

## Active Together

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

Held on Friday, 19<sup>th</sup> May 2023

No.	Item	Action	Owner & Due Date	Progress /Update
1	1	Promote local sector careers video to colleagues and partner organisations	ALL	Comms Action plan completed
2	5	Recruitment of a AT Board Vice Chair	JB	One nomination received, Board confirmation 3 <sup>rd</sup> Nov 2023
3	6	Annual Governance Statement – request for all Board members to read this document.	ALL	Distributed
4	6	Creation of new capacity for Safeguarding Children & Young People at an Active Partnership level.	NH	Appointment to be made early 2024
5	9	Board members that are interested Climate Change agenda please contact DS.	ALL	Ongoing
6	10	To circulate written report on Opening Schools Facilities, Generation Charnwood and Active Travel England.	JB	Done
7	11	To circulate the 22/23 Marcomms report electronically.	NH	Done

**Active Together**  
**Minutes of the Board Meeting**  
**Held on Friday, 19<sup>th</sup> May 2023 - Hybrid Meeting (SportPark)**

**Board Members Present:**

Mike Sandys	Chairperson
Dr Mary Hardwick	Board Member
Joanne Cholerton	Board Member (Teams)
Aysha Rahman	Board Member
Tracy Bingham	Board Member
Colin Cook	Board Member (Teams)
Andy Reed OBE	Board Member
Tash Mina	Board Member
Nicky Collett	Board Member
Bill Cullen	Board Member

**Advisers to the Board Present:**

Stuart Lindeman (Teams)

**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)

<b>Item</b>	<b>Owner &amp; Due Date</b>
<p>1</p> <p><b>WELCOME, INTRODUCTIONS &amp; CHECK IN</b></p> <p>Welcome given to everyone.</p> <p>A careers recruitment video was shared with the Board with request for help and assistance from Board Members to promote this to partners. This has been produced by AT, in-conjunction with partners, including Loughborough College.</p> <p>Some suggestions from Board members to include when promoting the video were as follows:</p> <ul style="list-style-type: none"> <li>- National LGA conference – highlighting recruitment/retention for public sector, if there is a chance to showcase here that would be good. BC to discuss with colleagues at DCN.</li> <li>- To be placed on LinkedIn as this is an easy way to share.</li> <li>- Have we contacted district colleagues re job shares – JB yes and we are working through an action plan.</li> <li>- LLEP networks.</li> <li>- Can we have snapshot social media versions for use with mobile phones?</li> <li>- CSCOPS</li> </ul>	
<p>2</p> <p><b>APOLOGIES</b></p> <p>Apologies were received from Barry Thompson and Andrew Beddow.</p>	
<p>3</p> <p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of the 3<sup>rd</sup> March 2023 were approved by the Board.</p>	ALL

4	<p><b>DECLARATIONS OF INTEREST</b></p> <p>MS – Director of Public Health.</p> <p>No other interests declared.</p>	
5	<p><b>MATTERS ARISING</b></p> <p><b>Nominations for the Vice Chair of the Board</b> Internal interest only. Advise JB if you have a nomination or would like to nominate yourself. JB will pick up next week re any interest received.</p> <p><b>Board Chair Vacancy from February 2024</b> Mike’s tenure of 9 years ends in February 2024. MH asked if we are able to change the rules? NH confirmed that this could only be done in special circumstances and only for an extra year extension.</p> <p>Item 11 in the Minutes of 3<sup>rd</sup> March 2023, update on progress on the labour market research links to staff and East Midlands Research. We are 25% on the right track and are expecting further research information over the summer and this will be brought back to the next Board meeting.</p>	<p>JB</p> <p>JB/AC</p>
6	<p><b>BUSINESS OVERSIGHT AND AUDIT REPORT INCLUDING FINANCE &amp; GOVERNANCE HEADLINES</b></p> <p>Report circulated prior to the meeting. The BOAC meeting was held on the 26<sup>th</sup> April 2023, with discussion and challenge around a number of items highlighted in the report.</p> <p><b>Performance Report - Challenges</b></p> <p><b>Holiday Activity &amp; Food Programme (HAF)</b> – We are still looking for quality providers for HAF and if you know of any organisations which can reach young people if you could let us know. Although we are making progress reaching children and families in need, we are not reaching the numbers that we require. MS have we got any indication of what a quality organisation is? GM yes we have case studies in place. One of the challenges is to engage schools to act as hosts/providers, the challenge is that schools are stretched at present but any support advocating this would be helpful.</p> <p>JB - City HAF programme and awareness of that programme? Boundaries – open provision in the city are on a par with county but they own and run all of their adventure programmes. Our challenge is that the county do not own these assets. The county and city are two separate programmes as funding goes to each of the authorities.</p> <p>GM is carrying out some bespoke provision on existing sites and a conversation with Fusion has been initiated.</p> <p><b>Active Lives Survey Results</b> – The survey results for LLR are below the national average and participation levels for the Active Partnership area have not recovered post Covid as quickly as other areas. The survey is conducted at a local authority level using various methods. The figures have historically fluctuated over the years but we need to be looking at a 10 year snapshot and explore how we play the stats into the policy development of staying healthy or in the context of the draft strategy. NH confirmed that a generic report does go out to districts advising them of their participation levels and there is an opportunity around those numbers particularly around place based funding from Sport England.</p>	<p>ALL</p>

