

## Leicester-Shire & Rutland Sport

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

Held on Friday, 26<sup>th</sup> February 2021

No.	Item	Action	Owner & Due Date	Progress /Update
1	4(a)	Action: BS requested case studies from the 1 <sup>st</sup> Phase – GM confirmed that we have anecdotal evidence and we have challenged the internal Steering Group to pull this work together. Potential substantive agenda item at next Board Meeting.	GM  May Board Meeting	Working with MarComms team and external contractor to produce video case studies. Possible presentation to LRS Board in May
3	7	Active Together Campaign Update: JS to share placement report re advertising campaign once available with JC.	JS/JC	In progress
4	8	LRS Future Brand discussions – LT requested to be involved with this work.	JB/LT	In progress
5	11	Access to Schools – GM to deal with this via email.	GM	Complete

**Leicester-Shire & Rutland Sport  
Minutes of the Board Meeting  
Held on Friday, 26<sup>th</sup> February 2021 – Teams Meeting**

**Board Members Present:**

Bev Smith	Chair
Mike Sandys	Vice Chair (Left at 10.30 am)
Dr Mary Hardwick	Board Member (Left at 10.30 am)
Joanne Cholerton	Board Member
John Richardson	Board Member
Sue Houghton	Board Member
Linda Taylor	Board Member
Andrew Beddow	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:**

Anne Rippon

**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)
Ali Clements	Economy & Sport Growth Manager
Teresa Dalby	Business Support Manager

<b>Item</b>	<b>Minute</b>	<b>Owner &amp; Due Date</b>
1	<p><b>WELCOME, INTRODUCTIONS &amp; CHECK IN</b></p> <p>Welcome given to Anne Rippon who observed the meeting as part of the commissioned external Board Effectiveness Review.</p> <p>Thanks given by the Board to the team for organising the Miles More Campaign. The money raise equated to the delivery 11,000+ meals.</p>	
2	<p><b>APOLOGIES</b></p> <p>Apologies were received from John Sinnott CBE, Simon Cole, Ben Solly &amp; Sam Ruddock.</p>	
3	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of the 30 October 2020 were approved by the Board.</p>	
4	<p><b>MATTERS ARISING</b></p> <p>(a) Inequalities Fund Phases 2/3 – GM</p>	

We are currently about ¾ of the way through Phase 2 and £120k has been distributed to over 30 different organisations. However, lockdown 2 did not help as a number of groups paused their delivery. Sport England continue to give flexibility re the timescales so there is no loss of funding/activity. LRS due to submit the application for Phase 3 in early March with another £96k potentially being made available. There will be a slight shift of focus in phase 3 moving from grants to organisations to supporting sustainability of activity/organisations post covid. We are starting consider the impact of the TIF work with our Insight Officer with the potential to develop and use case studies/video diaries

**Action:** BS requested case studies from the 1<sup>st</sup> Phase – GM confirmed that we have anecdotal evidence are working with the internal Steering Group to pull this work together and to come back at next Board Meeting with this if required.

GM

AR – thanked LRS for this work and that it is encouraging. AR indicated that there was a level virtual activity fatigue and it is positive that groups are coming forward but are we extending our reach into non traditional groups and organisations or is it traditional groups or communities where we are making an impact? GM confirmed that we haven't worked with any traditional groups and are purposefully working with other groups ie. homeless groups, Nordic walking, older people linked to Age UK and care homes.

(b) Board Effectiveness

Welcome and introduction by NH was given to Anne Rippon. Anne was appointed last November to undertake an external Board Effectiveness review under the Sport Code of Governance. Anne has been busy conducting a document and a website review. Board members have been sent a self-evaluation questionnaire and thanks given to those that completed the questionnaire. Interviews with BS and MS are scheduled. Anne will report any observations and recommendations by the end of March.

NH

(c) Playwaze App Update

GM – The Playwaze mobile app is now functional and will support us initially with the creation of virtual challenges and competitions. Longer term it will be used to support both virtual and face to face school sport competition delivery. The development of challenges also links with the Daily Boost and is attracting interest from schools and parents. Moving forward the Playwaze app and will be rebranded as an LRS app which will link together our virtual together platform and the Active Together programme. SSPANS have done a good job with the initial programme and taking this platform to schools for them to engage with. We really need to see that this is targeting a new cohort of inactive youngsters.

MS, we have good links with Headteachers and this might be a discussion on where it fits and the broader offer for schools when they return. GM - we are exploring costs to develop the app further and currently there are not plans to pass on these costs to schools at present. This is wrapped around our whole programme of sport and physical activity and we have had a couple of planning meetings to develop the offer next year to target all young people. There is a meeting with Jane Moore next week – MS is happy to pick this up with Jane and look at the whole school offer for healthy schools, physical activity and mental health

MS/GM

## 5 **DECLARATIONS OF INTEREST**

None.

