

MINUTES

Subject: Active Essex Board
Date & Time: Thursday 23rd January 2020, 12.00pm to 4.30pm
Location: Glenwood School, South Benfleet SS7 4LW
Chair: Azeem Akhtar

Attendance

Board Members:

AA	Azeem Akhtar	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
BRM	Billy Ray Mansell	Youth 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
RL	Rachel Lewis	Relationship Manager
MH	Melissa Huggins	Minute Taker

Additional Guests:

HT	Hannah Taylor	Researcher
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Item	Agenda Item & Notes	Action
1	<p>Welcome:</p> <ul style="list-style-type: none"> • Apologies • Any Conflict of Interest on agenda • Opening remarks from the Chair <p>The Deputy Head of Glenwood School gave an introduction to their School gave an insight into the barriers their pupils face when taking part in exercise and physical activity and everyday life. They gave an overview of some of the special facilities the school provides for their young people.</p> <p>Apologies from Bob McIntock, Caroline Russell and Adrian Coggins.</p> <p>AA started the meeting by thanking EC for hosting our meeting at Glenwood School and praised the outstanding work they do within their establishment.</p> <p>AA then introduced our new Youth Board Member, Billy Ray Mansell.</p> <p>AA shared that he has positive discussions with Sport England throughout his role on their Board and he shared his positive views on the new TGC campaign as he thought that the webinar was very</p>	

	powerful and inspiring. AA also advised that there will be another project to be launched around diversity.	
2	<p>Approval of minutes & actions from meeting held on 8th November 2019.</p> <p>Matters arising</p> <p>Action: JF to connect AWS who a contact regarding SEN. Update: The Board were informed that a new post has been filled within the Essex County Council (ECC) SEN team by Ralph.</p> <p>Action: JF to have a discussion with Alex around tech. Update: Conversations are ongoing which DS is now part of.</p> <p>Action: LDP team to share the online evaluation programme that they have been creating with the Board. Update: AC is heavily involved as he is leading on the LDP evaluation plan. The Board have a presentation on baseline data from Hannah Taylor later in the meeting.</p> <p>Action: All Board to share any ideas they may have with Parkrun. Update: JF had a meeting with parkrun to see how Active Essex could support the Parkrun movement. He was advised that GPs are suggesting patients to do Parkrun, however, some people found 5K to far. Therefore, some Parkruns in Harlow are doing a couch to 5K to help people to build up to the 5K. A question was raised by the Parkrun Director asking 'What can active essex do? So there is now work progressing between Jerry, Parkrun Director and the Active Essex team to shape exactly what it is that they can do in collaboration.</p> <p>DC advised the Board that she is having a discussion with Zoe Williams who is hosting a park-walk and doing a takeover to connect with Doctors as a way to start peoples Parkrun journey.</p> <p>SM advised he is involved in Park Play project with Parkrun as a collaborative partner. He advised that this programme supports exercise, running and has family aspects and that Sport England are putting in funding to this project.</p> <p>Action: JF to pick up conversation with Employability and Skills team to see if we can use VR kit to introduce people to Parkrun. Update: Simon has spoken to the skills team regarding the VR goggles and has come back to advise a prohibitive cost of £40K.</p> <p>JF and SM are meeting the Chief Exec of the LEP and will feedback on their discussion.</p> <p>Action 1: BM to meet with Stuart Tryhorn to discuss The Daily Mile in Brentwood schools. Action 2: AC to meet with Stuart, The Daily Mile coordinator to discuss the best way to report on TDM data. Update for both: BM & Stuart have connected re Daily Mile and Adrian is doing similar.</p> <p>Action: JF to set an interview with Zeina, Panel to be: EC, AC, RC and JF. Update: Interview has been scheduled for 6th February.</p> <p>Action 1: JF to contact three candidates regarding their involvement with the Active Essex Board. Action 2: SM and DS to get in touch with Youth Board members once appointed to start mentoring process.</p>	<p>EC to bring together a conversation with Ralph around facilities.</p> <p>SM to have a conversation with JF regarding the Park Play project.</p> <p>JF and SM are meeting the Chief Exec of the LEP and will feedback on their discussion.</p>

