

## MINUTES

**Subject:** Active Essex Board  
**Date & Time:** Friday 8<sup>th</sup> November 2019, 9.30am to 12.30pm  
**Location:** C326, County Hall, Chelmsford, CM1 1QH  
**Chair:** Azeem Akhtar

### Attendance

#### Board Members:

AA	Azeem Akhtar	Chair
BM	Bob McIntock	Vice Chair
SM	Steve Mitchell	Board Member
AC	Adrian Coggins	Board Member
EC	Elizabeth Corsnish	Board Member
DS	David Sollis	Board Member
CR	Caroline Russell	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>Apologies from Anne Wafula-Strike and John Wood.</p> <p>No conflicts of interest.</p> <p>AA expressed his views on the past Away Day involving vibrant discussion and good actions as to where we want to go to.</p> <p>AA shared that he has been to one Sport England Board meeting and completed his Induction meeting and advised that he really enjoyed it. AA explained that he feels efforts at Active Essex are very visible within Sport England and it is evident that the bar is high and responsibility is on us to carry on positively making a difference in Essex. He feels that now AA has voice he can take that as it is a powerful forum.</p> <p>AA and CR attended the Essex Assembly, AA feels that this is a very powerful forum. Caroline suggested that it was the first time Dick Madden had chaired the event and was keen to shape it differently.</p> <p>The Board were asked to think about how they can make sure we always have representation at these forums, engaging and carrying the Active Essex agenda to make sure they're aware and supporting us. CR suggested that Stakeholder mapping is vital and she sits on forums and others have helpful links we can utilise. It was agreed that they need a visual mind map diagram to show the Board relationships.</p> <p>It was suggested that the board ask for an Active Essex slot on agendas at</p>	<p>RH to circulate a stakeholder mapping template and send to Board for completion.</p>

	forums that they are part of and then update JF that this discussion has taken place so they can keep record.	
2	<p><b>Approval of minutes &amp; actions from meeting held on 19<sup>th</sup> July 2019.</b></p> <p><b>Matters arising</b></p> <p>Actions and updates from last meeting:</p> <p>AA to update the Board when he had heard back from Sport England regarding the decision on his Board appointment.</p> <ul style="list-style-type: none"> <li>• COMPLETE and sent out internal comms.</li> </ul> <p>RH to discuss plans with Sport England and ECC for the Harlow Athletics Track rebuild and then feedback into the Board.</p> <ul style="list-style-type: none"> <li>• Board action update recirculated.</li> <li>• Ongoing issue with Mark Hall around Academy allowing track to go into repair. Credit was shared for the West Hub for making this happen. It has been agreed for Mark Hall to update their track. However, there is now issues around their school centre.</li> <li>• A discussion took place around ensuring that the centre is being used and there is a need for refurb.</li> </ul> <p>JF to send Alexandra's email to AWS who will then contact directly regarding their SEN work.</p> <ul style="list-style-type: none"> <li>• Ongoing action</li> </ul> <p>JF to update the Board on progress in progressing the digital theme for Active Essex.</p> <ul style="list-style-type: none"> <li>• JF had a telephone discussion with Alex at the London Tech Hub and shared that the conversation had a positive outcome and it has been agreed for JF to meet with Alex in person to learn about how they use technology. JF informed the Board that they may potentially bring Alex in to shape the session. Board agreed they are happy for JF to carry on this conversation.</li> <li>• Example of a programme London Tech Hub have created – app called Run Friendly where people can find showers when they run to meetings.</li> <li>• Discussion around about what we want to achieve from technology and how digital technology can enable people to get active.</li> <li>• A question was raised around if we have spoken to our target markets to find out what those target groups would need to get active. This question was answered by advising that they will use LDP links to utilise that data.</li> </ul> <p>Board to feedback to JF if they have any suggestions for Team and Board Away Day.</p> <ul style="list-style-type: none"> <li>• COMPLETE</li> </ul> <p>RH to circulate Board conflict of interest for all to update.</p> <ul style="list-style-type: none"> <li>• COMPLETE</li> </ul> <p>We have some free spaces on the Essex Assembly, if Board Members would like to attend please let RH know.</p> <ul style="list-style-type: none"> <li>• COMPLETE</li> </ul> <p>DC to share the final 3030 Report with Board.</p> <ul style="list-style-type: none"> <li>• COMPLETE</li> </ul> <p>JF will keep the Board up to date regarding the Velo Cycling Event.</p> <ul style="list-style-type: none"> <li>• JF has been working with internal politicians to set up the potential 2020 Essex Cycle Race.</li> <li>• A question was raised to enquire what legacy is trying to be created following the Essex Cycle Race.</li> </ul>	<p>JF to connect AWS who a contact regarding SEN.</p> <p>JF to have a discussion with Alex around tech.</p> <p>DS and JF to discuss David's links with tech providers.</p> <p>LDP team to share the online evaluation programme that they have been creating with the Board.</p>

