

MINUTES

Subject: Active Essex Board
Date & Time: Friday 22nd January 2021, 10:00 to 13:00
Location: Zoom Online
Chair: Azeem Akhtar

Attendance

Board Members:

AA	Azeem Akhtar	Chair
BM	Bob McIntock	Senior Independent Board Member
SM	Steve Mitchell	Board Member (attended 10:00 to 12:30)
DS	David Sollis	Board Member (attended from 11:00 onwards)
CR	Caroline Russell	Board Member
AWS	Anne Wafula-Strike	Board Member (attended from 10:30 onwards)
AC	Adrian Coggins	Board Member (attended from 11:00 onwards)
SMK	Sophie Michala	Youth Board Member

Active Essex Staff:

JF	Jason Fergus	Director
RH	Rob Hayne	Strategic Lead for Business Operations
RL	Rachel Lewis	Relationship Manager
MH	Melissa Huggins	Minute Taker

Item No.	Agenda Item, Notes and Actions
1	<p><u>Welcome</u></p> <p>Apologies</p> <ul style="list-style-type: none"> Apologies noted from John Wood and Billy Ray Mansell. <p>Any Conflict of Interest on agenda</p> <ul style="list-style-type: none"> None. <p>Opening remarks from the Chair</p> <ul style="list-style-type: none"> AA thanked the Board for joining the meeting, he expressed that he is hopeful that as people start to become vaccinated the current Covid19 situation will get better. He expressed his view that the monotony of lockdown is most definitely affecting people, as the situation can be frustrating and it has been causing morale issues but assured the group that he feels we will be able to get through it. AA expressed that he is pleased that Sport England are launching their new strategy next week. The process has started for the recruitment of a new Sport England chair which will be appointed by DCMS. AA hopes that any new chair keeps a strong focus on physical activity and highlighting subjects such as health and racial inequalities that we are seeing worsening as a result of COVID 19. AA informed the Board that he now sits on the Violence and Vulnerabilities Board. He expressed

	<p>that he has been surprised by the severity of the crimes which are going on throughout Essex including the numbers of gang culture and homicides. AA feels he was invited onto that board as they feel that physical activity can play a key role in addressing juvenile delinquency.</p> <ul style="list-style-type: none"> AA attending the Essex Partners Board yesterday and felt it was a good meeting. He was informed of the high amount of destitute and poverty in Essex which has presented lots of challenges across Essex causing people to struggle and Covid19 has only made that more difficult. AA shared that as people try to make ends meet, physical activity can support by a way of keeping people healthy and keeping their morale up so this is the key messages he wants to push to the group. AA explained that the slides were really insightful and he would share with the group. <p>ACTION: AA to share the Essex Partners Board (21/01/2021) slides with the group</p> <ul style="list-style-type: none"> AA suggested that in today's meeting the Board should look at how they can align the new Essex strategy with the five pillars of the new Sport England strategy and also they should ensure that their strategy can stay relevant, be adaptable and forward looking as we hopefully come out of Covid19. JF expressed the current need for volunteers and informed that Essex County Council (ECC) have been approached by the NHS to try and identify some more volunteers for the vaccination centres. They want to put a reach out to both the residents (700 residents come forward so far) and also the employees from our sector, initially those who have been furloughed e.g. leisure centre staff. AWS expressed her congratulations to all of the Board Members who took part in the Essex All Together challenge and shared a special well done to Billy Ray Mansell for organising the initiative.
2	<p>Approval of minutes & actions from meeting held on Thursday 12th November 2020.</p> <ul style="list-style-type: none"> RH has been working with the ECC teams in regard to the procurement process for the refresh of the Active Essex website. They are receiving ongoing support from ECC Transformation Team, Technical Services, Information Governance and Procurement Teams for the digital transformation of the website. Five suppliers had put forward a Tender and a successful applicant was decided yesterday. The contracts and confirmation are being drawn up as we speak. RH advised that this will be central to the piece of work around digital transformation. <ul style="list-style-type: none"> A question was raised to find out if the digital transformation work stream would go beyond updating the Active Essex website and the group were assured that yes there are plans to go beyond this with further projects around using and utilising new platforms and technologies to support the management of their priorities. The Board were informed that Mike Gogarty, Director of Public Health, has appointed a business partner around digital transformation to look at digital technologies for that sector. The Active Essex website will be part of that work going forward and there is an internal meeting coming up to look at how they can support the early planning on this work. The digital transformation piece of work is continuing and JF will update. <p>ACTION: JF to continue to progress digital transformation work</p> <ul style="list-style-type: none"> At the last meeting it was discussed with regards to the Delivery Plan if Faith and BAME should be with within the same section. Following the action of picking up a discussion with theme leads within the Active Essex team it was decided that although there are some similarities between Faith and BAME that they would sit as separate items and be reported on individually. It was confirmed that both workstreams are seen as important as each other but the separation of the themes will make the report clearer from a logistics points of view. The Board signed off the minutes as an accurate record of the previous meeting. <p>Matters arising</p> <ul style="list-style-type: none"> None.
3	<p>Active Essex Foundation (AEF)</p>