### **Outturn 2022-23**

The 22/23 income received was £3,395,847. The 22/23 expenditure was £3,315,920. The final outturn (net) position for 22/23 is an operating surplus of £79,927. This is an improvement of £363,105 from the original planned deficit budget of £283,192 agreed by the Board in May 2022.

*Board noted the 22/23 outturn position and the addition of £79,927 to reserves.*

### **Budget 2023/24**

The income forecast for 23/24 is £2,587,879. The current expenditure forecast is £2,803,239. Therefore, it is currently forecasted that £215,360 will be required from operational reserves. (Detailed budget available on request)

*Board approved the 23/24 forecasted budget and the withdrawal of £215,360 from operational reserves.*

### **Reserves Position**

£79,927 will be added to reserves. This sum has been verified by the host authority and a request has been made to transfer this sum to the Active Together reserves.

### **UK Code of Governance**

Active Together continue to comply to the UK Code of Sport Governance. BOAC worked through the evidence developed to support compliance to the 7 new/amended requirements of the Code. The BOAC had review an updated Succession Plan, as well as a newly developed People Plan and Business Continuity Plan. It was noted that Board will in future need to produce an annual Governance Statement and progress reports for its People Plan.

*Board approved the updated Succession Plan, People Plan and the new Business Continuity Plan.*

**Action:** Board to read the 2022 annual Governance Statement available on the Extranet.

Sport England aim to provide feedback and agree the assessment of the evidence during July/August. Active Together will either be compliant or partly compliant. In the case of the latter, a Governance Action Plan will be produced identifying the actions needed to gain compliance.

*Board noted that Active Together comply with the UK Code of Sport Governance together with noting that the evidence to demonstrate compliance was submitted to Sport England prior to the deadline of the 30<sup>th</sup> April 2023.*

### **Diversity & Inclusion Action Plan (DIAP)**

Production of a Diversity & Inclusion Action Plan is also a requirement of the Code, but it is subject to separate timescales. It should be completed by February 2024.

### **Risk Register**

The current Risk Register has been circulated and discussed. It was reported that recommendations from the Whyte Review include the creation of new capacity for Safeguarding Children & Young People at an Active Partnership level. Further details should emerge later in 2023. Austerity within the public sector and cost of living rise continue to be risks that SLT monitor closely.

The BOAC recognised that other key risks have been accounted for and mitigating actions are in place.