	<ul style="list-style-type: none"> <li>It was advised that the event will have both elite options and family elements.</li> <li>It was also shared that Active Essex have an obligation to get people active but also to keep the active active, so it is hoped that this event will contribute to sustaining our active people in Essex.</li> <li>A question was raised about who are the target groups for Active Essex.</li> </ul> <p>DC to share the Impact Report with the Board when complete.</p> <ul style="list-style-type: none"> <li>COMPLETE</li> </ul> <p>JF to lead on the action to appoint a Youth voice on the Board.</p> <ul style="list-style-type: none"> <li>Update later in the agenda</li> </ul> <p>Hayley Chapman to pick up the inclusivity conversation with Parkrun.</p> <ul style="list-style-type: none"> <li>At Harlow the Parkrun Director is doing a Couch to 5K to help get people into parkrun.</li> <li>Lee Monk, ARM, is having a discussion with Chelmsford Parkrun Director around inclusivity.</li> </ul> <p>A discussion took place around if we could use the ECC Employability Skills team VR kit to do some introduction into Parkrun using a VR experience.</p>	<p>All Board to share any ideas they may have with Parkrun</p> <p>JF to pick up conversation with Employability and Skills team to see if we can use VR kit to introduce people to Parkrun.</p>
3	<p><b>Active Essex Foundation</b></p> <p>BM advised that unfortunately, the November Active Essex Foundation meeting is currently being rescheduled so no update required.</p>	
4	<p><b>Finance Report &amp; Risk Register</b></p> <p>Active Essex have been successful in securing further Sport England funding around opening up access to School Facilities.</p> <p>Conversations are being had to join up schools funding.</p> <p>The Daily Mile delivery going well, budget reprofiling has been approved by Sport England to allow the post to extended until March 2021.</p> <p>A discussion took place around the statistics and number of pupils who currently take part in The Daily Mile.</p> <p>A spreadsheet was shared with Board around Active Essex spend. RH highlighted underspends.</p> <p>Discussion around AE Strategy being moved red on risk register. It was agreed that the Board would be allocated roles in which they can support the process of the new strategy.</p>	<p>BM to meet with Stuart Tryhorn to discuss The Daily Mile in Brentwood schools.</p> <p>AC to meet with Stuart, The Daily Mile coordinator to discuss the best way to report on TDM data.</p> <p>JF and RH to create a strategy timeline for discussion at the next Board meeting.</p>
5	<p><b>Communications Report</b></p> <p>Board were shown a communications report video which included success stories, national programmes e.g. Long Term Health Conditions which we are mirroring and lots of traction with Freya Levy with the 'Who Say's campaign'.</p>	<p>DC to share Comms report video link with Board.</p>
6	<p><b>Directors Report</b></p> <ul style="list-style-type: none"> <li>Young Person appointment</li> <li>LDP</li> <li>Quest</li> <li>People Development</li> </ul> <p>JF &amp; RH had a meeting with Mike Diaper and colleagues at Sport England</p>	