	<ul style="list-style-type: none"> • BM gave a verbal update for the Board. He informed that the last meeting took place Monday this week (18th January). • The group were advised that Angela, an AEF Trustee, has unfortunately decided to offer her resignation due to her current job role requiring her full attention. BM advised that the Board of Trustees expressed their sorrow in hearing this news and are hopeful that following the offered adaptation of her AEF Trustee role she may feel that she is able to reconsider her decision. • Some main topics covered at the meeting included Holiday Hunger which presented really well and there appears to be a potential for a lot happening in the future. Louise Voyce, Relationship Manager, was able to present and lead a conversation around the next steps for the Charity. They decided that income generation was a key priority for the future following the unfortunate loss of Velo Essex cycling event due to the pandemic. Therefore, AEF are now doing some work to look at ideas for income generation including; sponsorship, grants, sales etc as BM expressed they need to think about how they can increase funding to the Charity. • The themes of work they feel are important for the next twelve months are; violence prevention, holiday hunger, work with street games and increasing the number of partnerships in order to reach their targets. • JF informed that he and Cllr Gooding attended a meeting with a colleague who has a strong aspiration to bring cycling back to Essex, he also expressed that Cllr Gooding is passionate about cycling. JF expressed that he feels they can have some valuable conversations around this topic but need to consider the reputational challenge associated with another potential cancellation so they want to ensure Covid19 has passed before they finalise any further details about another event of this type.
4	<p><u>Finance</u></p> <p>Budget report</p> <ul style="list-style-type: none"> • RH gave a verbal update to the Board relating to the previously shared budget report documents. He advised that there have been no changes to the Risk Register since Q2 as there is some work currently undergoing with RH and CR to revamp the document and that will be shared with the group in a couple of weeks time and a discussion will be brought to Board at their next meeting. • From an expenditure perspective, they are working towards spending what they need to and then to carry over as much as possible from funds such as Education budgets to hopefully utilise in 2021. • RH informed the Board that there would be a third round of Tackling Inequalities Funding, an application has been submitted and the team are awaiting a decision. • The Holiday activities and food programme has built from the work the LDP started in 2020 and RH was pleased to advise that from the hard work of the team they were able to resource £1.6 million of funding to secure resources such as hampers from food banks and holiday activities. He expressed that this is very positive news for team who worked hard to operate this successfully. • RH referred to the budget spreadsheet attached and advised the Board that they are predicting a slight underspend in the SDEV0004 budget code. <p><u>Audit committee</u></p> <p>Minutes from previous meeting</p> <ul style="list-style-type: none"> • CR gave a verbal update on the Audit Committee, she affirmed that the purpose of the Audit Committee is to ensure they have the right custodians against the funding they award, to flag up any concerns they may have and to ensure that funding streams do not run the risk of being unable to utilise their resource. CR advised that for Sport England funding there is not much of an issue as they have agreed they the funds can be carried forward however for ECC funding it cannot be carried forward so they are keen to utilise all funding if possible.

