Welcome:

- Apologies
  Bob McLintock
  Mark Farmer
  Linda Gaine

- Conflict of Interest
  AA asked Board to declare any conflict of interest around items on the agenda for today.
  AWS asked if her England Athletics role was a conflict.
  AA. This has already been recorded.
• Opening remarks from the Chair

AA shared with the Board details of his attendance at the Essex Partners meeting that took place in early January. The meeting focused on the work done to date on the Essex Vision and the whole system approach. The meeting agreed a series of projects that the group wanted to focus work on, that aligned and contributed to the whole system change approach and would achieve the overall vision.

AA put forward the local delivery pilot as a project that could absolutely contribute to the Essex vision. He said Active Essex were very much using a whole system change approach to physical activity and sport. The group agreed and confirmed the local pilot would be sponsored by AA & Cllr David Finch. The group had good representation from most of the key stakeholders in the county, although Health was under-represented. The next meeting is due to take place in March 2018.

CM shared that the next Essex Assembly event will take place on 6th March in Chelmsford and will be a good opportunity to network on a 1:1 basis. Local pilot is an agenda item.

Action – MH to share the invitation of the upcoming Essex Assembly with Board members to RSVP

As part of the Governance Code that was signed off by the board AA confirmed that he would be contacting all board members to discuss their continued role and contributions to Active Essex.

Action: AA to organise 1 to 1 with all board members.

2 Approval of minutes & actions from meeting held on 13th December 2017.

Board confirmed that these minutes are accurate reflection of our last Board meeting.

Outstanding Actions

1. BS to bring DBS guidance document to next meeting
   Brian has brought documents to the meeting. Action – Mel to share with minutes

BS shared that against the national guidance Board members we do not need a DBS check

2. JF to organise meeting with ECF with AEF Chair
   Cllr Gooding is taking this action as Chair of the Active Essex Foundation

3. BS to bring a paper to the Board with Active Essex Strategy Approach to its work around Education at 30th Jan Board meeting
   On today’s agenda

6. AA/JF - 1:1’s to be set up with Board members requiring a review
   To be completed by next Meeting April 18.

3 Sport England Governance Code

• Appointment of SIBM

AA thanked everyone involved in the process, their votes had been recorded and as a result BM has been appointed for the SIBM role. It was discussed and agreed that a note/release to be circulated announcing the appointment.

Action – DC to produce release

Sport England are putting together a CSP Network collaborative approach to CSP Board reviews. Active Essex has responded to Sport England to agree that we are happy to be involved in this approach and help shape the criteria for the framework in the offer.

RH confirmed that now our Terms of Reference are agreed we need to start the process of
establishing an Audit Committee (Finance Sub Group) who would work with ECC, RH and JF to ensure our finances are transparent and adhere to the governance code.

**Action:** AA to ask for board members to be part of Audit Committee via 1 to 1 meetings

### 4 Directors Report:

**Action –** Board requested time on the agenda of next meeting to discuss Business Relationships and Income generation

**Action -** Board supported the staffing structure presented and a new way of working across the team. Board wanted to see Director role take less line management responsibilities thus allowing time to drive the organisation strategically. JF to share with board chair at next 1 to 1

As part of the redesign work in ECC departments underway, it has been suggested that Hadleigh Park should be shifted to sit back with the ECC Country Parks team, who will be going through redesigning themselves. The roles within Country Parks will perhaps be collectively spread across the areas.

Active Essex would like an MOU with ECC Country Parks to ensure the ongoing commitment to activating green spaces with physical activity and sport. JF said we have made a huge success of what we have achieved at Hadleigh Park.

Mixed opinions were received on whether to support ECC decision or whether further conversations needed to be had.

**Action -** Board agreed to delegate responsibility and will support the outcome of final meeting between AA and JF and allow them to work with ECC to come to a conclusion on Hadleigh.

- **Local Delivery Pilot**
  JF updated board on pilot work to date. The project is in the early stages of confirming work strands, resource and roles in order that work can start to map and understand the whole system.