	<p><i>Board noted that current risks are mitigated for. The completed risk register is available to view on the Active Together Extranet.</i></p>	
7	<p><b>THE FUTURE OF LEISURE PROVISION AND SOCIAL VALUE</b></p> <p>Presentation given by DS and paper circulated prior to Board taking place. Discussion then took place as follows:</p> <p>SL – we should reflect on examples of where this has worked in the past ie. Building Schools for the Future. During that programme, local authorities suggested bringing together local services for potential co-location. The bottom line is there was an incentive to do this ie. £ for the building. What incentives could we provide that would be available for co-locating services or more realistically look at what is available locally and joining services/stakeholders together? This is something that we should lead on if not try to facilitate.</p> <p>MH – Noted that within public sector there are differences between the speed at which organisations can want/react to change. Protocol can sometimes override the ability to do anything fast.</p> <p>AR – The national Sport Think Tank have been following this debate closely in all areas. The question is what role do we play in this? A refresh of leisure facility stock is now required. What would a new offer look like? We need to look at what role we can play in facilitating the systems approach. This is where we should help to create a solution on a manageable size and move this debate on.</p> <p>BC – We have a fundamental issue nationally re: resourcing and we are seeing leisure facilities close creating an asset issue. We are seeing nationally leisure facilities shut and there will be more of that. There is an initiative that has existed in recent years called One Public Estate. We have been in dialogue with them about co-locating NHS services into our Hinckley Hub. We have adult social care, children’s services, DWP and the Police wanting to operate out there yet there is no money to facilitate it. We can look at that as a challenge that is too big to try and do anything about or we could reflect on what Active Together can do to make some interventions in this process.</p> <p>TB – we are missing an opportunity with clear physical activity outcomes should GPs ask the right questions before prescribing. People need to be signposted in the right direction of leisure centres as there are big gaps here which could be maximised.</p> <p>ARahman – Melton are in talks with the ICB. We have some agreements in principle with our health, leisure and wellbeing centre. There are financial challenges and we are trying to resolve. We need a multi-agency approach presented to GP surgery users of here’s how we can help you but some will ask how much we get paid to promote this?</p> <p>BC – Steady Steps initiative – in HBBC patch we can pitch for all GP practices for 5-10 mins and a flavour of what is on offer – not 100% will take up but some will and we need to work with that and this is how we start.</p> <p>TB – could we use Champions to share their stories with patients out and about in GP surgeries. JS - we are trying to work with GPs using Active Practices to remove barriers to physical activity in the county, using Exercise Referral and making the process easier. The Exercise Referral programme process needs an official referral from a GP and we are challenging that. It took us 6 months to get one GP surgery through this process because of the commitment. We don’t have the capacity to try to do that with 100/200+ surgeries but the impact from that surgery is brilliant.</p>	

	<p>JB - Difficult journeys start with the 1<sup>st</sup> step. We haven't got the narrative right about front line health prevention. It is actually treatment too. We don't have the answer, but the reality is that we have an opportunity to start to change the narrative with leisure providers and politicians. The Board want discussion to continue and take a view to move this forward but I don't think we will have a radical solution. When new facility contracts are issued there is an opportunity to change the mindset that this is not about management fees, this is about the health of our communities and we have lost this in the sector over the years.</p> <p>SL – is there an area where we could do a pilot somewhere where they would be more amenable to the concept, bringing stakeholders together and linking them up to work together on the wellbeing concept?</p> <p>GM – the Open Schools Facilities programme (OSF) could be an opportunity – the programme target is 23 schools over the next 12 months which are centred in communities.</p> <p>MS – There are facilities, pathways and services which make this difficult to bring together but this shouldn't stop us from trying to unpick how we do this using sector champions and techniques for getting competing views together. Core funding and long-term planning needs to start from here and then look at a way of working through. OSF could be a short-term help and a separate conversation on better join up with sectors and becoming aware of their perspectives but also considers social prescribing.</p> <p><b>Next Steps</b></p> <p>DS - We want to continue to take this conversation forward to the network and what it means for different services/sectors and begin to map what the pathway looks like whilst looking at the same time at the real opportunities available to create differences. We need to record what is happening and begin to articulate what this service looks like. This is about the Active Wellbeing agenda at a national level and how we build and add to this.</p> <p>We need to get to a point where in 18 months' time we have a business case and model that is co-designed on where we are trying to go with this. From this point on we need to have a consistent narrative to challenge different parts of the system. This will be an ongoing live agenda and we will bring this back to every other board meeting. DS to explore setting up a Task &amp; Finish Group and to make approaches to those who are interested in being part of this.</p>	
8	<p><b>DIVERSITY &amp; INCLUSION LEARNING &amp; 'DEEP DIVE' BOARD EVENT SEPTEMBER 2023</b></p> <p>JB - We have the Board meeting on the 19<sup>th</sup> September 2023 and we would like to take the opportunity to undertake a deep dive on diversity and inclusion. The Diversity and Inclusion Action Plan (DIAP) is a small part of the diversity inclusion journey that we are on as a Board and sector and we are working with Aysa to help shape the programme for that review session.</p> <p>Last year our deep dive was around the health system and whilst Board spent 4 hours with us that evening, the work has continued throughout the year.</p> <p>JS gave a snapshot of last years work from the review session, which was around physical activity and the health system. Importantly we had some really good discussions with Board around what you thought our priorities should be as the health system is broad and we can't do everything and we wanted to use the review session to try and frame where we should prioritise over the next 12/18 months.</p>	