	<ul style="list-style-type: none"> • The group are looking to work with AEF to see if there is anything they can do to maximise that resource. • They are reviewing the Risk Register to give it a new look and feel and CR expressed that she is looking forward to bringing the refreshed version to the group soon. • AA touched on the scope of Active Essex. AA explained that the more they expand their reach to influence, the greater the risk of not addressing their core activities. In addition there is the risk of some reputational risks following expansion so he suggested that they should consider an identifiable risk at the next Audit committee meeting around these items. • JF expressed that he agrees with AA's point and feels that reputational challenges and risks are a really important factor and should be discussed at the Audit Committee. • AA informed that there are business leaders across Essex who have expressed that Active Essex play a wider role than their agenda so he believes that is why they have been invited to various groups and Board which reside outside of the Active Partnership traditional workstreams. AA affirmed that they don't want to be a victim of their own success.
5	<p>Communications Update</p> <ul style="list-style-type: none"> • JF expressed that he is really pleased with the momentum of their new Marketing and Communications Officers, he feels there is a real professionalism in ensuring that what they are doing is smart and looks intelligent and he feels the strength of the messaging is much better than it has been before. • JF referred to the previously circulated report and hoped the Board had been able to see the statistics which shows a good synopsis of where they are on their journey. Included were some really positive stories from the recent Essex Activity Heroes campaign and JF suggested that they are keen to do more with the people and the stories to celebrate post lockdown. • JF expressed that he is particularly pleased with the relaunch of their Keep Essex Active YouTube channel which coupled with the new website and other components shows that the team are moving in the right direction in relation to their digital transformation journey. • CR endorsed everything discussed in JF's update and feels that Active Essex Comms Team are a force to be reckoned with. She expressed that she is a massive advocate of using social media channels to engage with the community and wants to ensure that the team are given the support they need to continue the great work they are doing. CR went on to suggest that she feels the statistical page could be improved by including comparable or additional statistics as this will contextualise the number a bit more to show what good looks like from both inside and outside of the organisation. <p>ACTION: JF agreed to pick up a conversation around including comparable statistics in the Communications Report in the next Strategic Communications Meeting.</p> <ul style="list-style-type: none"> • AA expressed his agreement with the points raised by CR but assured the group that they don't want to give themselves a bench mark in terms of volume and in terms of scope but he does feel it would be valuable to have a handle on comparison in some way. JF suggested that it would be valuable to compare their statistics with similar size Active Partnerships in regards to their outputs. CR suggested this would support any reputational risks covered in the Risk Register as if they have aspirational targets that will support the reason. • SM advised that it is great to see in the report that they are reflecting on where they have got things wrong and feels that it is refreshing to see that they are prepared to acknowledge where things have gone wrong and it would be valuable to put things like this in papers to Board more frequently. AA agreed with SM's point and feels they don't dwell enough on things that went wrong in comparison to things that went really well and sometimes that can be just as or more important. AA feels that the lessons learnt from the mistakes they have made should be included within everything they do. SM confirmed that colleagues nationally have been talking about failure and reflection and feels that