  The next meeting of LDP is Tuesday 6th February with Sport England.

- **Active Network Funding 2018-19**
  JF confirmed to the Board that the 2018/19 resources for Active Networks are in line with previous years. The additional benefit to the funding in 2018/19 is financial support from the Essex Public Health Team that will support Active Networks with resource to help tackle inactivity.

  Part of the new staff structure responsibility will be the Relationship Manager posts supporting the Active Networks going forward and ensuing Active Essex is part of the local system. JF confirmed that Active Essex would like to see resources act a lever to attract other funding locally.

### 5 Education Strategic Paper

JF & BS discussed the paper that was circulated to the board. Board member MF was consulted on the draft of the paper and supported the approach.

The size and scale of the county is a big challenge and there is an increase in the number of tasks that PE has been asked to take on at primary school level. Active Essex has worked hard to secure a good reputation needs to be maintained into the new world approach.

Secondary school education is a big challenge and Active Essex need to be realistic in what we can achieve. Through consultation with schools and the Education authority it is evident that the a direction of travel to support schools is a peer to peer approach.

Good place to embed and increase inclusion in education settings. We need to use our Councillors on our Board to impact. Suggestion around School Based Social movement including
Active Essex receives £96,000 of School forum funding to support schools in the delivery of high quality PE. This new approach needs to deliver this and build upon wider opportunities. Active Essex will utilise the creation of the additional a capacity in a schools setting based in the hubs but ensure it forms a key part of the Relationship manager role.

SM said he felt consideration should be given to generating income within these roles.

**Action – conference call to be set up with MF, SM, BS and JF to discuss the costs involved and ensuring maximum benefit to the approach**

### 6 Month Impact reporting

JF circulated to board the 6 month impact report.

### Active Essex Foundation

Board where shown the 30/30 Logo lock up. DC confirmed positive progress with the campaign marketing, photography, social media, and website design.

**Action – DC to update the Board by mid-April with the milestones of the campaign**

The charity has secured £10,000 fund from Street Games to the charity.

### Hadleigh Park report

Discussion held early in the meeting in relation to Hadleigh Park

### Communications Activities

DC shared with board  TGC Festivals taking place this weekend – The event is free to attend, with 750 participants across the four events. Marketing has mainly been on Facebook and Instagram. Active Essex will be filming at the events to capture the thoughts and feelings of the ladies involved. Following the event we will keep the stimulation by creating a newsletter and keeping our TGC social media up to date.

Ambassador Celebration event upcoming for 2nd May.

**Action – DC to share report on how the Festivals have gone following event**

With All Together there has been a song created called 'I Can Do', we are looking to create a video.

**Action – DC to keep Board share All Together music video once produced**

### Finance reports:

- **Budget 2017-18**
  RH report confirmed that budgets are on currently on track with targets and predictions; however an accrual issue remains with Hadleigh Park. Working with ECC finance to resolve.

- **4 Year Budget projection**
  Elements of funding for education projects from Sport England are still as yet, unconfirmed as per paper. Coaching (now Workforce) we will know more about process on 8th February – predicted £40K available.

Satellite Club awaiting response on application by Feb 20th for £193K

Budget from ECC is draft and awaiting Full Council sign off 13th February 2018.

LDP - working with Sport England on details for drawn down process on budget.

- **Risk Register**
  No comments to additions
## Any Other Business

**Action – JB to set up meeting for AA and JF to meet with Chelmsford’s new MP, Vicky Ford**

AWS expressed some concern around Harlow leisure facilities and investment is needed for improvement.

RH mentioned the work that Harlow colleagues are doing on Playing Pitch and Facility Strategy

**Action – RH to link AWS into group doing this work and Local plan**

JW confirmed that Active Braintree now has charitable status.

From BS – “A big thank you to the Board, this is one of the best groups I have worked on in terms of the friendships I have made, we have always gone above and beyond and for that I am proud to have been a part of this group.”

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<th>Agenda Item</th>
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<td>Conversations started, dates tbc.</td>
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