

## Leicester-Shire & Rutland Sport

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

Held on Friday, 30<sup>th</sup> October 2020

No.	Item	Action	Owner & Due Date	Progress /Update
1	6 (c )	JC to share a copy of a well-being survey with NH/JB.	JC	To be actioned
2	6	SE Improvement workshop, 28 <sup>th</sup> January 2021. NH to follow up with JC & MH	NH/JC/MH	Workshop completed attended and supported by JC , JR, MH and NC
3	6	Task & Finish Group for future financial funding – nominations to be sought.	BS/NH	Group met and made recommendations subsequently discussed at BOA
4	6	Covid 19 risk and impact to be shown in the Risk Register. JB to look at specific Covid 19 risks.	JB	Done
5	6	Ethical Framework for Sponsorship: JC suggested that item 3.5 should be amended to: LRS name and logo(s) maybe used by external sponsors only with the <b>written</b> permission of the LRS lead officer for the purposes requested. NH to amend document.	NH	Completed
6	7	JB to share Reboot & Recovery document with Board Members for information.	JB	Done
7	9	DS to send out a copy of his presentation on Sport England Strategy to Board Members for further consideration together with some targeted questions and a timescale for feedback.	DS	Board members received strategy and copy of LRS input to SE consultation
8	10	JB to identify a day in January 2021 for Board Members to consider the direction of a new LRS Strategy. BS requested that the session be as inclusive as possible.	JB	Improvement workshop on 28 <sup>th</sup> Jan 2021 was shaped to focus on LRS strategy . 1: 1 follow ups with attendees now planned

**Leicester-Shire & Rutland Sport  
Minutes of the Board Meeting  
Held on Friday, 30<sup>th</sup> October 2020 – Teams Meeting**

**Board Members Present:**

Bev Smith	Chair
Dr Mary Hardwick	Board Member
Joanne Cholerton	Board Member
John Richardson	Board Member
Sue Houghton	Board Member
Linda Taylor	Board Member
Andrew Beddow	Board Member

**Advisers to the Board Present:**

Andy Reed OBE	Specialist Adviser
Barry Thompson	Specialist Adviser

**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)
Lydia Lane	Marketing & Comms Officer
Teresa Dalby	Business Support Manager

<b>Item</b>	<b>Minute</b>	<b>Owner &amp; Due Date</b>
1	<p><b>WELCOME &amp; CHECK IN</b></p> <p>Welcome given to Linda Taylor &amp; Joanne Cholerton. BS advised that we are currently trying to recruit another Board Member, Julia Debenham, Leicestershire Police.</p> <p>JB thanked Martyn Ball for his time on the board following his retirement from the Police and that a letter has been sent to him thanking him for his time and the support that he has given to the LRS Board.</p>	
2	<p><b>APOLOGIES</b></p> <p>Apologies were received from Mike Sandys - Vice Chair, John Sinnott CBE, Simon Cole, Ben Solly, Sam Ruddock, Nicky Collett, Bill Cullen and Stuart Lindeman.</p>	
3	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of 15<sup>th</sup> May 2020 – approved by Board, any matters arising from these Minutes were rolled forward to the June agenda.</p> <p>Minutes of 30<sup>th</sup> June 2020 – approved by Board.</p>	
4	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>Tackling Inequalities Fund (TIF): GM - Phase 1 has been successful with £75k of the £80k grant spent. This focused on three main priority areas of Leicester City, Charnwood and North West Leicestershire utilising insight to target specific audiences, working with community groups. Other projects were also funded in this phase from across Leicestershire and Rutland. LRS</li> </ul>	

have submitted a further action plan for an additional £80K, which is awaiting final confirmation from Sport England. Phase 2 will mirror the same priority areas. Within the plan there is a request to fund the cost of two Activators to work within BAME communities in the city. The spend for Phase 2 will need to be completed by 31<sup>st</sup> January 2021 but delivery will take place across six months.

There may be potential for Phase 3 funding and LRS are awaiting details from Sport England. Sport England are not pushing for KPIs with this funding and have given Active Partnerships some flexibility to focus on outcomes and impact.