<p>recently and they were very supportive of our approach to date to gather a granular understanding of our places in Essex.</p> <p>The snapshots were shared with the Board and it was advised that on the Prezi version there are arrows which take you to stories behind each section. The stories are also explained in more detail within the RM reports provided.</p> <p>The Board were updated on the new proposed Stakeholder Engagement system and how it will support the connections and discussions the team are having around the county.</p> <p>It was suggested that the snapshots need to link to the strategy and highlight impact on how much the teams work is contributing to the strategy.</p> <p>It was advised that there are some further refinements that the Active Essex team are looking into to make with the snapshots more fit for purpose.</p> <p>The group was updated on the work that Team Effectiveness Group have implemented resulting in new meeting structures and informal Knowledge Share Sessions. JF advised that ECC are not currently providing paperwork for personal development so they have introduced a TNA process to help staff progress.</p> <p>ECC gives all staff two days for volunteering. The Board were informed that JF has decided to give everyone an additional day to focus on Health and Wellbeing as part of a wider plan that is being produced, to support employee Health and Wellbeing.</p> <p>As an action from the last meeting JF investigated recruiting a Coach Core apprentice to be a Youth Board Member. JF and Louise Voyce interviewed three candidates. JF shared his views on the interviews and asked the Board for their opinion regarding appointment.</p> <p>It was suggested that there is a role for all and they could recruit two to sit on the Board to attend meetings and one to support with the outreach work around engaging and feeding into other Youth boards across Essex. The Board agreed for these appointments to be put in place on a trial period.</p> <p>DS suggested that Healthwatch could support with Youth Board member training.</p> <p>The Board offered their support to mentor the Youth Board Members. SM has been appointed as Sophie's mentor and DS has been appointed as Billy's mentor.</p> <p>JF has a meeting with the Essex Youth Service to discuss how we can have more opportunities to hear from the voices of young people.</p> <p>A query was raised to enquire if the Board is the right type of forum for a Youth Board member. An opinion was shared that it is the right forum as they feel that this Board is a place where ideas are openly shared and debates are welcome.</p> <p>A discussion took place around a better way of sharing information with the Board ahead of the meeting. Share Point, Microsoft Teams, Diligent Boards were suggested. It was mentioned about legal.</p> <p>JF shared that he recently had a very positive meeting with the LDP Delivery Team and they have some exciting work in the pipeline.</p> <p>JF shared they are committed to sharing monthly updates with the Board. The Board agreed that they are happy with that updating process.</p>	<p>JF to contact three candidates regarding their involvement with the Active Essex Board.</p> <p>SM and DS to get in touch with Youth Board members once appointed to start mentoring process.</p> <p>JF to look into Share Point, Microsoft Teams, Diligent Boards for Board document sharing.</p>
---	--

**Away Day Actions:**

- **Board Roles**
- **Car Park issues**
- **Board Skills Gap**
- **Governance - Audit Committee membership**

JF has held inductions with the Board, to investigate how we bring to life the skills they were recruited for and turn this in to action, and show the contributions they can make to the Board. JF and AA want to ensure everyone on the Board is able to share their networks, connections and interests and enable individual contributions from their skillset, to be made clear.

It was agreed that a Stakeholder mapping is important and needed.

A discussion took place around 'walking in people's shoes', and if the Board really understand the barriers people are faced with getting people active.

EC shared that she has the opportunity at her school for the Board to explore specific barriers faced with her pupils in her SEN schools.

AC shared the telephone discussion he had with JF regarding his role within the Board. He spoke about how he had agreed to support the impact report and to work with Denise. He also shared that he is happy to challenge and query the content which is being included.

JF shared that he met with Hayley Meeks, Daley Thompsons niece, regarding the Daley5Minutes. They are waiting for suggestions on how this can progress. Views were shared that cost may be a barrier.

JF shared that car park wider issues are being looked into and requested for suggestions put forward to the Board. It was advised that they can advocate the Board to implement some of these issues.

A discussion took place around how Active Essex communicates and shares information on what they are doing i.e. meetings attended and also on activities residents of Essex can get involved in. It was suggested that Active Essex could potentially do a weekly bulletin that includes what the Active Essex team have been doing.

The Board were informed of a Board Recruitment application from a women named 'Zeina'. AA advised that he had previously met Zeina and feels she is an individual who is articulate and would be a massive asset to the Board. AA also shared that he felt due to the application being late he must bring the query to the Board for their thoughts and a collaborative agreement on how to move forward.