	<p>some in our sector are better than others at highlighting these factors.</p> <ul style="list-style-type: none"> • RH informed the Board that their Quest Assessor has a meeting coming up with the team soon and will be reviewing the work of the three internal Improvement Groups which were pulled together a couple of years ago following reflections on workstreams which were highlighted as not performing as well as others. • CR informed the Board that Active Essex isn't its own organisation and as it sits under the umbrella of Essex County Council they need to think about how they nurture their learning as working with the county they may be uncomfortable with them highlighting their failure. CR confirmed she feels it is an important point but they will need to do some work around what they want to gain from highlighting their failures and if the value is from the learning then the best way to do that is to work internally on reflection of things that haven't gone too well. <p>ACTION: JF to work with Quest Improvement Group leads and chairs to help bring to life the Quest Improvement Journey to date.</p> <ul style="list-style-type: none"> • AA feels that Active Essex being an effective change agent can't always be measured in numbers so they should give some thought to capturing other means of statistics too. He feels the statistics are fantastic but they need to give some thought to the measurement of the other work they are doing as well as some work around transparency too as he feels that will give the full picture. • JF informed the group that he is doing some work around the rich learning that the Essex Local Delivery Pilot (LDP) has given them and has enabled them to get things wrong and then learn. He wants to apply that real time learning to the day to day work of the Active Partnership. JF advised the Board that the LDP is there for them to learn from those failings which will then have a knock on affect to the day to day work of Active Essex to ensure they can be in a good place to try and get things right. • BM suggested it is a balance you need to get right the difference between internal and external exposure, we need to discuss failures internally, but we need to be careful how we discuss the learning's externally.
6	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • There have been no safeguarding concerns or issues reported since the last Board meeting. • The safeguarding officers team has met regularly and work on the annual plan is progressing well. • Annual Safeguarding Review: The annual internal review meeting will take place on 25th January. The CPSU has informed APs that external reviews will not all take place before April, as in previous years. Either way, we are currently in good shape for our annual external review, whenever this occurs. • Online coaching delivery. This has obviously become more prominent over the last year. Some funding partner organisations with high level of care responsibilities, like schools, are understandably still cautious of this new approach. Developing on furthering our knowledge and advice we are able to provide, on this subject, is a new task we are working on together with education practitioners, in particular. • Training for Staff and Board Members: Induction procedure notification/reminders have gone out to all Board members and staff. Many thanks to those Board members who responded. John Wood and Jim Messenger are reviewing a suitable training module at present. • Board Champion: With John Wood due to end his term as a Board member there will be a need to appoint a new Board Safeguarding Champion. Previous experience would be useful but we do have a lot of experience of safeguarding within our safeguarding officers and other staff members, therefore prior experience is not essential. Key consideration is that Board Champions are committed to promoting safeguarding and both supporting the safeguarding officers and challenging our development and delivery of safeguarding. Thanks to John for his excellent support as Champion over the last two years.

7	<p>Directors Report – Q3 Review</p> <ul style="list-style-type: none"> JF gave a verbal update to the Board in relation to his previously circulated report. He advised that the current situation is having a detrimental impact on Leisure Centre's staff resilience, health and wellbeing and causing financial strains. A funding pot has opened for Leisure Centre's and the Board were informed that Essex Centre's applied late 2020. JF expressed that they were disappointed that the timeline of support doesn't back date to the start of the lockdown in March 2020 as this doesn't give a true reflection of the whole picture financially. Active Essex are continuing their work around supporting the sector and are hosting workshops as part of this. In relation to LDP they have gone through a progress of reviewing spending plans because Covid19 has had an impact on some of the projects being unable to continue throughout 2020 so they are having detailed conversations with partners on future plans. JF informed that they will be initiating conversations around their new strategy later in the meeting. The Active Travel toolkit has been published and is encouraging schools and families to use active travel methods rather than using cars. Their ABCD courses have gone live and are already oversubscribed. In December all of their investments have been successful relating to Essex Pedal Power for example which was able to bring in a substantial amount of funding to improve infrastructure across Essex. The team will be leading the Coach Core Essex programme again this year and JF was pleased to confirm that they have appointed their apprentices following a virtual assessment day which went really well. The Holiday Hunger scheme has taken a lot of the teams time but JF is pleased to say that the benefits far outweigh the time as they have positioned themselves as an important partner of choice when it comes to future roll outs of Holiday programmes. Following a change to tier 4 across Essex the team were still able to offer coherent opportunities for the County to offer food packs to vulnerable families. ECC have positioned Essex as a key partner in coordinating what the roll out for the Holiday Hunger programme will look like throughout Easter and Christmas in 2021. JF referenced the previously circulated Delivery Plan which he advised the Relationship Managers and wider team within Active Essex were able to pull together for the Board's information. JF referenced and updated on some of the Amber RAG ratings which included The Daily Mile, Family Trails, creation of school activities and upskilling the workforce. The Board were assured that these items would be picked up in due course. A Deep Dive meeting took place last year around starting to look at the Active Essex schools framework which will link to the new strategy. In relation to Workplace Health they are still developing some of the opportunities. The work programme has currently paused but they are hopeful to pick this back up in the coming months. JF invited the Board for any questions and comments, discussions included: Question: CR thinks it is fabulous that they are being viewed as a partner for the Holiday Hunger programme but would like some comfort to understand how the county is looking at their role and the resource around employment, resilience and improving health to look towards not needing these type of holiday programmes in the future. CR feels that they absolutely need to be part of the discussion that is saying that this is not acceptable and that everyone has a role to play to ensure this doesn't continue to happen and feels that in the longer term it is not sustainable for Active Essex to keep doing this. Answer: AA agreed that they should all be addressing this within the County, he feels there is a real concern from these types of initiatives that they are just putting paper over the cracks and are taking

