



MINUTES

Subject: Active Essex Board
Date & Time: Tuesday 5th October 2021, 09:30 to 12:30
Location: Central Baptist Church
Chair: Azeem Akhtar

ATTENDANCE

Acronyms	Board Member Name	Board Position	Meeting attendance
AA	Azeem Akhtar	Chairman	Full meeting
AWS	Anne Wafula Strike	Board Member	Full meeting
AN	Anton Ferdinand	Board Member	Full meeting
BM	Bob McIntock	Senior Independent Board Member	Full meeting
CR	Caroline Russell	Board Member	Full meeting
DD	Dan Doherty	Board Member	Full meeting
DS	David Sollis	Board Member	Full meeting
EL	Emma Lewis	Board Member	Full meeting
	Active Essex Staff Name	Job Title	
GH	Grace Hilton	Marketing and Communications Officer	Items 9-10
HA	Holly Adams	Marketing and Communications Officer	Items 9-10
JF	Jason Fergus	Director	Full meeting
JR	Juliette Raison	Relationship Manager	Items 9-10
KH	Kelly Harman	Relationship Manager	Items 9-10
LM	Lee Monk	Relationship Manager	Items 9-10
LV	Louise Voyce	Relationship Manager	Items 9-10
MH	Melissa Huggins	Sports and Physical Activity Operations Advisor	Full meeting
RL	Rachel Lewis	Relationship Manager	Full meeting
RH	Rob Hayne	Strategic Lead Business Operations	Full meeting
SK	Simon King	Relationship Manager	Items 9-10

MINUTES

Item No.	
1	Arrival and networking <ul style="list-style-type: none"> This took place for all members prior to the meeting
2	<u>Welcome:</u> Apologies

	<ul style="list-style-type: none"> • Apologies noted from Billy Ray Mansell <p>Any Conflict of Interest on agenda</p> <ul style="list-style-type: none"> • David Sollis informed the group that he is the Achieve, Thrive & Flourish Chairman. • Caroline informed she may have a conflict of interest as she is facilitating meetings with Tim Hollingsworth within her Parkinson's UK role. <p>Opening remarks from the Chair</p> <ul style="list-style-type: none"> • AA informed the Board that there has been positive activity within Sport England and they have recently released a statement on transgender in sport. • AA suggested to the group that the Essex LDP need to continue utilising their lessons learnt. • AA advised that the LDPs are one of the recipients to have received investment to date so they must make sure they are sharing the lessons learnt. • Ealing LDP colleagues are keen to come to Essex to meet the wider team and to understand the challenges they face and also to understand how they have been able to be so successful. • JF informed the group that Chris Broadman has joined Sport England as their new Chair, replacing Nick Bitel. • A discussion took place around the Active Essex position on transgender in sport and the understanding / use of terminology behind it. The question was raised as to if our default position would be to align with Sport England. It was agreed that the Board would have a separate board discussion session to discuss and agree the organisational point of view is. <p>Action: JF to produce a short briefing paper on transgender in sport for Board Members</p> <p>Action: JF to share the Sport England transgender in sport statement with Board Members.</p> <ul style="list-style-type: none"> • DS informed the Board that Outhouse East offer training covering transgender and it was suggested to invite them to a session so the Board can listen and understand before making their decisions about how the organisation will address this topic.
3	<p>Approval of minutes & actions from meeting held on 22nd July 2021</p> <ul style="list-style-type: none"> • JF shared updates on the previous meeting actions with the Board including: <ul style="list-style-type: none"> ➢ AA will invite Chris Broadman, Sport England Chair, to visit Essex. AA informed the group that Chris is very keen on ensuring impact is measured. ➢ Tim Hollingsworth, Sport England CEO, is attending the next LDP Strategic Sponsors meeting and they are currently negotiating if it will be virtual or physical. ➢ A stakeholder management exercise is currently ongoing and they have been navigating this with the team to ensure they are well positioned since the meeting in July. A few internal changes are happening due to the Director of Public Health retiring and also the Director of Economics and Public Health is moving on so those roles are currently out for recruitment. ➢ The application for system partner investment is ongoing for the Active Essex award letter, their submission is being discussed in a meeting in October so they hope to have a response by the end of October. ➢ They are keen to engage Board members in the future with the Essex Pedal Power project and they hope to do this as Covid-19 restrictions start to ease and events start to take place. <p>Matters arising</p> <ul style="list-style-type: none"> • None <p><u>Approval:</u> The Board gave unanimous approval of the previously circulated Board minutes.</p>
4	<p>Active Essex Foundation</p> <ul style="list-style-type: none"> • BM gave an update to the Board on AEF, he informed that they haven't had a meeting

