

Leicester-Shire & Rutland Sport

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

Held on Friday, 21st May 2021

No.	Item	Action	Owner & Due Date	Progress /Update
1	b	BS acknowledged SR contribution and work to the Board and requested that JB write to thank SR for his time as a Board Member.	JB	Completed
2	7	JB to share the information from the covid recovery action plan session with Board after the meeting.	JB	Updated Covid recovery plan shared with board
3	8	Place Based Case Study re Tackling Inequalities Fund - DS to bring back to Board in October with a progress report	DS	Board agenda for Nov Board meeting
4	9a	Staff Survey - NH will make full report available to BOAC.	NH	TBC

**Leicester-Shire & Rutland Sport
Minutes of the Board Meeting
Held on Friday, 21st May 2021 – Teams Meeting**

Board Members Present:

Bev Smith	Chair
Mike Sandys	Vice Chair
Dr Mary Hardwick	Board Member
John Richardson	Board Member
Julia Debenham	Board Member
Nicky Collett	Board Member

Advisers to the Board Present:

Andy Reed OBE	Specialist Adviser
Barry Thompson	Specialist Adviser
Bill Cullen	Specialist Adviser
Stuart Lindeman	Specialist Adviser

Observer:

Natasha Mina

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

Item	Minute	Owner & Due Date
1	<p>WELCOME, INTRODUCTIONS & CHECK IN</p> <p>(a) A welcome was given to Natasha Mina who is attending the meeting in an observer capacity with an interest in taking part as a Board Member in the future. NM gave some background to her work where she volunteers and engages with young girls and women into physical activity. She originally went to London to study law, getting a law degree and then practised, returning to Leicester working with 50k women and girls and attending lots of events over the last 5/6 years. NM is a This Girl Can Ambassador for LRS and took over the Hot Yoga studio combining yoga and kickboxing and works with communities.</p> <p>(b) BS advised that we have received a resignation from the Board for Sam Ruddock who is unable to continue due to his increasing commitments. BS acknowledged SR contribution and work to the Board and requested that JB write to thank SR for his time as a Board Member.</p>	JB
2	<p>APOLOGIES</p> <p>Apologies were received from Linda Taylor, Joanne Cholerton, Andrew Beddow, Sue Houghton, John Sinnott CBE, Simon Cole and Ben Solly.</p>	

3	<p>MINUTES OF THE LAST MEETING</p> <p>Minutes of the 26th February 2021 were approved by the Board.</p>	
4	<p>MATTERS ARISING</p> <p>(a) TIF Phase 3 /4 GM – Agenda item.</p> <p>(b) Active Together – JS confirmed that she had shared the Active Together report with JC and that she will pick this up with her when she is back at work. The report was also fed back at the Business Oversight & Audit Committee (BOAC) together with future planning and what is currently working/not working. There are scheduled 1:1 meetings with all the localities to go through plans for September 21 – March 23, and there will be an opportunity for feedback and any improvement areas. From Sept 21 onwards it will be business as usual with physical activity delivery and a universal approach for both the local and national campaign and a more targeted approach in localities.</p> <p>(c) Go Gold – GM circulated a paper at the last meeting and has since set up a Task & Finish Group with both himself, Liam Drake (LD), NC and LT. The report has been updated and is now being brought back to Board with some minor changes. The new changes fit in better with the competition work that GM/LD are carrying out and the programme will now be called the Team Leicestershire Talent programme. The other big change is that there will be monies available for athletes but it will be more focused on support should they have an injury or socio economic circumstances. This will enable a greater spread within the new funding process. The programme will also now include coaches, volunteers and officials.</p> <p>Recommendations:</p> <p>6.1 Board Members approved the proposed new direction of the programme.</p> <p>6.2 Board Members approved the new revised name of the programme.</p> <p>6.3 Board Members approved the current budget of £30,000 investment into the programme.</p> <p>Action: GM to look at how this information is captured moving forward and to follow the athletes journey now and any barriers they have experienced and the impact. GM to put together a formal evaluation process. BS requested that GM circulate this information to the Board.</p>	GM
5	<p>DECLARATIONS OF INTEREST</p> <p>MS – National Board role for Active Partnerships.</p> <p>MH advised that she is using the LRS website to advertise a Lottery vacancy. £60k lottery fund application was successful and thanks given to LRS for assisting the process.</p>	
6	<p>BUSINESS OVERSIGHT & AUDIT REPORT</p> <p>Headline Finance</p> <p>BT advised that full detailed reports are available on the Extranet. The key messages are that income is higher than the original budget set. Programmes</p>	

cannot be delivered in the same way during the covid 19 pandemic and we are therefore behind on spending by £400k which has led to a lot of re-assessing the way in which we spend our funding. Work has taken place to look at the restricted reserves to help with the covid recovery action plan and identifying the risk involved within this.