A lot of work has been carried out on producing and delivering activity packs for those working at home, or shielding and focusing on some of those areas that have never really come out of lockdown since March. It was reported that the packs have been well received. **Action:** GM to present a case study to report to Board at the next meeting.

GM

AB - from a City perspective raised a concern about investing funding for only being available for 6 months and then it is taken away. There is work taking place with the Association of National Primary Care which looks at health based work through Public Health. If this proves to be effective then AB will bring some detail back to the Board re effectiveness.

DS aiming to use this piece of work to trigger some better collaborative work with other agencies in parts of the city. There is an in principal agreement with BRM/OPCC/Street Games/Sported to do this work collaboratively and in the process join up the work of some of these agencies. **Action:** DS to update at the next board meeting on progress.

DS

- 30<sup>th</sup> June Minutes – there are some concerns around the ongoing costs of leisure contractors and the falling use of leisure centres within LLR. LRS are working with locality colleagues and monitoring this on a regular basis. It has been reported to TRCG that there is less than 40% capacity on average with huge financial impact. The DCN, Sport England and UK Active are lobbying at present to try to unlock resource from the government. £100m is being made available to support sector but there is no detail as of yet.
- Active Together - JB confirmed that Public Health engagement had been sought and they have been supporting this area of work.

## 5 **DECLARATIONS OF INTEREST**

None.

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

NH advised that he had circulated an update Financial Narrative report (period 6) on 29<sup>th</sup> October 2020.

- **Business Oversight & Audit Meeting Summary 16<sup>th</sup> October 2020:** Our knowledge of the forthcoming Sport England Strategy is that it is likely to be a 10 year vision. LRS have noted that the headlines mirror our existing LRS Strategy. The team is aiming to the new LRS Strategy to Board in May 2021. The Board will be consulted on key policy areas of a draft strategy over the next few months. There will be an online consultation with partners

and the general community. The existing strategy insight document will be updated to help inform the new strategy.

JB

- HR – staff were working at home from March – Mid July/early August and then following government guidelines were encouraged to return to work following consultation with staff re a risk assessment on a 1 – 3 days a week basis. The guidelines then changed and there has since been a return to working at home for those that can. Staff who have a business or wellbeing need are operating on a two week rota of 50/50 split in the office/working at home.

(a) Mel Maiden, Sports Development Officer, resigned and has moved to County Council. JS has recruited and Andrew Harris commences on the 3<sup>rd</sup> November 2020.

(b) There are existing vacancies for Assistant Marcomms and Insight Officers, but these roles have been merged and this has created a cost saving. The advert closes on the 1<sup>st</sup> November 1<sup>st</sup> November, with 55 applications having been received to date.

(c) **Action:** JC to share a copy of a well-being survey with NH/JB.

JC

- Office Accommodation: It is envisaged that the current working arrangements will be a long term change to the way officers work ie. Both WAH and office-based. BOAC have recommended that we investigate alternative accommodation either at Loughborough University or SportPark or another other independent local venue, with a view to taking up new accommodation in 2021.

- Governance: LRS remain compliant with the UK Code of Sport Governance. NH to circulate an email on 30/10 from Sport England which consults on the existing code of governance. There will be a Board Effectiveness review which will commence next month and finish by March 2021, with Board Members required to complete an online questionnaire. There will then be an observation of the next Board meeting.

- SE will be holding an Improvement workshop on the 28<sup>th</sup> January – Board presence is required at this workshop which is a 2 hour commitment and we are looking for Board Members which may wish to attend this. **Action:** Joanne Cholerton and Mary Hardwick put themselves forward for this. NH to follow up.

JC/MH/NH

- Risk Register: The risk to financial sustainability has been increased. It was reported that key risks have been mitigated against. A copy of this document is available on the Extranet.

JC has the impact of Covid 19 risk been reflected in this document? JB to identify specific Covid 19 risks.