	<p>away the problem from the people who this should really sit with. AA feels that it is important that if they are going to enable and facilitate programmes like this then they need to have a powerful voice to the people who should really be addressing the problem to tell them that Active Essex are addressing this because you aren't. BM also expressed his view that he agreed with the suggestion but it is in ECC's credit that they are using the money for this reason as they could of spent in another way. BM explained that they need to have a discussion around this to identify what the role is that they can play to change and improve things. JF echoed everything that had been said and explained that the bandwidth is not there at this point in time as they are discussing the wider determinants of health. Cllr Louise McKinlay is passionate about this agenda and is committed to a legacy beyond the investment to ensure Essex is in a better place than they were before. JF reminded the Board that Active Essex is part of a political organisations and there will be some elections this year so they will need to be mindful of that also.</p> <ul style="list-style-type: none"> • Question: SM expressed a view around 90% of the Delivery Plan having Green RAG rating and wanted to ensure that through a year when sport and education has been closed for quite some time would the report be giving a true and accurate reflection of what is happening across the business. SM expressed that he feels surprised to see so little red appearing on the report. • Answer: RL advised that she will pick up a conversation with the Relationship Managers and provide a statement in relation to Delivery Report RAG ratings. <p>ACTION: RL to pick up a conversation with the Relationship Managers and provide a statement in relation to Delivery Report RAG ratings.</p> <ul style="list-style-type: none"> • DS gave his reflection following SM's point and advised the Board that if there is more red that gives a chance for the Board to intervene and support. DS expressed that the one thing he has been impressed with is the partnerships Active Essex have created and they need to ensure they shine the light on those. DS feels there are challenges and they need to be accountable but wants to ensure they keep pushing what has gone well. When he sees JF leading discussions on leadership at high scale events he feels Active Essex are doing what they need to be doing. Albeit the future may be bleak at the moment they need to keep shining a light on the good stuff as much as they can.
8	<p>Covid19 Impact Assessment</p> <ul style="list-style-type: none"> • JF informed the Board that this circulation was for information as he wanted to share some of the work colleagues at ECC have been doing around assessing the impact of Covid19. The group have pulled together what they are seeing and reading about both factually and from feedback from across the county. JF felt the summary was a useful snapshot to share with the Board. JF then opened the floor for feedback and any questions. • Question: AA asked the group if they felt there would be any value in Active Essex doing these own version of this assessment to see it tallies with their data? • Answer: JF advised that yes Active Essex will be using the ECC data and their own findings when looking at shaping their new strategy and will ensure this is reflected in impact reports and delivery plans going forward. • AC expressed that he feels there is an opportunity here as the ECC impact assessment looks at the whole population and the part that doesn't come out strongly enough for him is the part which says they need to get serious about redirecting resource to areas in greatest deprivation and greatest inequalities. They work in a political environment and everyone will have their own views around how successful they have done with tackling those inequalities. AC suggested that they need to focus their Active Essex resource and build on the conversation around holiday hunger so they have a route. They have a group that are on the radar and there are opportunities not to be missed. AC suggested he is happy to continue this conversation.
9	<p>Board Recruitment</p> <ul style="list-style-type: none"> • JF gave a verbal update to the group around the work that had been progressed since their last meeting around the Board Recruitment. JF advised that following the suggestions from both the internal team and the Board the advert has now gone live through all advertising channels.