- (a) The end of year pre-adjusted outturn position was reported as an operating surplus of £164,141. This consisted of £2,656,649 income and £2,492,491 expenditure. This is an improvement of £539,302 from the original planned deficit budget of £375,161 agreed by the Board in May 2020.
- (b) Therefore, the pre-adjusted credit to reserves of £164,158 will now be presented as a withdrawal from reserves of £86,209. The £250,131 of Sport England & Coach Core income will be carried forward into 21/22 to be spent on the purpose it was originally grant aided.
- (c) The income forecast for 21/22 is £3,071,894. The expenditure forecast is £3,424,250. Therefore, it is currently projected that, £352,356 will be required to be withdrawn from operational reserves.

Recommendations:

- Board noted the 20/21 outturn position and the withdrawal of £86,209 from reserves.
- Board approved the 21/22 forecasted budget and the withdrawal of £352,356 from operational reserves.
- Board approved the use of restricted reserves, salary savings and unbudgeted new income to fund the newly identified Covid Recovery priorities.

Performance Report

The performance report produced reflects an overview of work carried out from April 2020 – March 2021. Highlights include:

- The Move More this March/TGC delivered engaging 175 women and girls.
- LRS virtual conference 14 sessions attracting 200 attendees.
- All 7 localities had their strategic commissioning plans approved by LCC Public Health
- LRS team and partners moved quickly to promote physical activity and wider health improvement messaging at vaccination centres, pharmacies and GP surgeries through triangle signs, banners and leaflets.
- The latest partnership survey net promoter score is 86% which is a key result. The national average for Active Partnerships was 69%.

Board Effectiveness Review

At the last Board meeting Anne Rippon attended as an observer in her role of carrying out a Board Effectiveness review. Anne concluded that the LRS Board:

- Demonstrates a supportive leadership role for the Active Partnership
- Provides a good level of challenge and oversight to the Executive Team
- The Board has successfully continued its role during the specific challenges of the Covid 19 pandemic.
- The Chair and Vice Chair provide strong support to the Director, bringing the experience of their senior roles to the Board.

- The use of Advisers by the Board provides a very strong supportive dimension with a range of experience and expertise.
- Board Members are enthusiastic about LRS and willing to engage in additional roles where these can be defined.

BS – some suggestions were:

- Provide opportunities within meetings to ensure full participation of members.
- Where sub-committees are established (eg. BOAC) to ensure representation of Board Members and Advisers.
- Use adviser role to introduce new people to the Board as potential members to help widen diversity and understanding of communities. There are currently two vacancies on the Board and the proposal is to recruit outside of Leicestershire to widen the opportunity and make it more attracting for others to apply.

Covid Recovery Action Plan/LRS Strategy

- The covid recovery action plan has been developed in some detail in liaison with other partners, which will help to deliver local priorities across Leicestershire and align with the work of the Tactical Recovery Co-Ordination Group Plan.
- New priorities have been identified that will need further short-term investment. These new priorities include, increasing LRS marketing and communications capacity, improving our walking, running and cycling offer and a grant fund to support clubs and organisations grow participation levels.

Governance

LRS continue to comply to UK Code of Sport Governance.

Risk Register

Key risks have been identified and mitigating actions are in place.

Human Resources

- Dialogue is ongoing with the Facilities & Estates Team at Loughborough University regarding a reduction in the footprint of LRS's accommodation.
- MS asked whether the Board meeting format would also be taken into consideration moving forward. BS confirmed that it may be a hybrid version from October onwards and a physical meeting when more discussion/workshops are required.

Recommendations:

9.1 Board Members noted the end of the year financial position and the request made to the host authority to withdraw £86,209 from LRS Reserves.

9.2 Board Members approve the 21/22 forecasted budget and note that it is currently projected that £352,356 will be required to be withdrawn from reserves.

