

## MINUTES

**Subject:** Active Essex Board  
**Date & Time:** Monday 20<sup>th</sup> July 2020, 14:00 – 17:00  
**Location:** Zoom Online  
**Chair:** Azeem Akhtar

### Attendance

#### Board Members:

AA	Azeem Akhtar	Chair
BM	Bob McIntock	Vice Chair
SM	Steve Mitchell	Board Member
EC	Elizabeth Cornish	Board Member
DS	David Sollis	Board Member
CR	Caroline Russell	Board Member
JW	John Wood	Board Member
AWS	Anne Wafula-Strike	Board Member
AC	Adrian Coggins	Board Member (attended 14:00 – 15:00)
BRM	Billy Ray Mansell	Youth Board Member

#### Active Essex Staff:

JF	Jason Fergus	Director
RL	Rachel Lewis	Relationship Manager
MH	Melissa Huggins	Minute Taker

Item	Agenda Item & Notes	Action
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li><b>Apologies</b></li> </ul> <p>Apologies from Sophie Michalaki and Rob Hayne.</p> <ul style="list-style-type: none"> <li><b>Any Conflict of Interest on agenda</b></li> </ul> <p>The Board confirmed they had no conflict of interest to declare.</p> <ul style="list-style-type: none"> <li><b>Opening remarks from the Chair</b></li> </ul> <p>AA welcomed the Board to the meeting during this hard time. He advised his Board Member role within Sport England has been very busy as they had a Board Meeting last week. The key focus was their ecosystem, which is at the heart of everything they do. They are working to ensure funding is available for these partners. Equally a key part of the meeting was focused on tackling racism and prejudice and how this can be eradicated. AA then advised that the challenge is going to be coming up with a series of measures that can be implemented which everyone can buy into that in turn make meaningful change.</p> <p>AA reminded the group that he is involved in the Essex Partners Board which is a collective of Business Leaders from across Essex who's current purpose it to strengthen the community and see how they can get out of Covid19 situation using cohesive methods across</p>	

	<p>Essex. AA informed the Board that he had fed back his view in a discussion with the people who organise the group to look at strengthening the topic of conversation to ensure they can make a real change and also that he has invited JF and BM to also support the group going forward.</p> <p>AA highlighted that he is keen to get moving on the Digital Transformation piece of work.</p>	
2	<p><b>Approval of minutes &amp; actions from meeting held on 20<sup>th</sup> April 2020.</b></p> <p><b>Matters arising</b></p> <p>JF welcomed the Board and advised that a board pack had been previously circulated but will be navigated on screen for those who don't have it to hand.</p> <p>JF discussed the updates from the actions of the previous Board meeting:</p> <ul style="list-style-type: none"> <li>• JF expressed he is pleased that they have a digital enablement session on the agenda.</li> <li>• The Roles and Responsibilities document had been shared with the Board with updated Board Members added.</li> <li>• Open Data is an ongoing platform so JF welcomed the Board to feedback as they would appreciate any comments so they can keep it as up to date as possible.</li> <li>• JF sent a Board update out last week which started to share some early thoughts around their thinking for shaping the future for Active Essex. JF shared an approach around 'people, purpose, place' as well as the conversations which have come out of the team and board. He informed the Board that they are drafting as we speak and will have a draft document soon which will be shared. JF then reminded the Board that this is not a strategy, it's a framework to capture the conversations and share the direction which is emerging in the landscape across Essex.</li> <li>• Safeguarding is an agenda item today.</li> <li>• Rachel advised an update on the CIMPSA data platform which is an EMSI tool which Essex has access too. It will enable them to pull off reports around job posting, demographics and different job sector roles and will be used to enhance a part of the sector skills refresh. Strategic planning tool which they hope to use going forward.</li> <li>• An update following the East of England skills strategy group meeting included that Sport England team are supportive of the East leading the way to create a skills strategy for each partnership. However, there is a resource / capacity issue, which is going to go back to Sport England to reinvigorate the conversation. A view was shared that this piece of work needs some more financial support from Sport England to refresh skills strategy across the east.</li> <li>• Mel set a date for the May recovery Board which has been and gone.</li> </ul> <p>A discussion took place around some Board Members feeling that they had some additional information which could be added to Roles &amp; Responsibilities document to show their breadth of experience. AA agreed with comments and feels that they need to show every skill that would be helpful to Active Essex in regards to their strategy. All Board Members were invited to review and send additional information to MH to be added.</p>	<p>All Board: to feedback any comments on the Open Data platform  <a href="https://data.essex.gov.uk/">https://data.essex.gov.uk/</a></p> <p>All Board Members were invited to review the Roles &amp; Responsibilities document and send additional information to MH with JF and AA cc'd to be added.</p>