	<ul style="list-style-type: none"> • JF informed the Board that they have received one formal application and six expressions of interest. Four of those six have requested follow up phone calls with JF. There is a review date in the diary to decide if they need to up the ante but JF feels at the moment they have had enough positive interest. JF confirmed that they will be looking to recruit for four positions. • AA suggested that he would be willing to extend the advertising deadline if he feels it is necessary. JF suggested that he will put a plan together to review what they would need to do for phase two if an extension is required but in the meanwhile they will see what position we are in at 5pm on 30th January. • CR suggested to use Parkrun as a vehicle of communication as they send regular updates to their community and also expressed that she doesn't feel there is any point in extending the deadline if they don't widen their advertising in line also. • BM suggested as a way of learning some of the four who speak to JF don't apply they could perhaps go back to those people to find out their reasoning for example if it was a time factor or perhaps they thought the role would include something they feel it doesn't. BM feels this would be a useful conversation to have.
10	<p>Strategy Update</p> <ul style="list-style-type: none"> • JF brought to everyone's attention the Strategy paper which was recently shared with the Board following a team session earlier that week. • Next week Sport England will be launching their new strategy and the group were informed that they have indicated five major themes. JF informed the Board that they are looking to produce a response to the Sport England's strategy and that afternoon Azeem will be filming a short piece to document their response to show they are supportive of their strategy and to assure there is work going on in the background to produce Essex's new strategy. • AA suggested that details of the Sport England virtual strategy launch event to be shared with the Board. <p>ACTION: MH to share the Sport England virtual strategy launch event details with the Board.</p> <ul style="list-style-type: none"> • The Board were informed that they have appointed a local illustrator who is currently working on bringing to life landmarks across Essex and they are also looking at adding names to the drawings so it is really clear what the illustrations are of. • The Board were informed that in the team session earlier that week the group discussed the future vision and mission for Active Essex and in the slides circulated the Board will see two front runners for the vision and three for the mission. • RL advised that following the consultation with the team, they are now at the point where they want to bring the suggestions to the board to get their opinions also. The team have whittled it down from around fifty visions to now two. The Board were invited to give their feedback on the vision, comments included: <ul style="list-style-type: none"> ➤ The second one. ➤ Don't like 'healthy lifestyle'. ➤ The world improve is an edge for me. ➤ Number two is more achievable and looks more inclusive. ➤ The picture of Audley End is very bright and middle class, I would suggest getting some more reflective photos of Essex. JF confirmed that this is an important point as they have to make sure that what they come up with is real and a true reflection. ➤ Need to use some more inclusive imagery of people e.g. wheelchair users, visual impairment. ➤ Second one, can we improve this so it is continuous and dynamic. ➤ Happy with the fluidity of what we have got. ➤ We don't want to set ourselves something what might be held accountable for, this is a vision as opposed to an objective.

