

MINUTES

Subject: Active Essex Board
Date & Time: Friday 3rd May 2019, 9.30am to 12.30
Location: E3A, County Hall, Chelmsford CM1 1QH
Chair: Azeem Akhtar

Attendance

Board Members:

AA Azeem Akhtar (Chair)
 BM Bob McIntock
 SM Steve Mitchell
 JW John Wood
 AC Adrian Coggins

Active Essex Staff:

JF Jason Fergus
 RH Rob Hayne
 DC Denise Carter
 MH Melissa Huggins (Minutes)

Item no.	Agenda Item & Notes	Actions
1	<p>Welcome:</p> <ul style="list-style-type: none"> • Apologies • Any Conflict of Interest on agenda • Opening remarks from the Chair <p>Apologies from Anne Wafula-Strike.</p> <p>Board were notified that Clare Morris has stepped down from the Board.</p> <p>No conflict of interest to report.</p> <p>Chair informed the Board that following the Board Evaluation they will be going for recruitment to address the skills gap within the Board.</p>	
2	<p>Approval of minutes & actions from meeting held on 19th April 2019.</p> <p>Matters arising</p> <p>Ongoing conversations around Harlow Athletics Track and who is liable to maintain and keep the track up to recommended standards. Following conversations it would appear that due to the change to Academy status they have liable for the upkeep of the athletics track.</p> <p>The team are currently working with the ECC school's capital team to influence future joint use agreements on school sites.</p> <p>Special Educational Needs team have undertaken a restructure, Dawn has a close relationship with this team and will pick up a conversation around the talent plan with Anne. It was suggested that we can do more around this work.</p>	<p>Jason to keep the Board updated on progress around Harlow Athletics Track</p> <p>Dawn to pick up</p>

	<p>JF informed the Board that we have had a few maternity covers within the team. The Active Essex team are ensuring capacity is consistent within the team and the hub areas.</p> <p>Sport for Confidence have removed their services from Hadleigh Park and moved to Canvey Island. This was signed off by Dee Rourke, Head of Culture and Green Spaces.</p> <p>We have a performance plan in place for our staff, they have completed 12-month reviews which includes successes, challenges, future 12 months. We have started the process for Training Needs Analysis which will be reviewed and create the baseline for future training needs of the team.</p>	conversation with Anne
3	<p>Directors Report</p> <p>What has come out of the Improvement Plan is the most important part for JF. Three key improvements were identified, and three groups have been created and every staff member has been allocated to a group which starts next week. Our approach to Quest is to sue it as an improvement journey for Active Essex so we can develop as an organisation.</p> <p>AA joined JF for the recent Sport England End of Year Round Table meeting, this was an opportunity for the team to share progress and impact over the last 12 months and to present the key areas of improvement as a result of our Quest journey. The meeting was extremely positive and very complimentary on the journey that Active Essex is on.</p> <p>AA shared that Ed Sandham is always supportive and that we have achieved a lot over the last 12 months and AA feels it hasn't gone unnoticed. Tim Hollingsworth and Nick Bitel have all been complimentary of the achievements we have had and the clear direction that we show.</p> <p>JF has a conference call with East Directors next week to look at how we can share good practice. We understand that 2 Active Partnerships have been awarded an Excellent rating in relation to Quest. No official data has been released yet apart from the tweets sent out from some Active Partnerships.</p> <p>There was a strong feeling from the Board that we clearly have extremely high standards and it is important that the improvement journey that we have started allows us to develop and stretch these high standards to the benefit of the organisation and partners that we work with. The Board where supportive of recognising that if any of these improvements needed additional resources they would be very comfortable with supporting if appropriate and cost effective.</p> <p>A discussion was had about the importance of capturing the right indicators that can demonstrate impact of the work of the organisation. In all areas it is vitally important to ensure that the improvement journey supports the teams progress with demonstrating impact and strong evaluation. AC suggested he would be keen to lead an item on this at a future Board meeting.</p> <p>A discussion was had on how we need to ensure that the LDP create a sustainable legacy for Active Essex and partners. It was felt that this absolutely dovetails into the direction and momentum of Active Essex. All agreed this would be an ideal future Board development session.</p> <p>The Board heard at the recent CSPN National Conference, Sport England CEO, Tim Hollingsworth, referenced his recent visit to Essex and it would appear our 3 P's of People Plaae and Purpose resonated</p>	<p>Agenda item at next meeting to cover Review of KPIs, AC to cover item</p> <p>To set up a future Board development session</p>