JB

- It was recommended that a task & finish group be established to identify the sustainability of future financial funding. NH working with Chris Taylor, Barry Thompson, John Byrne & Richard Garner to look at developing financial scenario testing. It would be useful to have a representative from a Board Member with LA background to join the group. BS suggested that we hold the nominations for this group until she has had a chance to have a conversation with other members of the Board. **Action:** BS to advise NH once this has taken place.

BS/NH

- Ethical Framework for Sponsorship: JC suggested that item 3.5 should be amended to: LRS name and logo(s) maybe used by external sponsors only with the **written** permission of the LRS lead officer for the purposes requested. **Action:** NH to amend document.

### Recommendations

That Board Members approve the review of the Sponsorship Policy – **Approved** with amends mentioned above.

That a Board Member is nominated to attend the Sport England Improvement workshop – **Nominations from Joanne Cholerton & Mary Hardwick**

That Board Members approve the investigation into seeking alternative office accommodation – **Agreed to progress this area of work.** Discussion also took place re political implications of location for LRS to be considered.

That the Risk Register has been updated and risks have been mitigated – **Noted**

That Board Members note that a more detailed financial narrative report and April – September 2020 performance report is available on the LRS Extranet – **Noted**

### LRS 2020/21 Financial Report Period 6

- BT confirmed that a thorough analysis of programme expenditure has been undertaken since the previous Board meeting because of the ongoing Covid-19 restriction in place. There have been some major movements since the last Board Meeting. Looking at the current year there are lots of changes and with funding being deferred into 21/22.

JB 21/22 projected budgets are a positive budget. The changes to the 21/22 budgets have been defined by no face to face programme delivery but these figures are optimistically reflecting some delivery in the New Year. The figures are based on assumptions and need to be tested thoroughly. BS advised that it is extremely hard to predict normality and what it will look like re delivery.

JC asked whether any underspend in Table 2, 3.1 Income has to be returned to funding providers. NH confirmed that dialogue has taken place with partners and they are not concerned about underspends being returned at this time, however this could change if restrictions are extended. CCGs funding for example will be rolled forward to 21/22.

- In 22/23 the Reserves deficit which we knew about has not increased by a significant amount but will need to be monitored by the BOAC.
- Indicative financial projections for 21/22 to 24/25 are included based on historical funding awards and spending levels, however further analysis will need to be undertaken.
- Thanks given to Richard Garner, Finance & Grant Management Officer for work carried out.

## Recommendations

Board Members note the revised forecast surplus of £12,269 and the likelihood of further 20/21 programme underspends - **Noted**

The scrutiny applied by the Business Oversight & Audit Financial Adviser in relation to the current financial position – **Agreed**

That Board Members note the appointment of a Task & Finish Group that will undertake further planning for future financial years – **Approved in principle with BS speaking to other Board Members first.**

Note the medium term **indicative** financial projections and the associated use of reserves for the above time periods. The projections include all historical discretionary spend areas, the same staffing structure and £100,000 in 21/22 for the Active Together campaign. **Noted**

That the detailed analysis of current budgets is available on request. **Noted**

7

## RECOVER & REBOOT STRATEGY HEADLINES

BS set the scene before discussion around the Recover & Reboot headlines. LLR have Covid 19 managed through a legislative emergency planning framework which exists. A clear structure continues to be in place to respond to Covid 19. We were starting to see the economy open up with LRS being a part of this recovery for LLR however, there has been a shift since last month which has slowed the pace in recovery in order to cover capacity on response within that framework.

Areas of Leicestershire have been in continual lockdown since day one. The impact of these restrictions has meant the recovery for Leicester City and Oadby & Wigston has been slower. Nationally cases are currently increasing quickly. It was reported that Leicestershire is above the national average per 100,000 of population but is not one of the highest areas. Charnwood has exceeded the City in cases per 100,000 and is therefore moving to Tier 2 along with Leicester City & Oadby & Wigston. There is a prevalence in 17 – 24year olds especially in Charnwood which is three times the national average. More worrying is the hospital admissions, 111 calls and primary care contacts which are being monitored closely together with an increase in the number of workplace PH notifications, including school settings across the county.