- RL advised the Board that a similar conversation has undergone with the team in relation to the team's future mission. The team were posed two missions which were quite different in relation to wording and length, following feedback they were able to create the three suggestions which were shared with the Board. The Board were invited to give their feedback on the mission, comments included:
 - First two are too long.
 - Who is this for – for joe public, system partners?
 - Is too corporate.
 - If we are looking for something in your face number 3.
 - If we are looking corporate then one of the first two.
 - System partners is a bit over the top for a mission.
 - 3 is right as includes working with the community.
 - Number 3 with some improvement.
 - Third one is short and punchy.
 - I don't like any of them – 3 is rather vague, this needs to resonate with everyone in Essex not just corporate partners so systems is the issue with number 3.
 - The first one is nearly there.
 - The mission statement needs to encapsulate what we want to do and how we are going to do it.
 - Discussion around the audience – RH suggested that the people who will read our strategy will likely be corporate so this is more for the system and the sector. He expressed that they want to talk to their eco-system and partners and that it isn't a catchy strapline, it is a bit more detailed than that.
 - Third one – but add some first and second, like the bit where it says 'creating opportunities and shape environments'.
- In relation to the Emerging Themes, RL advised that they started with ten extensive themes which they have now narrowed down to the five which were circulated.
- RH explained that these themes are the DNA of what an Active Partnership should do, they are essential things that set out their strategy. Whole system and collaboration is really important to them and will continue to be strong through Active Networks. RH advised that they want to translate Sport England national policy into local action including tackling inequalities which had been an important conversation already taken place earlier in the meeting.
- The Board were invited to give their feedback on the cross cutting themes, comments included:
 - Not sure that these are cross cutting themes, they are cross cutting, they are a group.
 - I am not sure you have the right heading for those bullet points.
 - I think they would be interesting if they can be shown as wheels.
 - They are more of an intentions.
 - Don't like the fourth one. The last point, the words in that bullet point are an oxymoron so need word crafting around these.
 - RH advised that they were keen to use the words they have received from partners through consultation.
 - These are not things, they are the how, they don't look like themes.
- RL informed the Board that over 130 stakeholders, networks, partners fed into the strategy consultation through different forums. The Board were advised that the team have agreed on four strong priorities and one which they are undecided on.
- The aspiration is to create this strategy with a 10 year vision which will include three-four year implementation plans. RL presented her slides, explained the priorities detail and indicated that they have got similarities between what Sport England have in their strategy. RL then raised a question as to if whether or not as an organisation they need to have the Sport and Physical Activity Sector as a priority or does that wording sit under the wording of Priority Two and then a different fifth priority should be created. The Board were invited to give their feedback on the Emerging priorities, comments included:
 - I like these, the last one I think is really good, really sensible to look at longevity and the sports sector which plays a fundamental part of the core infrastructure if they should be able to take responsibility.
 - I think it may become lost if you link two and five.

	<ul style="list-style-type: none"> ➤ In the first one I have a confusion around the word 'spaces'. ➤ In regards to photos for CYP this needs to reflect children. ➤ I do think it is difficult to do things like this by committee. On the last one, I do wonder if we finish it after the word 'all'. ➤ AA suggested that he would like to put both Sport England and our prioritises on a slide to show the comparison. <p>ACTION: RL when the new strategy is ready it would be really useful to have the both Sport England and Active Essex prioritises on a slide to show the comparison.</p> <ul style="list-style-type: none"> ➤ We need to make sure we are talking about inequalities within the prioritise. It was suggested that it is passive across all of them which was agreed but it needs to be stated specifically somehow. ➤ If priorities have their own page then that gives us the space to give tacking inequalities some more detail to embed that concept. ➤ Suggestion that the five issues is how we will deliver the five priorities. ➤ Tacking inequalities has been an issue running in Public Health for decades and the consensus that generally and collectively we have all done a bad job of it, the only way to make it happen is to have it as a discrete thing, you need a specific work plan around health inequalities. Suggestion that physical inactivity aims within the context of broaden determinants of life. ➤ If Covid19 wasn't happening the prioritise would make sense but should we highlight something around Covid19 as we know it has had a massive impact. A discussion then took place around if Covid19 should be a pillar or if it should be intertwined across all of them. ➤ A suggestion to include recovery and reinvent, another one that needs to underpin Covid19 across everything we do and look at how we recover and reinvent and reform. We need to indicate the fundamental impact of how Covid19 has made an impact on them. ➤ Suggestion around highlighting things such as BLM and gender discrimination to show our commitment perhaps thought a policy statement and it would be important for the Board to review that. <ul style="list-style-type: none"> • To summarise RL advised that the collaboration and feedback will be taken forward and highlighted the linkages for the website. • Suggestion to get a revised slide deck version sent out and have another meeting to discuss strategy specifically if we need to.
11	<p>Governance Update</p> <ul style="list-style-type: none"> • RH gave a verbal update on Governance, he advised that his paper talks about their background and indicates that they are tier 3 and top level due to how much funding they receive. They went through an audit and this was signed off on August 2018 so they were compliant. • Sport England are undertaking a review of the Governance Code and will launch this year. As they haven't reviewed their Governance for two years, RH informed the Board that he has pulled together some recommendations for discussion and approval by the board. • RH advised that there is a strong drive and a lot of conversation around the gender target and racial agenda piece to ensure there are a more diverse group of leaders who join boards. A conversation took place around if they should put targets around equality and diversity but they are waiting to see what Sport England advise. • RH went through each item. Discussions held and all recommendations approved by Board. Discussions points included: <ul style="list-style-type: none"> ➤ A discussion took place around the length and age range for the Junior Board member role. Feedback included: <ul style="list-style-type: none"> ○ The role should be for one year with a Chairman's review to allow the extension of a second year. ○ Suggestion for Junior Board member age range to be 16 – 25. ○ We need some kind of formal development and support programme from Board members to Junior Board members as they are the future so Board members should have a duty of legacy to support the younger generation. ○ AC suggested that he is keen to support a Junior Board members in a mentor/ coaching programme.