	<p>Update: All three candidates have been contacted. Appointment of two Youth Board Members has been confirmed. BRM is present at his first Board Meeting and Sophie sends apologies due to work commitments. Sophie is presented with a challenge for attending Board meetings due to her working hours though SM will look into and support Sophie to ensure she doesn't miss out on this opportunity.</p> <p>Action: JF to look into Share Point, Microsoft Teams, Diligent Boards for Board document sharing.</p> <p>Update: JF advised that RL is looking into digital aspects of sharing Board minutes. He also advised that he hopes the Board were happy with the first steps that have been taken by putting all Board documents into one PDF pack for that meeting. There will be ongoing research into Office 365 Teams as a form of circulating data.</p> <p>Action: JF will send out the insight pack to share data.</p> <p>Update: This has been circulated and Hannah Taylor will explain in more context in her later presentation.</p> <p>Action: AC, JW, BM and SM to have a discussion offline about timings of departure.</p> <p>Update: SM advised the group that he has started this conversation and it is still ongoing.</p> <p>Action: RH to contact BM and CR around the Audit Committee.</p> <p>Update: RH, BM and CR have started their work on their Audit Committee and RH advised the Board that this will be ongoing.</p>	<p>SM to look into support for Sophie to enable her to attend Board meetings.</p> <p>SM to continue picking up the conversation around timings of departure offline.</p>
3	<p>Active Essex Foundation</p> <p>JF gave an update on the Active Essex Foundation (AEF) due to BM apologies.</p> <p>All Trustees had a Conference Call meeting earlier in the week where Louise Voyce gave an update on the charitable organisations they are putting bids in for as well as an update on the Holiday Hunger bid they have submitted to the Department for Education. The Board were advised that this is a large fund applied for around free school meals and they are waiting to hear back with a decision.</p> <p>RH advised that the AEF end of year accounts have been signed off and they are looking into functional work capacity for the charity moving forward.</p> <p>The smaller AEF projects and programmes are underway.</p> <p>The Board were advised that the Velo Essex Cycle Ride has progressed positively with formal agreements looking likely to be signed. AEF would be given 200 free spaces for the cycle ride which will raise funds for the charity. There will also be a second opportunity to raise funds as AEF will be one of the charity options for participants to raise money for. The AEF Trustees have now agreed to work on improving the marketing and messaging for AEF to entice more fundraising.</p> <p>A question was raised as to if there are any Essex celebrities supporting this. RH advised that he is getting Essex County Cricket involved. Also, Cllr Gooding has been imperative in supporting the event and getting this progressed within ECC.</p> <p>It is looking likely like Chelmsford City Council will be an active partner in supporting the Velo Essex event with the use of Hylands</p>	

	<p>Park.</p> <p>Board members felt that Velo Essex presents itself as a great opportunity to activate Hylands Park on the day of the event with the theme of all things sport and physical activity.</p> <p>The Board were informed that AEF are looking to launch the Cycle Race to the public on the second week of February 2020.</p> <p>A suggestion was also raised to have Cycling as a main focus for 3030 Essex throughout June in the lead up to the Cycle Race in September.</p>	
4	<p>Safeguarding update</p> <p>JW gave an update on Safeguarding around the Annual Report for the previous year and the current Action Plan which is in working progress. He then advised that Active Essex have an external review coming up on 10th March 2020.</p> <p>JW informed the Board that we as an organisation have fortunately had no cases reported directly to us. However, the team and Board all need to be a promoting good practice for Safeguarding across the County and ensuring clubs and groups have the correct access to training and knowledge.</p> <p>The Board were asked if they were happy to sign off the Safeguarding Action Plan – this was then approved by all Board Members.</p> <p>A discussion then took place around how other clubs find out about cases which do not affect a person's DBS. The query was raised as some felt that for example if an issue occurs within in a netball club, the Netball NGB would be aware but if the person is not prosecuted and then moves to a different sports club, say basketball without that NGB being aware of that person's allegations.</p> <p>SM updated the board on a Sport England investment which has funding an organisation to create a version of CPSU to unpick safeguarding protocols throughout sport and physical activity.</p> <p>AA advised that this has been discussed in past meetings and he will look into further.</p> <p>JF advised that ECC have a dedicated Safeguarding team who we have relationships with and could potentially tap into for advice and guidance. JF suggested that they potentially start conversations with Paul Secker & Jo Barclay at ECC who are both safeguarding leads.</p>	<p>AA to enlist feedback from Tim at Sport England as to what their progress is nationally for safeguarding to see if we can filter this down locally.</p> <p>JF to pick up this conversation with Jim Messenger around how ECC contacts, Paul Secker & Jo Barclay, could better help us with safeguarding in sport across the county.</p>
5	<p>Finance Report & Risk Register</p> <p>RH updated the Board on the Active Essex finances. He confirmed that he has good news as all of the Sport England funding has been received for financial year 2019-20.</p> <p>RH then advised the group that he has added two new risks to the Risk Register; one regarding the Strategy updates and one regarding Board Members reaching the end of their terms.</p>	

