

## MINUTES

**Subject:** Active Essex Board Meeting  
**Date & Time:** Friday 19<sup>th</sup> July 2019, 9.30am to 12.30  
**Location:** E3A, County Hall, Chelmsford  
**Chair:** Azeem Akhtar

### Attendance

#### Board Members:

AA	Azeem Akhtar	Chair
BM	Bob McIntock	Vice Chair
SM	Steve Mitchell	Board Member
JW	John Wood	Board Member
AC	Adrian Coggins	Board Member
AWS	Anne Wafula-Strike	Board Member

#### Active Essex Staff:

JF	Jason Fergus	Director
RH	Rob Hayne	Strategic Lead for Business Operations
DC	Denise Carter	Strategic Lead Communications and Events
MH	Melissa Huggins	Minute Taker

Item	Agenda Item and Notes	Actions
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>• <b>Apologies</b></li> <li>• <b>Any Conflict of Interest on agenda</b></li> <li>• <b>Opening remarks from the Chair</b></li> </ul> <p>No apologies or conflicts of interest.</p> <p>AA thanked the Board for their support in reappointing him to Chair the Board for another three years. He explained that he felt humbled to be reappointed as he feels we are only half way through our journey, and he wants to be with Active Essex as we lead the way in Essex.</p> <p>AA informed that he has applied for a role as a Board Member on the Sport England Board, AA will update the Board when he has heard back with a decision from Sport England.</p>	<p>AA to update the Board when he had heard back from Sport England regarding the decision on his Board appointment.</p>
2	<p><b>Approval of minutes &amp; actions from meeting held on 3<sup>rd</sup> May 2019.</b></p> <p><b>Matters arising</b></p> <p>RH gave an update on the Harlow Athletics Track; Sport England has been in touch with the school and it was shared that there is plans to rebuild the school as well as the track.</p> <p>The rebuild will create implications on community engagements and the track users throughout the building time period.</p> <p>Rob Hayne to investigate ECC Capital Team position and support to</p>	<p>RH to discuss plans with Sport England and ECC for the Harlow Athletics Track rebuild and then feedback into the Board.</p>

	<p>the rebuild.</p> <p>AWS and Dawn Emberson are meeting regarding work with Special Education Needs. ECC Education are going through a restructure of their SEN team so when this is finished we can discuss how we can work with them going forward.</p> <p>Steve suggested getting in contact with Alexandra to start some conversations around SEN work.</p> <p>Anglia Ruskin University and colleagues have created a consortium around technology targeting 'Healthy Aging'. The themes around their subject matter are Health and Wellbeing, Dementia Care Wellbeing in the Workplace, Empowered Communities, Falls/ Strokes, Connecting Vulnerable groups and Addressing Obesity.</p> <p>The consortium have suggested that they would be keen to have a meeting with the Active Essex Board as they are the subject matter experts. AC shared his view that it is important that we have joined up conversations where we can define the problem and what we want to achieve to ensure we are not jumping to the solution.</p> <p>The Board were invited to share any idea and suggestions for topics of conversation at the upcoming Team and Board Away Day.</p> <p>The Board were informed that we will look to ask them to fill in their conflict of interest more frequently.</p> <p>Active Essex has been audited; RH gave an update to the Board on the types of things they checked with the team, all of which, we were successful in passing. We are going to look to compile conflict of interest information at a granular level.</p>	<p>JF to send Alexandra's email to AWS who will then contact directly regarding their SEN work.</p> <p>JF to update the Board on progress in progressing the digital theme for Active Essex.</p> <p>Board to feedback to JF if they have any suggestions for Team and Board Away Day.</p> <p>MH to circulate Board conflict of interest for all to update.</p>
3	<p><b>Directors Report</b></p> <p>JF gave an update on the LDP. It was shared that Anglia Ruskin University were agreed as the Evaluation partner for LDP. AC is also playing a lead role in the Evaluation work for the LDP. We have started to roll our ABCD workshops to get some Asset Based work happening in the County. We have facilitated a sharing day with Sport England who came to Essex to learn about the LDP.</p> <p>We have an LDP item at the Essex Assembly in September. At the September LDP Sponsors meeting Exec Director, Mike Diaper will be joining us for the day.</p> <p>SM attended a meeting with 6 Active Partnership within the Midlands and fed back to the Board.</p> <p>RH shared that the work with ABCD has landed really well following good feedback around the tangible new way of working.</p> <p>A discussion took place around how we can unearth real people/stories and give them the platform to share their lived experience. It was agreed that we need to tap into working with these groups of people e.g. Coach Core apprentices, to accelerate their stories.</p>	<p>We have some free spaces on the Essex Assembly, if Board Members would like to attend please let RH know.</p>
4	<p><b>Active Essex Foundation</b></p> <p>The AEF Trustees are meeting this afternoon.</p> <p>3030 Essex has taken place. We had various platforms for promotion; BBC Look East, Bus signs, Radio, internal communications. We were supported by many schools, workplaces,</p>	<p>DC to share the final 3030 Report with Board.</p>