	<p>NC suggested that we include disability and special schools and the loss of expertise with people retiring etc and how we support this area of work.</p> <p>JC – can we be evidence led when targeting our resources. Would it be worth looking at some equality, diversity and inclusion figures for our area and then try to prioritise some of those and discuss this at the meeting.</p> <p>CC – Neuro diversity as there are many different social aspects to this.</p> <p>MS: with regard to the working group there are probably three tiers to this, DIAP what it is that we need to do to ensure we are governance compliant. There is probably a desire to think about priorities within that which would be shaped by what we are already doing and the views of the Board in terms of evidence based and everything else. Then there is the broader sense of what as a Board is our advocacy role.</p> <p>JB - These suggestions will give us a direction of travel for the review session and will help us to shape this to be pro-active on a few areas of work and how we deploy our resources. We are currently being re-active and not leading in this area.</p>	
9	<p><b>NET ZERO &amp; THE SECTOR</b></p> <p>Presentation given by DS.</p> <p>Next steps will be to create a more detailed action plan, start a media/messaging campaign, connect with existing campaigns and build a steering group. We will bring this back to the Board again for formal approval. If any Board members are interested in this area or have a particular association with this then please let DS know.</p> <p>BC – There is a county/district climate change group with champions, leads across Leicestershire would be a good to be plugged into.</p>	
10	<p><b>UPDATES</b></p> <p>JB to circulate written update to Board members on Opening Schools Facilities, Generation Charnwood and Active Travel England.</p>	
11	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>- NH: The Marcomms report 22/23 will be sent out electronically. We are pleased with the results and there is an increased number of visits to the website and users and big increases to the Get Active search engine.</li> </ul>	
12	<p><b>FUTURE BOARD AGENDA ITEMS</b></p> <ul style="list-style-type: none"> <li>- Measuring success, moving from outputs to outcomes for AP’s – what is the Board expectation – bring to Board in November.</li> <li>- Leicester City Strategy</li> </ul>	
13	<p><b>INFORMAL NETWORKING OPPORTUNITIES</b></p>	
14	<p><b>DATE &amp; TIME OF NEXT MEETING(S)</b></p> <p><b>AT Board</b>          Tuesday, 19<sup>th</sup> September 2023, 3.30 – 8.00 pm – Quorn Country Hotel.          Friday, 3<sup>rd</sup> November 2023, 9.00 – 11.30 am, SportPark</p>	

	<p><b>Proposed 2024</b>  Friday, 14<sup>th</sup> February 2024, 9.00 – 11.30 am, SportPark  Friday, 17<sup>th</sup> May 2024, 9.00 – 11.30 am, SportPark  Tuesday, 17<sup>th</sup> September 2024, 3.30 – 8.00 pm – venue to be confirmed  Friday, 1<sup>st</sup> November 2024, 9.00 – 11.30 am, SportPark</p> <p><b>AT Business, Oversight and Audit Committee</b>  Wednesday, 4<sup>th</sup> October 2023, 2.00 – 4.00 pm, SportPark</p> <p><b>Proposed 2024</b>  Wednesday, 24<sup>th</sup> January 2024, 2.00 – 4.00 pm, SportPark  Wednesday, 1<sup>st</sup> May 2024, 2.00 – 4.00 pm, SportPark  Wednesday, 9<sup>th</sup> October 2024, 2.00 – 4.00 pm, SportPark</p>	
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