3	<p><b>Active Essex Foundation</b></p> <p>BM gave an update on the Active Essex Foundation, they had a meeting on the previous Friday. BM informed the Board that JF gave an update on Active Essex Comms which will be picked up later in the agenda. Their meeting also included normal items such as risk assessment's and finance.</p> <p>The end of financial year budgets are in place and can be updated on at the next Active Essex Board meeting.</p> <p>BM shared his view that he felt the meeting was full of good news as Louise Voyce, Relationship Manager, discussed their grants, the Foundation's activity and the fact they are involved in the Holiday Hunger programme in collaboration with Essex County Council. Louise also announced that the National Lottery have agreed £88K funding for the summer holidays programme. BM felt it was a good meeting with lots of good news items which he expressed is always nice to see.</p>	
4	<p><b>Finance Report &amp; Risk Register</b></p> <p>RL gave an update to the Board on the risk register. She advised that they also have an Audit Committee Meeting in the diary which will take place on 29<sup>th</sup> July.</p> <p>RL's outlined details of the new additions to the register:</p> <ul style="list-style-type: none"> <li>• 16: potential risk of lottery decreasing over Covid19 period.</li> <li>• 17: local leisure providers difficulties occurring during Covid19, loss of income and mobilisation to reopen.</li> <li>• 18: pressure of core sector decreasing. What if people don't return to their clubs and physical activity groups post COVID recovery?</li> <li>• 19: LA are getting serious budget cuts, what if we have a downturn in finance from Local Authorities we work with, what if top ups can't come about.</li> <li>• 20: uncertainty around PE and education,</li> </ul> <p>A question was raised around how and who were allocated Tackling Equalities funding. This question was answered by advising that Sport England were providing the funding but Active Partnerships had been involved in the conversations with clubs in relation to drawing down that funding.</p> <p>A question was raised as to why AE5 on Risk Register was red? This question was answered by advising that due to the fact they will be we are losing four Board Members next summer which corresponds with the new strategy being developed this has caused the calculation to make the risk red. Though it can be reviewed and perhaps moved to Amber. Rob Hayne was appointed to pick this up.</p> <p>A question was raised to enquire if Active Essex knew which Leisure Centre's are looking to open. This question was answered by advising that on the previous Friday afternoon all Essex Leisure Providers were asked to update Active Essex and KKP on their current plans to reopen, this resulted in various responses which created a very mixed picture. JF informed the Board that some are looking to open next week, some aren't so there is not a consistent picture across the Board. He then advised that KKP is helping Leisure Centre's to look at a mobilisation piece of work around mobilisation to help them reopen. He advised that he feels all centre's are experiencing some financial problems but they are led to believe</p>	<p>RH: to review AE5 on the Risk Register and consider changing to Amber.</p>