	<p>clubs, organisations and MHFAiders. We had 102 club activities on our Open Map promoted for June. We are had 635 new followers across the 3030 social media channels. We are currently pulling together the report. Gavin pledged on our internal One channel to complete 20,000 steps a day.</p> <p>We have three cabinet members who have agreed to support us with the potential Velo Cycling Event in 2020. We are now starting to work around some key areas; Tourism, Economic Growth, Showcasing the County, Physical Activity Benefits.</p> <p>UK Cycling have expressed an interest to get involved.</p>	<p>JF will keep the Board up to date regarding the Velo Cycling Event.</p>
5	<p><b>Finance Report &amp; Risk Register</b></p> <p>RH changed the Board Membership from Red to Amber.</p> <p>The Board were informed that there is some work to be done on the Schools Sport Premium but other than that, spend across the board is on track. Satellite club funding has been carried forward this year.</p> <p>Kelly Harman has been appointed to the LDP Delivery Manager post. Rachel is currently on maternity leave but when she returns will be newly appointed to the West Relationship Manager role.</p>	
6	<p><b>Communications Report</b></p> <p>DC gave an update on the teams Communications and how the team are finding local people to bring to life real stories. This being linked with our monthly One in a Million which is still in place.</p> <p>The £5 charge we have introduced for the Women Like Us Festival, has worked for the event as we have found though we have received a lower number of bookings but a much higher number of event attendance.</p> <p>The impact report for the year is nearly completed and will be circulated shortly.</p> <p>AWS is supporting the Sports Awards sponsorship process this year.</p>	<p>DC to share the Impact Report with the Board when complete.</p>
7	<p><b>Board Recruitment</b></p> <p>Update from BM on the Chair and Board interviews which took place on Thursday 18<sup>th</sup> July; 5 applicants were shortlisted following feedback from the Board. The 5 shortlisted candidates all attended interviews.</p> <p>Discussion took place around addressing a youth voice on our Board. It was suggested that we open the opportunity out to our Coach Core Apprentices.</p> <p>Azeem confirmed to Board Members that he was interviewed recently for a position on the Sport England Board, he will inform Board Members once the outcome has been received.</p>	<p>JF to lead on the action to appoint a Youth voice on the Board.</p>
8	<p><b>KPI's</b></p> <p>AC shared that the KPIs used for Active Essex will be defined through the LDP work with their evaluation partner. Further context will be defined at the Inception meeting on 24<sup>th</sup> July which will look</p>	

	<p>at the areas for concern.</p> <p>Discussions took place around how we can protect the intelligence that we pioneer and the marketing of potential products to ensure that we have ownership of these.</p>	JF/AC to get in touch with Angela Hutchings to share our legal agreement for her comments.
<b>9</b>	<p><b>Digital / Technology</b></p> <p>David from Essex Employability and Skills gave a presentation on the VR technology that his team have been using to give young people virtual experiences of working in different sectors.</p>	
<b>10</b>	<p><b>Any Other Business</b></p> <p>JW has been appointed as the Safeguarding lead within the Board. It was agreed to have a Safeguarding agenda item on each Board meeting agenda.</p> <p>AWS has suggested we speak to Parkrun to discuss how they can become more inclusive.</p> <p>It was suggested that we still need to fill the gap with having a Board Member with a link to the Political landscape.</p>	Hayley Chapman to pick up the inclusivity conversation with Parkrun.

## Actions

Item No.	Action	Lead
<b>1</b>	AA to update the Board when he had heard back from Sport England regarding the decision on his Board appointment.	<b>AA</b>
<b>2</b>	RH to discuss plans with Sport England and ECC for the Harlow Athletics Track rebuild and then feedback into the Board.	<b>RH</b>
<b>2</b>	JF to send Alexandra's email to AWS who will then contact directly regarding their SEN work.	<b>JF</b>
<b>2</b>	JF to update the Board on progress in progressing the digital theme for Active Essex.	<b>JF</b>
<b>2</b>	Board to feedback to JF if they have any suggestions for Team and Board Away Day.	<b>JF</b>
<b>2</b>	MH to circulate Board conflict of interest for all to update.	<b>MH</b>
<b>3</b>	We have some free spaces on the Essex Assembly, if Board Members would like to attend please let RH know.	<b>All</b>
<b>4</b>	DC to share the final 3030 Report with Board.	<b>DC</b>
<b>4</b>	JF will keep the Board up to date regarding the Velo Cycling Event.	<b>JF</b>
<b>6</b>	DC to share the Impact Report with the Board when complete.	<b>DC</b>
<b>7</b>	JF to lead on the action to appoint a Youth voice on the Board.	<b>JF</b>
<b>8</b>	JF/AC to get in touch with Angela Hutchings to share our legal agreement for her comments.	<b>JF/AC</b>
<b>10</b>	Hayley Chapman to pick up the inclusivity conversation with Parkrun.	<b>Hayley Chapman</b>