## 6 **BUSINESS OVERSIGHT & AUDIT REPORT REVISED BUDGET 2020-21**

BC outlined why this group was originally set up to new Board Members and that its purpose was so that Board meetings can accommodate more strategic conversations.

The meeting on 27/1/21 covered a range of items and these are summarised as follows:

- (a) Outcomes of the 19/20 partner survey – Net promoter score maintained at 86%. 89% of partners agreed or strongly agreed that LRS are meeting the needs of the partnership. 100% of respondents very satisfied or satisfied with the helpfulness and professionalism of LRS staff.
- (b) Governance – we continue to meet the UK Code of Sport Governance.
- (c) The Risk Register was reviewed and the key risks examined. BOAC are satisfied that the risks are being managed effectively.
- (d) Update re HR matters and we are pleased to report that two new personnel have been recruited, Andrew Harris, SDO and Katherine Wragg as Assistant Marketing & Insight Officer. Discussions have taken place with university regarding our accommodation footprint moving forward and reviewing this post covid. BOAC did pick up some challenges to move this forward within a short term timescale.
- (e) Finance

NH went through the financial narrative report and confirmed that this was available to Board Members on the Extranet. The report particularly focused on the current financial forecasts for 20/21, future budget setting and the discussions and recommendations from an in-depth review of the Reserves policy. There was specific reference to reducing the restricted reserve sum required to cover specific redundancy and notice period costs to wind-up LRS and why that should not pose a specific financial risk to the Board. This sum of £105,000 would be released to support Covid-19 recovery actions. Questions were then taken from Board Members.

- BS explained the context to the reserves policy and that they are partly in place for a worst case scenario and unplanned events such as Covid-19 recovery and the BOAC have re-visited risk levels and are confident that we have sufficient funds in place to cover wind-up costs. However, the level of risk needs to be reviewed regularly and reserves policy should be reviewed by the BOAC again in September.

- BS There is a need as an LRS Board for us to support covid recovery and to show that we are maximising the funding we have available. We would need to move our risk appetite for this work but ensure that we do not put LRS in a red flag position but at the same time ensure that we do not have money sitting there that could be used for better outcomes.

JC – it is good that we have reviewed the Reserves Policy and that the level

of risk is being managed but what would happen if the worst case scenario happened like it has in the last 12 months and how we obtain the extra monies required.

What specific covid recovery items would we be planning to use this for/ what kind of actions?

NH advised that JB will have a range of priorities that he will come onto further on the agenda which includes some conversations with partners and priorities highlighted through improvement workshops in January which we would like to support. Part of the challenge is that we do not have the flexibility that we would like to take on some priorities and the role that LRS is playing in the covid recovery. This part of the agenda will be to approve the release of £105k from 21/22 for covid recovery.

The second part is subjective as we cannot sit and guarantee we will be able to balance the books from 22/23 onwards but we are confident from conversations and indications from partners for 21/22. We have a lot of hard work to do to work with partners to convince them that we are relevant at this point in time and in delivering our responsibility for covid recovery. The next 12 months is quite critical and we do need to make ourselves relevant. Historically we have been successful in securing opportunities ie. HAF programme and others at £90k and this is profit.

SL – supported NH comments regarding observing contributions historically over the last 15 years within the partnership. We have always been cautious and careful of the financial parameters for LRS, but this is a unique position we are in right now.

BC referred to the Recommendations in the BOAC Summary Report, 27<sup>th</sup> January 2021 and recommended that the Board support en block with them, these are:

**Item 2.8** – BOAC noted the challenge to deliver the forecasted expenditure (including the earmarked reserves) in 21/22, particularly if lockdown restrictions were extended. However, the committee requested that SLT develop a clear plan to ensure funding could be deployed once circumstances allow.

**Board noted:**

- the new forecasted income and expenditure figures for 2020/2
- the end of year revised surplus of £156,789
- the amended draft income and expenditure forecasts for 2021/22
- the Risk Register has been updated and risks have been mitigated

**Board agreed:**

- To releasing £105,179 from restricted to support Covid-19 recovery actions.
- To approve the revised Reserves Policy.

7 **ACTIVE TOGETHER CAMPAIGN TO MOVEMENT**

Active Together Campaign Update

JS updated the group with a presentation.

JC – Good work and I am an advocate of this type of approach. Noted that there are 460 posts with a 1,000 Likes which equates to 2 per post – might be worth exploring what is the most liked post and analysing for the best/most effective. JS confirmed that our placements have gone back to look at this and they are composing a report to tailor our work moving forward.