	<p>very strongly in his thinking and presentation. It was proposed that the Board will need to think collectively how to get Nick Bitel back to Essex for a visit in the autumn time.</p> <p>SM informed the Board of a big drive nationally around the use of Open Data and how technology can play a part within the sector. SM suggested that we should be as a Board, thinking about how we can look at this agenda at a county level particularly around the expertise of AA.</p> <p>SM shared the Sport England approach to the agenda where they have introduced start-up funding the 10 new businesses who are looking at digital technology solutions to support our agenda.</p> <p>It was agreed that before the next Board meeting there needs to be a digital technology conversation to see how Active Essex can play a role in digital revolution for sport and physical activity.</p> <p>The board suggested various contacts who we can look into using in this programme e.g. Creative Design, London Sport contact, ECC Skills Team.</p>	<p>Mel to set up technology meeting ahead of the next board meeting – half day identifying a robust description of the problem and half day for technology experts to help us look at the solutions.</p> <p>AA to suggest a technology expert for the Board Technology meeting</p> <p>Board to feedback what they feel will be in valuable to cover on that day.</p>
4	<p>Active Essex Foundation (AEF)</p> <p>An update was given around the Active Essex Foundation covering the following points:</p> <ul style="list-style-type: none"> • Applications for funding is going well, as a number of schemes have been supported from funders such as Peoples Health Trust and Children in Need. • The 3030 Essex campaign is being run again this year • The AEF have been looking into coordinating a cycling event and working with Cancer Research as they would like AEF charity to be one of the beneficiaries from an event in the future. • Next week Jason has a meeting with Essex Highways to look at the possibly of the cycling event. • AEF have re-submitted a revenue application for £10,000 of capacity funding, a decision will be made on that funding in July. 	
5	<p>Finance Report & Risk Register</p> <p>Satellite Clubs are more insight led now which has made it harder to set up therefore there is under spend but we are carrying this over to next year as it is a 3-year programme.</p> <p>All other budgets have been spent and on track.</p>	
6	<p>Communications Report</p> <p>It has been a very busy period; School Games, Women Like Us Festivals.</p> <p>The Women Like Us festivals have had really positive sign ups for each of the events but this unfortunately doesn't translate into attendees on the day. A different approach has been adopted which now puts a small charge for attending the festival, we will monitor this to see if it has a</p>	

	<p>more positive impact.</p> <p>3030 is back, please board get involved with the campaign. We have the 1 second a day app, 3030 filters, a little bit of technology where we are working with Street Tag to encourage people to use the app to gain points for doing activity and attending our internal events.</p> <p>Snapshots have been designed by the team using Prezi presentations which go down to project level where you can see impacts.</p> <p>As the Board meetings are spread and there is a lot going on, Denise will share monthly highlights with the board.</p> <p>Ambassadors engaged 6,500 women to get active.</p>	<p>Denise to share monthly highlights with the Board.</p>
7	<p>Board External Evaluation</p> <p>AA presented the previously shared summarised version of the Evaluation Report to Board members.</p> <p>AA felt the board review was important and that there has been a degree of turbulence, due to stepping down and conflict of interests. AA reminded the group that they are a skill-based Board and we are all doing this voluntarily.</p> <p>AA thanked the Board for their contributions to the evaluation process.</p> <p>AA shared with the Board that Active Essex has launched a comprehensive strategy, developed the charity, restructure of the core team to enable greater focuses on localities. We have had a royal visit through the Coach Core programme and strong collaboration with ECC, Essex HWB and the LDP.</p> <p>AA feels that we are held in high regard and that we have a lot to be proud of however, we are always looking for continuous improvement, we need to ensure our eco system is reflective in our board. Therefore, it is important to take into account our current skill set and the future skillset that the Board requires.</p> <p>Suggestion to add Active Essex Foundation (AEF) with a dotted line to the Accountability Organisation Structure. Following the group discussion, a decision was agreed to keep it off the diagram as we want to keep AEF as a stand-alone organisation.</p> <p>AA suggested that work needs to begin immediately around future succession planning of the Board particularly around some Board members reaching their maximum term.</p> <p>A discussion took place around how the LDP is impacting on staff time and how it could or should be seen as an enabler to support the Active Essex vision.</p> <p>One area which was identified for improvement in the Evaluation Report was to ensure that Board members did not have any conflicts of interest that could be perceived as negative to outside partners therefore affecting the impartiality of their role on the Active Essex Board.</p> <p>It was agreed by all that as a result of the evaluation that recruitment of a Chair and new Board members is the top priority.</p> <p>An application led process for recruitment which will aid decision on how many members will be appointed.</p> <p>AC offered support with recruitment.</p>	<p>AA to investigate further with Collaborate CIC.</p> <p>JF/ RH to pick up the recruitment process for Chair and Board members.</p>

8	Any Other Business N/A	
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Item No.	Action	Owner
2	Jason to keep the Board updated on progress around Harlow Athletics Track	JF
2	Dawn to pick up SEN conversation with Anne	Dawn Emberson/ AWS
3	Agenda item at next meeting to cover Review of KPIs, AC to cover item	AC
3	To set up a future Board development session	JF/ MH
3	MH to set up Board Technology meeting - 'Digital Revolution for Sport and Physical Activity', ahead of the next board meeting – half day identifying a robust description of the problem and half day for technology experts to help us look at the solutions.	MH
3	AA to suggest a technology expert for the Board Technology meeting	AA
3	Board to feedback to JF & AA what they feel will be in valuable to cover on that day.	All
6	Denise to share monthly highlights with the Board.	DC
7	AA JF to request further information from Collaborate around Conflict of Interest	AA/ JF
7	JF RH to pick up the recruitment process for Chair and Board members.	JF/ RH