMS are introducing a target to monitor activity rates through a local lens, with an expectation of seeing activity rates increasing in every Active Partnership area by 2030. <p>There will be a Sport England announcement on the 6th November in relation to phased roll out of place extension funding, with Active Together expecting a conversation with Sport England in January 2024 re: Pathway 2. Initial dialogue with the city has taken place.</p> <p><u>Place Extension</u></p> <p>JC – the Sport Strategy is a government list of aspirations without knowing how to deliver it yet. Did you think AP’s will be given specific targets? JB - my interpretation is that this is to be worked out. Active Partnership areas will be the defined geographic are but there is no detail on accountability or responsibility.</p> <p>MS – we have been on our own journey from sport to physical activity in all areas of work and this is everyone’s business and not only the Active Partnerships. The agenda has been pushed locally and collectively across the Active Partnership Network and this is what we are selling to central government. The APN are being spoken of as a key part of Sport England which is good when it could have been ignored. JC need to make sure that Active Partnership’s are part of this but be mindful of accepting targets without appropriate resources.</p>	
9	<p>DIVERSITY & INCLUSION LEARNING & ‘DEEP DIVE’ BOARD AND TEAM DEVELOPMENT EVENT SEPTEMBER 2023</p> <p><u>Reflections & Next Steps Discussion</u></p> <p>Aysha Rahman has been involved with the team in setting the agenda for the Board and team development day. This session was well received. A safe environment was created and the team were able to ask questions, build trust and develop a confidence around the rationale of the future EDI/DIAP agenda. The afternoon/evening session was facilitated by Karmah Booth who was acting on behalf of AKD Solutions. AKD have been appointed by Sport England to support System Partners develop their DIAP. The deep dive looked at what the currently demographic and participation tells us and there was discussion about what Active Together should start, stop or do differently.</p> <p>The reflection from the development is confirmation that we are going in the right direction in focusing our work with EDC, those with LTC and from LSEG as priority areas. We need to continue to evolve the way in which the team work and resources are allocated to address the inequalities in access to physical activity that exist locally.</p> <p>Action: Continue to move the teams focus towards working with EDC, LTC and LSEG. Investigate future ways of work Action: To produce and submit a DIAP by 29th February 2024. Draft to be available in January with a one year plan.</p> <p>Thanks given to Aysha Rahman for her help on this piece of work.</p>	NH/JB
10	<p>THE FUTURE OF LEISURE PROVISION AND SOCIAL VALUE UPDATE</p> <p>DS circulated a briefing paper prior to the meeting.</p>	DS

	<p>Action: DS to email Board members with an update.</p>	
11	<p>VRN AND STREET GAMES NEEDS ANALYSIS REPORT</p> <p>Presentation given by Megan Spinks & Dave Stock</p> <p>Discussion:</p> <p>The purpose of the presentation: Highlight the importance of this area of work and extend the reach into the wider community and engage with them.</p> <p>JC – has worked in the criminal justice system for 25 years and was responsible for developing crime and anti-social behaviour strategies and commissioning. Sport is very powerful in all ways that have been mentioned and we should be involved in this and is happy to champion this work.</p> <p>CC – Excellent work and that AT should be commended for being involved in this and the benefits to young people that it is bringing. Sport brings everyone together and can really be developed and is so important.</p> <p>TB – is there anything specifically that we need to do to identify funding?</p> <p>JB advised that this is leading some foundations for conversations that we have when we bring the project to BOAC and then to Boards at the draft budget stage. We needed to ensure that Board were sighted on this piece of work so that we can make informed decisions.</p>	
12	<p>ANY OTHER BUSINESS</p> <p>TB requested that the future timings of Board meetings commence at 9.30 am. This was agreed by Board. 9.30 am start with breakfast roll available at 9.00am with the team, once or twice a year.</p>	TD
13	<p>FUTURE BOARD AGENDA ITEMS</p> <ul style="list-style-type: none"> - Measuring success, moving from outputs to outcomes for AP’s – what is the Board expectation – bring back to Board. - Leicester City Strategy. 	
14	<p>INFORMAL NETWORKING OPPORTUNITIES</p>	
15	<p>DATE & TIME OF NEXT MEETING(S)</p> <p>AT Board Friday, 16th February 2024, 9.30 – 12.00 noon, SportPark Friday, 17th May 2024, 9.30 – 12.00 noon, SportPark Tuesday, 17th September 2024, 3.30 – 8.00 pm – venue to be confirmed Friday, 1st November 2024, 9.30 – 12.00 noon, SportPark</p> <p>AT Business, Oversight and Audit Committee Wednesday, 24th January 2024, 2.00 – 4.00 pm, SportPark Wednesday, 1st May 2024, 2.00 – 4.00 pm, SportPark Wednesday, 9th October 2024, 2.00 – 4.00 pm, SportPark</p>	