	<p>The Board confirmed they are happy with the updates made to the Risk Register.</p> <p>There was suggestion made for the language to be updated from CSP to AP. RH confirmed he will action this.</p> <p>JF explained to the Board what the annual Active Partnerships conference is. He added that he feels the conference will highlight their future direction and sector strategy and how the two will dovetail. JF advised he will circulate the agenda, papers and presentations as they become available.</p>	<p>RH to update language on Risk Register from CSP to AP.</p> <p>JF to circulate the Active Partnerships agenda, papers and presentations as they become available.</p>
6	<p>Communications Report</p> <p>DC gave an update on the Comms Report. She advised that the main focus was the Sports Awards and thanked the Board Members for their support. DC is now following up discussions with the 2019 Sports Awards winners.</p> <p>DC advised the Board that we are recruiting more All Together Ambassadors for the programme. The team have a strong desire to secure the ongoing services of AWS as an All Together Ambassador.</p> <p>DC advised that we will be hosting three Women Like Us festivals in March 2020 and that February will see planning commence for 3030 Essex.</p> <p>DC and AC have had their first meeting regarding the Impact Report and this is ongoing.</p> <p>DC updated the Board on a good meeting she had with Tiptree Jam regarding activation of walks from their Tea Room. There will be a pilot for this in May for their walking month and she hopes for this to become self-sustaining following this.</p> <p>AWS raised a questions as to how we will be recruiting potential sponsors for the 2020 Active Essex Sports Awards. DC advised that she will be pulling together our offer early on to circulate to potential sponsors. AWS offered her support in helping secure sponsors.</p> <p>A suggestion was raised to use an external agency to secure sponsorship. DC agreed to look into this.</p> <p>A question was raised which formed a discussion around how Active Essex utilise high performing Essex athletes such as Max Whitlock MBE for various campaigns and events. DC confirmed she will look into.</p> <p>DC also advised that she is looking into planning some opportunities to link with 2020 Olympics to activate Essex and will update the Board when plans are finalised.</p>	<p>AWS to continue to support the All Together ambassador programme.</p> <p>DC to create Sports Awards sponsorship offer with support of AWS.</p> <p>DC to look into potential external agencies to secure Sports Awards sponsorship.</p> <p>DC to look into utilising high performing Essex athletes such as Max Whitlock MBE for various campaigns and events.</p> <p>DC to update the Board on plans to use 2020 Olympics to activate Essex.</p>
7	<p>Directors Report</p> <ul style="list-style-type: none"> • Partner Survey • LDP • New Strategy Planning • Board Roles and Responsibilities <p>JF advised that Active Partnerships conduct a survey that goes out to an array of Active Essex partners for their feedback on relationships and experience. These results have come back and JF was pleased</p>	