**Action:** JS to share the report once it is available.

JS

BS – highlighted that partners need to use this information/posts and make sure that key partners are picking this up and sharing the information. Lots of praise for the team and JS to pass this back to them.

#### LRS Covid Response/Priorities/Wish List

JB shared a presentation with Board on the priorities from the Improvement & Learning Workshop held in January 2021. (Presentation available on extranet).

BS gave thanks to members of the Board who contributed to the improvement workshops to provide a strategic viewpoint for LRS Covid-19 recovery priorities

MS – Is there an inequalities point within the strategy with regard to recovery? Parents are still running with children, cycling and walking but the inequalities in activity during lockdown has been pronounced. What are we doing in the here and now. JB confirmed that this is a big agenda nationally and that LRS are working through commissioning and other programmes such as the Tackling Inequalities fund to deliver place-based opportunities. Moving forward this will be about getting to the smaller ward areas and working with partners and communities to help address local issues. This work will be embedded in the strategy. MS, this needs to be a place-based approach and to look at how we tackle this in a particular community and translate it properly.

JR – fully support approach place based approach in localities keeping work and admin as simple as possible so that we focus on the delivery.

BC – It is inevitable that this year we are going to see nationally a bigger focus on green and economic recovery as well as focus on what we can do in our localities to improve the health of our communities. We need to hook into these agendas and ensure that the work we are currently doing which is fairly unique across the Active Partnership Network is about connecting with the LLEP and intertwine with the covid recovery. The epidemic has put workforce health at the core and there is an opportunity for growing within businesses locally.

#### LRS Strategy 2021 & Beyond

JC - what would be the process of the Strategy development moving forward? JB advised that there is usually an away day to reflect on what we are and need to do. The plan for this year is for us to finish the Board 1:1s and then create an initial draft to present to Board Members/partners. By May there would be a framework and a covid recovery business plan to link with the Strategy. We will bring the documents to the May Board meeting and discuss further.

BS asked for the agenda to allow for a more dedicated slot in the next Board Meeting to look at this piece of work and the direction we are taking in the next 12 months. **Action:** Future agenda item.

JB

8

## **MARCOMMS**

### LRS Website Transformation

JS/JB shared a presentation slide regarding future website developments which then led into branding discussions.

### LRS Future Brand Discussions

JB – we are currently building a movement and the branding is a catalyst to this work. We do not want to spend money on re-branding but spend money on Active Together and to focus on this in the strategy. It will be an exercise in refreshing the strategy with a brand which is fresh, new and give more energy to our partnership.

BS - covid recovery work is a key priority the next 12 – 18 months.

LT – to reiterate that Active Together is a great way forward and LRS is an organisation that people of old recognise and the tie together of the messaging is a good way of keeping it going. From a sport perspective Active Together is has the potential to be a brand that allows NGBs to jump onto, much like This Girl Can. How do we reach out to different partners to get them involved? Are Marcomms involving partners? JB - we have made our Active Together assets easily available to local partners and organisations to make them feel part of the movement. Certainly been a challenge to work with partners to take ownership at a locality level and working with localities/district teams to be able to do so that we can reach into reach communities. LRS will engage with Board members over the coming months and if you have an interest or view in this area of work JB happy to take feedback or have 1:1 to discuss this further.

**Action:** LT happy to be involved.

9. **OPTIONAL items to be considered if time allows.**

JB

None.

10. **SPORT ENGLAND STRATEGY**

DS presented slides to the Board and will send round links to the consultation portal for anyone who wishes to make comment.

There will be conversations with network groups and a submission regarding strategy implementation from a collective Leicestershire, Leicester and Rutland perspective.

**Action:** BS requested that this be placed on the May Board meeting agenda to discuss vision, strategy and the covid plan locally.

11. **ANY OTHER BUSINESS**

JB reminded Board Members of the LRS Virtual Conference during November. Details can be found at [www.lrsport.org/lrsconference](http://www.lrsport.org/lrsconference)

Access to Schools – **Action:** GM to deal with this via email.

GM

12. **FUTURE BOARD AGENDA ITEMS**

JB

- LRS Strategy 2021 & Beyond
- Sport England Strategy
- Inequalities Fund Phase 1 – Case Studies

13. **DATE & TIME OF NEXT MEETING(S)**

## **LRS Board**

Friday, 21<sup>st</sup> May 2021, 9.00 – 11.00 noon,  
Friday, 29<sup>th</sup> October 2021, 9.00 – 11.00 noon,

## **LRS Business, Oversight and Audit Committee**

Wednesday, 28<sup>th</sup> April 2021, 2.00 – 4.00 pm,  
Wednesday, 13<sup>th</sup> October 2021, 2.00 – 4.00 pm,