<p>that Local Authorities will be offered a rescue pack which may be of support in the future.</p> <p>JF advised that he will share the presentation he has received from KKP around guidance, challenges and remobilisation.</p> <p>It was advised that some schools that are dual use centres may lose sporting spaces to academic classrooms as schools plan to sperate classroom bubbles around school premises, therefore resulting in lost PE time.</p> <p>It was suggested that a risk should be added around remote working and the usage of virtual collaboration tools to be available for Active Essex and partners so they can continue their activities. Similarly, if people return to work they need to have something which captures that point. JF agreed that this should be added under business continuity and assured the Board that a Zoom licence was purchased at the start of lockdown and they are aware that other virtual means may need to be purchased while on this journey.</p> <p>Finance report continues from Rachel: Tackling inequalities – additional £110K LA leisure support - £40K</p> <p>RL then gave an update on the expenditure broken down into budget codes, this included:</p> <ul style="list-style-type: none"> <li>• SDEV000 &amp; SDEV0004: Budgets are on track.</li> <li>• ACTE0007 &amp; 0008: School Games and School Sport funding, ability to spend budget in schools for past 3 months have been paused, budget can be carried forward so nothing that needs to be spent now.</li> <li>• ACTE0006 – impacted by Covid19, carry forward of underspend being confirmed with SE.</li> <li>• CMPM0000 – Small grant programme not required this year – reallocation during reset plans required. Can't be carried forward to the next financial year.</li> </ul> <p>A question was raised as to how education funds can be realigned. This was answered by advising that they will see the Q2 spend commence and that they will be carrying over and spending but it will be dependent on the government guidelines.</p> <p>A question was raised as to if anyone from Essex County Council was working with schools, specifically to work with them on plans for undertaking sporting activities again with relevant controls in place in September? This question was answered by advising that Dawn Emberson, Relationship Manager, lead's on Children and Young People and her team are working with schools on these changes. Each school is very different and diverse but they are striving to ensure physical activity is high on the agenda for Essex schools. JF added that they are working with Anita Kemp's team at Essex County Council and they are providing guidance which includes PE taking place in the form of bubbles. The bubbles can be year group size in September so they will be ensuring that schools still have PE as a priority on their schedules.</p> <p>JF asked EC if she was able to feed into those conversations. EC agreed.</p> <p>EC shared her view that she feels PE is now a must and everyone is being encouraged to ensure this is still embedded into the school itinerary's. She is working with their neighbour schools to support them with green spaces. EC suggested that she would find it useful if the education setting can help to signpost schools to show</p>	<p>JF: to share KKP presentation around guidance, challenges and remobilisation.</p> <p>JF &amp; RH: to add a risk to the register around remote working, technology to remote work and return to office.</p> <p>JF: to invite EC to conversations with Anita Kemp's team around the piece of work to get education settings ready for PE.</p>
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	<p>opportunities for outdoor green spaces which they could use. EC then suggested that she has space her school would be willing to share with other schools and thought there may be some other occurrences of that type of collaboration across Essex which would be good to utilise at this time.</p> <p>JF suggested that EC could pick up the conversation around use of schools and green spaces for other education settings with Dawn Emberson, Relationship Manager at Active Essex.</p>	<p>JF to put EC and Dawn Emberson in touch so they can pick up a conversation around the use of schools and green spaces for other education settings.</p>
5	<p><b>Communications Report and Communications Strategy</b></p> <p>JF gave an update to the Board, he advised them that there have been some changes made to the Communications Team to enable them to have more of a focus on delivery. Therefore, they have recruited one Marketing and Communications Officer and will be recruiting another soon due to interviews currently taking place.</p> <p>JF presented his slides to the group, he advised that they are looking to share the identity of Active Essex with the LDP to ensure some continuity as Active Essex will be responsible for the legacy of the LDP post 2025.</p> <p>It was explained that the new Communications Strategy will be critical on how the new Communications Officers will work going forward and they and the team will be using things like Asset Based Community Development to work with our audiences. JF shared his view that he hopes this strategy will bring to life and bring some confidence as to how they will work moving forward.</p> <p>An observation was around the suggestion that the first slide needed to outline the organisations purpose and drives to obtaining the one million active target as they felt the slide was too vague as to their purpose. Some rhetorical questions were posed including; Is it time bound? Do we have an answer? Where are we starting from? Are we sustaining participation? Are we targeting the same one million or can it be other people now?</p> <p>The Board were informed that the current timeline runs until March 2021 so now they have the opportunity to look at their shared purpose and use the Active Lives data to support their findings.</p> <p>An opinion was shared that some organisations do not have a clear purpose and they felt Active Essex do have a clear idea of what they want to achieve but this must be outlined in the mission statement with specifics to enable buy in from their partners.</p> <p>A positive view was shared that they felt the split between operations and strategic comms is a good move. They then continued to express they felt that the strategy needs to include more demographics so that it can resonate with people.</p> <p>A suggested was made as to how they can both develop the strategy as well as be able to test if they are being effective.</p>	
6	<p><b>Safeguarding</b></p> <p>JW gave an update to the Board around Safeguarding. JW informed the Board that the Public Report needs approval from the Board before it is published online. He then advised that the Action Plan is a working document which also requires Board approval, this document</p>	