It was suggested and then agreed by the Board for Zeina to be offered an interview with three Board Members and JF to ensure consistency with prior Board recruitment.

A concern was shared that the Board are not being transparent by potentially recruiting Zeina as they are not following the process by recruiting through an open advert process.

Various discussions took place around identifying the Board's skills gaps and ensuring they have the correct number of people on the Board.

Due to some Board members terms coming to an end a suggestion was made to have a phasing process in place ahead of June 2021 so that four Board members did not all leave at the same time.

RH advised that he has vacancy opportunities on the Audit Committee and asked the Board to advise if they were interested in joining.

JF will send out the insight pack to share data sets that Active Essex is using.

Agenda item on next Board to look at themes in new strategy.

Feedback requested from the Board on resolving 'car park wider issues'.

DC to ensure Board members are linked into day to day internal Comms to they can be keep informed and update.

JF to set an interview with Zeina, Panel to be: EC, AC, RC and JF.

AC, JW, BM and SM to have a discussion offline about timings of departure.

	<p>BM and CR expressed their interest in joining the Audit Committee.</p> <p>The Board agreed that BM and CR should be appointed to the Audit Committee. RH thanked them for there interest and support for this work.</p>	<p>RH to contact BM and CR about their roles and dates of the Audit Committee.</p>
<b>8</b>	<p><b>Any Other Business</b></p> <p>Dates for the diary:  <b>Board Christmas Meal</b> - Tuesday 12<sup>th</sup> December 12.30pm, Cote Brasserie, Chelmsford.  <b>Sports Awards</b> - Wednesday 4<sup>th</sup> December 5.30pm arrival, 7pm ceremony, Chelmsford City Racecourse.  <b>Next Active Essex Board Meeting</b> – Thursday 23<sup>rd</sup> January 12pm, Glenwood School, Benfleet.</p> <p>A discussion took place around amending the timings for the January Board meeting to include time for a tour of Glenwood School.</p>	

Item No.	Action	Lead
<b>1</b>	RH to create a stakeholder mapping template and send to Board for all to complete.	<b>RH/ All Board</b>
<b>2</b>	JF to connect AWS who a contact regarding SEN.	<b>JF/AWS</b>
<b>2</b>	JF to have a discussion with Alex around tech.	<b>JF</b>
<b>2</b>	DS and JF to discuss David's links with tech providers.	<b>DS/JF</b>
<b>2</b>	LDP team to share the online evaluation programme that they have been creating with the Board.	<b>LDP Team</b>
<b>2</b>	All Board to share any ideas they may have with Parkrun	<b>All Board</b>
<b>2</b>	JF to pick up conversation with Employability and Skills team to see if we can use VR kit to introduce people to Parkrun.	<b>JF</b>
<b>4</b>	BM to meet with Stuart Tryhorn to discuss The Daily Mile in Brentwood schools.	<b>BM</b>
<b>4</b>	AC to meet with Stuart, The Daily Mile coordinator to discuss the best way to report on TDM data.	<b>AC</b>
<b>4</b>	JF and RH to create a strategy timeline for discussion at the next Board meeting.	<b>JF/RH</b>
<b>5</b>	DC to share Comms report video link with Board.	<b>DC</b>
<b>6</b>	JF to contact three candidates regarding their involvement with the Active Essex Board.	<b>JF</b>
<b>6</b>	SM and DS to get in touch with Youth Board members once appointed to start mentoring process.	<b>SM/DS</b>
<b>6</b>	JF to look into Share Point, Microsoft Teams, Diligent Boards for Board document sharing.	<b>JF</b>
<b>7</b>	JF will send out the insight pack to share data.	<b>JF</b>
<b>7</b>	Agenda item on next Board to look at themes in new strategy.	<b>RH</b>
<b>7</b>	Feedback requested from the Board on resolving 'car park wider issues'.	<b>All Board</b>
<b>7</b>	JF to set an interview with Zeina, Panel to be: EC, AC, RC and JF.	<b>JF</b>
<b>7</b>	AC, JW, BM and SM to have a discussion offline about timings of departure.	<b>AC/JW/ BM/SM</b>
<b>7</b>	RH to contact BM and CR around the Audit Committee.	<b>RH</b>