	<p>to advise that the survey results have been very favourable.</p> <p>JF then advised the Board that critically we are looking back at what has worked well over the past 12 months and more importantly what needs to be worked on and improved. He informed that the Active Essex team are doing a deep dive into the data to understand what is working well and areas for improvement. Those areas for improvement will then be linked into the Active Essex Quest journey. Regarding Quest, Active Essex have a date planned for a visit in May for an informal discussion with the Board and the Team on the progress to date and the improvement plan journey they are on.</p> <p>JF advised the group that an LDP Strategic Sponsors Group meeting had taken place and the reporting dashboard from that was included in the Board pack. JF advised the Board that he hopes the circulated 'LDP on a page' will be a good way to describe the journey of the pilot and to aid any further discussions the Board may have relating to the LDP. He confirmed that the document is dynamic and that he and the team are learning all the time.</p> <p>A discussion then took place around what technology is required to bring the 'LDP on a page' to life and around what scope do they have for digital enablement. DC then advised as a good example, that the next impact report will be digital.</p> <p>JF went through the timeline for Sport England Strategy update and advised that we will factor our own Strategy timelines in coloration with these.</p> <p>AA asked the board to look at the current Active Essex strategy to address what they feel should stay the same and what needs to be changed.</p> <p>RH ran through the current idea for the process to start the work on updating the strategy.</p> <p>It was suggested that it would be great to have input from partners who do not usually work with us / partners who do not usually consult on these matters.</p> <p>DS shared the process that Healthwatch Essex have just undertaken to achieve their new strategy. He advised that they had 900 organisations involved in the process and put forward his colleague, Amy Wolf, to be part of the Active Essex strategy update going forward.</p> <p>JF advised that the Board Roles and Responsibilities (R&R) document was circulated with the Board, he opened the floor to ask the board for their feedback on the roles and responsibilities. AA wants to utilise the Board's strengths in delivering the strategy of Active Essex. It was agreed that this is a working document.</p> <p>Comments from the Board included:</p> <ul style="list-style-type: none"> • To add some more context and description to the roles • Discussion to confirm what the wider roles of some of actions would be • BRM asked if the Youth Board Members should be added, which was then agreed. • Have some consistency e.g. 'hyperlocal' 'theme lead' • Align all the roles with strategic intent • Link the Board with the team to help them to grow • Board involved in the Active Networks on their patch <p>An example of good practice was advised as Dawn Emberson has</p>	<p>JF to pick up next steps with Core LDP team to discuss digital enablement for the 'LDP on a page' digital next step on a page.</p> <p>Board to look at the current Active Essex strategy to address what they feel should stay the same and what needs to be changed.</p> <p>JF will be in touch with David initially around how he and Amy can be involved in the strategy.</p> <p>BRM to feedback to JF what he feels should be against his</p>
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	<p>met with EC to discuss their ongoing collaboration.</p> <p>JF shared that the first step of the Board Stakeholder Mapping has been started but there is still work to be done. It was then suggested that a proactive strategy of what we are all trying to communicate at those forums needs to be created.</p> <p>The Board were updated that RL has been appointed to support the Board actions and act as a glue between the team and the Board to ensure collaboration. She will be working on the connection to ensure we get it right. Also, RL has the responsibility of picking up the Delivery Plan so should have a wealth of knowledge as to everything happening within Active Essex.</p>	<p>name on the R&R document.</p> <p>JF to amend the R&R appropriately.</p>
8	<p>Digital Challenge / Investment Lab – please see attached</p> <p>RL gave an update into the Digital Challenge programme which she has been researching into. She feels they have a robust system for organisations to apply, to be assessed and to be processed for create technological solutions.</p> <p>The Challenge Lab/ Challenge Prize scheme has a similar model where you apply for a scheme, give your challenge statement, and then anyone in that community who has an interest in the challenge will then be able to put forward a solution case. At the end of the process you would then have a winner who would be allocated the task and given the prize money.</p> <p>RL advised that there needs to be thought and considerations around being specific but then again not too specific as this can be restricting.</p> <p>A discussion took place around whether the Challenge Lab should be something looked at now as the first steppingstone or looked at after a digital strategy is finalised. The challenge to be put forward was also discussed.</p> <p>It was suggested that now is a good time to use the Challenge Lab as there is potentially funds within ECC available so we should utilise that opportunity. Another case to support the idea was the suggestion that the idea of challenge lab is to bring together technology experts from all fields rather than just technology experts for sport which is what we have done in the past.</p> <p>AA advised that feels the Challenge Lab is a good idea but must be looked at in part of the overall technical solutions strategy and should be used as one of the mechanisms for achieving this in the context of achieving out overall digital strategy.</p> <p>It was also suggested that there is flexibility to do some project work before or after the digital strategy.</p> <p>DS advised that he is currently working with University of Essex and the Institute of Sport on a technology project for Care work.</p> <p>The Board agreed to pull together a session to look at themes for projects which could be digitally enabled and then to investigate who they can bring in to support this.</p> <p>It was agreed for RL to start the process for the Challenge Lab ahead of the Active Essex Digital Strategy being finalised.</p>	<p>JF/AA to set up a digital strategy session for the Board and to think about who can facilitate this – please see attached Deloitte DE infographic</p> <p>RL to progress the Challenge Lab application process.</p>