	<p>has already been approved by CPSU via an external process.</p> <p>All Board Members confirmed their approval of the Safeguarding Report &amp; Action Plan.</p> <p>JW informed that the Standards for Adults are rescheduled now to be aligned in October meaning the Safeguarding Policy will later include new working practices and procedures and therefore will be brought back to a future Board Meeting for approval.</p> <p>The Board were informed that Hollie Wood, Assistant Relationship Manager and Stuart Tryhorn, Daily Mile Coordinator are now part of the Safeguarding team.</p> <p>JW informed the Board that all Board Members must either complete the iHasco training or provide evidence of equivalent Safeguarding training.</p> <p>JF reiterated that he feels it is very important to show their commitment to the work they are doing in regards to the Safeguarding.</p>	<p>JW to inform Jim Messenger, Safeguarding Lead that Board approved documentation and to publish on the Active Essex website.</p> <p>MH: to recirculate the iHasco Safeguarding training link to Board Members. Board Members to respond to MH with details of equivalent training completed if applicable.</p>
7	<p><b>Directors Report - Q1 Review</b></p> <p>JF presented through his report slide deck giving the following updates:</p> <ul style="list-style-type: none"> <li>• The organisation is supporting employees to work from home by enabling them the functionality for virtual meetings and by purchasing necessary equipment to use at home to ensure everyone is safe and comfortable. The Active Essex team have a weekly check in meeting every Thursday as well as access to the wellness portal for support if they require.</li> <li>• Sport England have been really proactive and efficient over last four months and have confirmed Primary Role funding for 2021 – 22 and they are hopeful to have information on funding for 2022-24 soon.</li> <li>• From a business continuity point of view JF expressed that he feels the team are working positively and productively.</li> <li>• They had received update from ECC with their emerging picture which is felt to be one of a financial gap which is on the agenda to be discussed at the next Audit Committee meeting which will then be fed back to the Board.</li> <li>• The Keeping Active at Home piece of work has been well received and is still a positive campaign which they are looking resurrect that again in a slightly adapted style as they get to the colder months in October onwards.</li> <li>• The Supporting the Sector programme has been a good piece of work and the focus still remains.</li> <li>• Funding has been confirmed for £240K to run the Summer Holiday Programmes which has been a positive piece of work. This programme goes live for bookings on Monday 20<sup>th</sup> July at 6pm and is being promoted highly by Essex County Council. They have been working with 15 trusted partners from across their eco system to build this programme.</li> <li>• With regards to clubs, they ran webinars and gave hands on support across Essex.</li> <li>• They have put additional capacity funding forward for the LDP for 2024-25.</li> <li>• They are hoping to be able to share a draft version of the Shaping Our Future Strategy Essex Edition with LDP priorities linked in. They hope to share by 10<sup>th</sup> August.</li> <li>• JF referred to the list of organisations who are received Tackling Inequalities funding and confirmed Active Essex are</li> </ul>	