9.3 Board Members approved the LRS Covid 19 Recovery Action Plan and noted the new priority areas of work.

	<p>9.4 Board Members noted and approved the use of restricted reserves, salary savings and as yet unidentified funding £19,000) to fund the new Covid Recovery priorities.</p> <p>9.5 The Board will nominate a Member to attend the Business, Oversight & Audit Committee.</p> <p>9.6 Board will consider the diversifying of the Board and BOAC membership whilst considering the skills and knowledge gaps that exist.</p> <p>9.7 Board Members noted that the Risk Register has been updated and risks have been mitigated.</p>	
7	<p>COVID RECOVERY & LRS 10 YEAR FRAMEWORK</p> <p>A presentation was given by JB. Below are the covid specific actions linked to the Reserves/Budget:</p> <ul style="list-style-type: none"> - Digital Transformation Actions £7k (supports all priorities) - Walking, Cycling and Running Activators £40k (focus on inactive /inequalities) - Increase Marcomms Capacity linked to AT Movement £37k (developing narrative/movement) - Create capacity to engage re the Active Medicine agenda £47k (links with health) - Community Development/Innovation Pot to support organisations bring people back safely, and to keep them £30k (return to play) - Increase support for Graduate Trainee programme (£18k this year, £35k in 2022 - workforce – growing our own) - Co-location of LRS officers in localities (place based) <p>Group discussions took place. Action: JB to share the information from the sessions with the Board after the meeting.</p>	JB
8	<p>PLACE BASED CASE STUDY RE TACKLING INEQUALITIES FUND</p> <p>This item has been bought forward from the last meeting. A presentation was given by GM with case study videos.</p> <p>DS then presented on community work taking place and proposals for future working within the community for the remainder of the 21/22 financial year. The proposal is to put Activators into these areas over the next 9 months and invest some money into this. The focus would be on two areas in Leicester - Highfields & New Parks and additional work in North West & Charnwood. The 3 key things want that we would like to do over the next 18 months would be to concentrate on (1) Insight/Learning, (2) Delivery & (3) Connecting/Collaborating with providers.</p> <p>There has been someone in post in Highfields/St Matthews since February but they are now leaving resulting in a vacancy to recruit to at present. DS to liaise with NM. In New Parks some work has started with Jo Randall and the community centre. This is a hub with the football club.</p> <p>Action: DS to bring back to Board in October with a progress report.</p> <p>Discussion following the presentation were noted:</p> <ul style="list-style-type: none"> - MS – DS slides encapsulates the work from the breakout session on the covid recovery action plan earlier. It would be helpful to use the case studies 	DS

	<p>to show how we have done something different to deliver in communities and used an integrated system with partners to tackle inequalities.</p> <ul style="list-style-type: none"> - GM – advised that he has received confirmation that there will be phase 4 funding available and he will receive further information on this later today. The hope is that if we can demonstrate the place based work from phase 3 it could lead to some long term significant funding. - BC – questioned how we move this work forward at some relative pace and embedding it whilst building on the success of these case studies and capturing the learning early? JB agreed that this is where we need help with neighbourhood planning and the covid recovery action plan being used locally with dialogue. Locality leisure officers would be a suggestion and it would be helpful to have Public Health messaging to get this through the door. - JB advised that there are other national programmes taking place - Access to Schools funding and the Holiday Activity Fund and are examples of taking national programmes and making them work locally, trying to build sustainability. <p>GM – the Access to Schools funding is working with half a dozen schools linking with the community to support the most hard to reach children without a return to traditional play and the emphasis on physical activity and helping them to re-socialise back into society ensuring connectivity.</p>	
9.	<p>ANY OTHER BUSINESS</p> <p>(a) Staff Survey – the results are positive with a net promoter score of 68% - 64% nationally. Agreement that the team work well together and that staff morale is high. There are some suggestions re moving forward with regard to the working policy, requesting a hybrid approach to work. Staff are interested in cross team working and more opportunities to do this. LRS to make sure that the Values are embedded. Action: NH will make full report available to BOAC.</p> <p>(b) There will be a Resident Survey available that JS/Dom Lammie and district colleagues are looking at putting together to get insight into behaviours and motivation for physical activity/health & well-being. There is a 2 week turnaround for completion. Hopefully, the information will feed into the strategy moving forward and support districts with their commissioning. Last year there were 2009 responses and it would be appreciated if Board Members could re-tweet and share wherever possible.</p> <p>(c) School Sport Premium – AR was due to attend a recent meeting which was cancelled. GM confirmed that he had not heard anything yet or the SDO funding beyond October. LY notification week before schools broke up. This might be the case this year. One member is currently advising they will not sign up to partnership affiliation until the funding has been confirmed.</p>	<p>NH</p> <p>ALL</p>
10.	<p>FUTURE BOARD AGENDA ITEMS & FORMAT</p> <p>(a) Confirmation of a hybrid option for the October Board meeting with dial in available if necessary. Board Members agreed.</p> <p>(b) Place Based Case Study re Tackling Inequalities Fund - DS to bring back to Board in October with a progress report.</p>	DS

11	<p>DATE & TIME OF NEXT MEETING(S)</p> <p>LRS Board</p> <p>Friday, 5th November 2021, 1.30 – 3.30 pm.</p> <p>LRS Business, Oversight and Audit Committee</p> <p>Wednesday, 13th October 2021, 2.00 – 4.00 pm.</p>	
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