9	<p>Data & Insight Business Intelligence</p> <p>Hannah Taylor presented on Essex data. The data presented on was from ECC districts not unitary; Southend and Thurrock.</p> <p>Discussion points and notes from Board:</p> <ul style="list-style-type: none"> • 90% of children not eligible for free school meals. • Harlow have improved due to economy. • A question was raised as to why underweight child data wasn't included. • Physical activity data included was based on Active Lives data. • Discussion around the data in significant increase and decreased districts and using behaviour change. • Discussion around Southend and Thurrock being unitary may not be an issue as the work in the area is the most important at getting people active. • Capability, motivation and opportunity • Suggestion as to how can we collect this data rather than using Active Lives. • Ecda - Essex centre for data analytics. • The Essex Open Data platform's live dashboard will be live to the public next week. • A question was raised as to if Active Essex will do area specific infographic snapshots. This was answered by using the website for data but perhaps Active Essex could produce a snapshot template which could be populated. • It was suggested to use the people on the ground e.g. RMs, Coordinators, to gather data. • A discussion took place around the journey / the readiness path. • The Board were informed that Black Country are on a similar journey. 	<p>Board to have a look at the Essex Open data platform for their feedback - https://data.essex.gov.uk/</p>
10	<p>Any Other Business</p> <p>Date of next Board meeting Monday 20th April 2020, 1.30 – 4.30pm, venue TBC.</p>	

Item No.	Action	Lead	Progress
2	EC to bring together a conversation with Ralph around facilities.	EC	
2	SM to have a conversation with JF regarding the Park Play project.	SM/JF	
2	JF and SM are meeting the Chief Exec of the LEP and will feedback on their discussion.	JF/SM	
2	SM to look into support for Sophie to enable her to attend Board meetings.	SM	
2	SM to continue picking up the conversation around timings of departure offline.	SM	
4	AA to enlist feedback from Tim at Sport England as to what their progress is nationally for safeguarding to see if we can filter this down locally.	AA	
4	JF to pick up this conversation with Jim Messenger around how ECC contacts, Paul Secker & Jo Barclay, could better help us with safeguarding in sport across	JF	

	the county.		
5	RH to update language on Risk Register from CSP to AP.	RH	
5	JF to circulate the Active Partnerships agenda, papers and presentations as they become available.	JF	
6	AWS to continue to support the All Together ambassador programme.	AWS	
6	DC to create Sports Awards sponsorship offer with support of AWS.	DC/AWS	
6	DC to look into potential external agencies to secure Sports Awards sponsorship.	DC	
6	DC to look into utilising high performing Essex athletes such as Max Whitlock MBE for various campaigns and events.	DC	
6	DC to update the Board on plans to use 2020 Olympics to activate Essex.	DC	
7	JF to pick up next steps with Core LDP team to discuss digital enablement for the 'LDP on a page' digital next step on a page.	JF	
7	Board to look at the current Active Essex strategy to address what they feel should stay the same and what needs to be changed.	Board	
7	BRM to feedback to JF what he feels should be against his name on the R&R document.	BRM	
7	JF to amend the R&R appropriately.	JF	
8	JF/AA to set up a digital strategy session for the Board and to think about who can facilitate this – please see attached Deloitte DE infographic	JF/AA	
8	RL to progress the Challenge Lab application process.	RL	
9	Board to have a look at the Essex Open data platform for their feedback - https://data.essex.gov.uk/	Board	