Recovery has slowed down and the impact on the leisure industry and confidence of people attending leisure facilities is showing a 40% reduction on last year. The communities confidence to use local facilities has reduced but there is local work in place, including through Active Together to encourage usage. There is “compliance fatigue” and work is ongoing on how best we communicate the complexity of the restrictions in place to local people, encouraging a self responsibility to comply. Key pieces of work are taking place across the county on what does service delivery look like across the tiers. There is a Tier 3 basket of negotiations with central government together with the option for additional restrictions taking place in discussions with Public Health to look at what Tier 3 looks like re leisure provision. There is also work on what the landscape would look like if we took a circuit break and how we ensure compliance with an LRS response.

JB – There is a recovery and reboot document in place, but changes are happening quickly but with a flexible team we have been able to react quickly.

**Action:** JB to share this document.

JB

## 8 **MARCOMMS – ACTIVE TOGETHER**

Presentation given by JS and Lydia Lane on the Active Together campaign. A copy is available on the Extranet.

- It has become obvious quite early on that there was a need to get the metrics right but there has been a lot of focus on the creative and messaging element of the campaign. There is a challenge for us to measure the impacts. Phase 1 has been about the learning and testing as well as the need for effective partner engagement. TRCG has a communications cell to build support re physical activity and the mental health aspect for Covid fatigue. JB stated that a good start has been made but further help and advice would be welcome. JB gave thanks to LL & JS for their work to date.
- JS advised that our partners were LA, SSPANS, NGBs, independent organisations, but that the campaign was open to any partner. Once signed up to the Active Together Supporters Hub, they would have access to all assets and be able to utilise them to support their business/organisation.
- MH – In Rutland there is a large variance in the way that people interpret and deliver the Covid-19 guidance. Are LRS happy to recommend people not knowing that these activities may not be carried out in a secure Covid way? BS advised that there is a working group which sits under TRCG which has a focus on leisure and physical activity. There is a communication plan and messages going out promoting the safe return to physical activity. Targeted work is taking place with community groups recognising that community halls have informal activities but don't have the confidence level to be able to comply with the guidance but there is only so far you can go with this and it is down to raising people's awareness. JS confirmed that there is a disclaimer on the app to cover this and anyone taking part does have to sign the disclaimer.
- LT – the issues raised above are similar to those facing NGBs, there is guidance out there which has been approved by DCMS/SE but we can't legislate for all clubs and leisure centres on how they deliver this. NGBs can only give guidelines.
- JB we do want this campaign to stand the test of time re people's attitudes and behaviours. We are trying to think about how we communicate on mass with this message. We can't act as the quality assurer to sign off this work, but it is incumbent on us to have some consideration of this and keep a close eye on it.

## 9. **SPORT ENGLAND STRATEGY**

DS gave a presentation and a copy of this can be found on the Extranet.

**Action:** DS to send out a copy of the presentation to Board Members for further consideration together with some targeted questions and a timescale for feedback.

DS

## 10. **LRS STRATEGY 2021 & BEYOND**

JB to identify a day in January 2021 for Board Members to consider and review the Strategy. BS requested that the session be as inclusive as possible.

JB

11. **PLAYWAZE DEMONSTRATION**

Deferred to a future meeting.

12. **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)

13. **FUTURE BOARD AGENDA ITEMS**

- Tackling Inequalities Fund: GM to present a case study/impact and DS re an update on collaborative working to report to Board at the next meeting.
- Playwaze Demonstration

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

**LRS Board**

Friday, 26<sup>th</sup> February 2021, 9.00 – 12.00 noon, SportPark

Friday, 21<sup>st</sup> May 2021, 9.00 – 12.00 noon, SportPark

Friday, 29<sup>th</sup> October 2021, 9.00 – 12.00 noon, SportPark

**LRS Business, Oversight and Audit Committee**

Wednesday, 27<sup>th</sup> January 2021, 2.00 – 4.00 pm, SportPark

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

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