	<p>looking to support them.</p> <ul style="list-style-type: none"> <li>• Sport England are interested in awarding some more clubs, specifically with a focus on BAME as there is an opportunity to do some more granular work in that space.</li> </ul> <p>AA encouraged the board to look at how they are addressing the BAME issue and to ensure they have a level playing field and that they are living those values.</p> <p>JF informed the Board that a working group was set up which included 4 black Directors from across the 42 Active Partnerships, they came together to produce a statement around Black Lives Matter. Their aspiration is to have a conversation and ensure that there is a join up as they feel as a collective cadet of Director's they would like to drive them with Union Support.</p> <p>AA shared that Sport England are bringing together some leaders from sporting ecosystem to talk about what representation of BAME there is generally and then they will look to feed into those work streams. AWS is also part of this group. AA advised that he will get JF involved in that conversation to ensure that JF and AWS will be front and face from Active Essex along with AA.</p> <p>A view was shared around this point that linked to Governance in the future they must be committed to ensure BAME representation to with future board vacancies. AA then suggested to advocate JF in other working groups where possible.</p>	<p>AA: to invite JF to the Sport England working group around BAME work streams.</p>
8	<p><b>Digital Enablement Workshop</b></p> <p><b>All board members to consider the following question please:</b></p> <ul style="list-style-type: none"> <li>• <b>From your perspective, what should digital transformation mean for Active Essex?</b></li> </ul> <p>JF introduced Tom Crossley who will be leading the Digital Enablement Session. He advised that this work stream has been on our agenda for Board Members for a while now so he is keen to progress and move this work forward. JF advised that Tom is going to take them through the next part of the board meeting with some breakout sessions included. JF expressed his thanks to SM for putting him in touch with Tom.</p> <p>Tom introduced himself and the organisation he works for, Propel advising that his business works on projects such as supporting organisations to achieve an effective purpose and they also trying to get people fit and active and engaged in sport and physically activity. Tom has 20 years experience working with digital.</p> <p>Tom spoke and presented his slides including an introduction around the Board Member's thoughts on digital transformation as well as including some useful examples to bring the conversation to life.</p> <p>The Board were split into two break out rooms to discuss allocated questions.</p> <p>The Board then came back together to feedback and discussed their findings.</p> <p>Next steps were then agreed for Tom to use the break out group notes and other comments he has heard to capture and identify the four areas they will need to focus on as an organisation. Both Tom and JF would then pull together a report to be shared with the Board.</p>	

	<p>AA thanked Tom and the Board for their support on this piece of work and also shared thanks with RL for stepping in for Rob in his absence.</p> <p>The slides from the session were agreed to be shared with the Board Members.</p>	MH to share Tom's Digital Transformation slides with the minutes.
	<p><b>Any Other Business</b></p> <p>N/A</p>	
	<p><b>Close</b></p> <p>Date of next meeting: Thursday 12<sup>th</sup> November 2020, 12.30pm</p>	

Item No.	Action	Lead	Progress
2	All Board: to feedback any comments on the Open Data platform <a href="https://data.essex.gov.uk/">https://data.essex.gov.uk/</a>	All	
2	All Board Members were invited to review the Roles & Responsibilities document and send additional information to MH with JF and AA cc'd to be added.	All	
4	RH: to review AE5 on the Risk Register and consider changing to Amber.	RH	
4	JF: to share KKP presentation around guidance, challenges and remobilisation.	JF	
4	JF & RH: to add a risk to the register around remote working, technology to remote work and return to office.	JF / RH	
4	JF: to invite EC to conversations with Anita Kemp's team around the piece of work to get education settings ready for PE.	JF	
4	JF to put EC and Dawn Emberson in touch so they can pick up a conversation around the use of schools and green spaces for other education settings.	JF	
6	JW to inform Jim Messenger, Safeguarding Lead that Board approved documentation and to publish on the Active Essex website.	JW	
6	MH: to recirculate the iHacso Safeguarding training link to Board Members. Board Members to respond to MH with details of equivalent training completed if applicable.	MH	
7	AA: to invite JF to the Sport England working group around BAME work streams.	AA	
8	MH to share Tom's Digital Transformation slides with the minutes.	MH	