	<ul style="list-style-type: none"> ○ Discussion around investing in the Junior Board members to enable them to develop and grow. DS shared that he feels NCVO offer these courses and advised that he will check and feedback to board <p>ACTION: RH to implement changes and update the Terms of Reference and bring an update to the next board.</p> <p>ACTION: DS to find out if NCVO offer development courses for Junior Board members and feedback to board.</p> <p>ACTION: It was agreed that 16 – 25 would be the age range for Junior Board members. RH to update the Governance documents.</p> <ul style="list-style-type: none"> ➤ Discussion around the transfer of point 7.4 (Equality Statement) into the values section as it is just as important – the group agreed for this change to happen. <p>ACTION: RH to amend the values section of the Terms of Reference to include the revised equality statement.</p> <ul style="list-style-type: none"> ➤ The board congratulated Rob for getting the TOR up to date and feel it is a good piece of work. • RH informed that the Senior Independent Board Member (SIBM) role is appointed from our remaining board members and is elected by the members of the group, when BM leaves the Board then a new SIBM will be elected. • JF informed the group that they have their first deep dive organisational review coming up and some work will be undertaken with colleagues from The Governance Forum.
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • AA gave his closing remarks to the group and thanked everyone for their feedback in relation to the strategy and also their support with Board Recruitment and reminded the group that they need people who are using their own networks and relationships to further the Active Essex agenda. • The next Board meeting is scheduled for April but the date does not work for all Board members therefore it was agreed to change to Wednesday 28th April 2020. <p>ACTION: MH to update April Board meeting date in Board's diaries to new date of 28th April.</p>
13	<p>Close</p> <p>Meeting closed: 12:45</p>

Item No.	Action	Lead	Progress
1	AA to share the Essex Partners Board (21/01/2021) slides with the group.	AA	Complete
2	JF to continue to progress digital transformation work	JF	In progress
5	JF agreed to pick up a conversation around including comparable statistics in the Communications Report in the next Strategic Communications Meeting.	JF	Complete
5	JF to work with Quest Improvement Group leads and chairs to help bring to life the Quest Improvement journey to date.	JF	Complete
7	RL to pick up a conversation with the Relationship Managers and provide a statement in relation to Delivery Report RAG ratings.	RL	Complete

10	MH to share the Sport England virtual strategy launch event details with the Board.	MH	Complete
10	RL when the new strategy is ready it would be really useful to have the both Sport England and Active Essex prioritises on a slide to show the comparison.	RL	Complete
11	RH to implement changes and update the Terms of Reference and bring an update to the next board.	RH	Complete
11	DS to find out if NCVO offer development courses for Junior Board members and feedback to board.	DS	Complete
11	It was agreed that 16 – 25 would be the age range for Junior Board members. RH to update the Governance documents.	RH	Complete
11	RH to amend the values section of the Terms of Reference to include the revised equality statement.	RH	Complete
12	MH to update April Board meeting date in Board's diaries to new date of 28th April.	MH	Complete