	<p>recently and have one coming up in November.</p> <ul style="list-style-type: none"> ➤ They are undergoing a skills audit with their members so they can look to recruit further Trustees to the Foundation. ➤ AEF secured funding of over £500,000, from the Lottery and the LDP and are using the funds in relation to using sport and physical activity as a catalyst to reduce youth crime and violence. The funding will enable them to employ staff to the charity for the first time. The target launch of the project is January 2022 which will start with a 6 week programme on life skills. The Youth Offending Service will refer six young people in various situations. ➤ The Kick Off At 3 project has been funding by LDP and match funded by AEF, the project is for young people and 19 games have taken place as part of the project. Also, one took place with the Essex Police. ➤ Jenni Anderson is the new Chair of AEF. • AF offered his support for anything he or the Ferdinand Football Group could do to help, to just let him know. <p>ACTION: BM to bring up at the next AEF meeting that AF is happy for support with involvement from his Ferdinand Football Group too.</p>
5	<p><u>Finance</u></p> <p>Budget report</p> <ul style="list-style-type: none"> • RH asked if there were questions on the spreadsheet circulated and gave a verbal reminder of the highlights in the finance report. • There is an additional £53,500 of funding for the Commonwealth Games legacy team to work with School Sport Partnerships • The Tackling Inequalities Fund round 4 has opened and discussions lead by Hayley Chapman in the team are underway. <p><u>Audit Committee Report</u></p> <p>Risk register</p> <ul style="list-style-type: none"> • The recent Audit Committee reviewed budgets and risk register to date • £2 million budget for Find Your Active was highlighted as a priority and for team to ensure this utilised by March 2022. • It was suggested for some of the criteria to be amend if needed, to direct funds to where it's needed. • Sport England funding for the next 5 years has been offered currently at a "flat settlement" for the next 5 years. Good news for our stability and planning during difficult times. However, costs continue to increase and this doesn't address this. Further conversations are taking place on this. • The potential opportunities for growth and stretch from the application haven't been addressed. JF and RH keen to investigate this with Sport England. • The Audit Committee was interested to hear of the plans around the replacements of Director of Public Health and Director of Economies, Localities and Public Health in ECC and are keen to remind the Board that we have spent years building good relationships here. There is a risk with new incoming staff members and work to be done on building and sustaining these new relationships. • The Board were asked to approve 3 additional items to add to the Risk Register. <p>Action: Unanimous approval of the additional 3 items on the Risk Register, RH to update the documentation.</p> <ul style="list-style-type: none"> • A discussion took place around the best way to collaborate with and build/sustain meaningful relationships with ECC Cabinet members and Essex MPs. • The Board recognised that Cllr McKinlay continues to be strong supporter of Active Essex and this is appreciated. • The aspiration to engage with all MPs in Essex was raised and any viability of a collaboration event. • All of the new Essex Cabinet Members have met with JF and have engaged with Active Essex's work, the strategy Fit for the Future and behaviour change campaign - Find Your

	<p>Active. They have all been fully supportive to date. JF will continue to work with them around their portfolio's and interests.</p> <ul style="list-style-type: none"> • Cllr Ray Gooding was the nominated member for AEF and JF has written to the Director of Governance to confirm if he will continue until April 2022. • It was suggested that the Board need to have a clear contact plan for how they will keep in touch with the Essex Cabinet and to ensure they share key messages regularly. <p>Action: AA/JF to create a clear contact strategy for key stakeholders and politicians.</p> <ul style="list-style-type: none"> • A question was raised around the flexibility of the FYA fund to do diagnostic work. The group were advised that the funding is from ECC for the campaign to support the reconditioning of the Essex population through physical activity and sport as a result of the implications of the pandemic. Evaluation is an important part of the project plan as it is essential that we are able to evaluate, share and learn through the journey of the Find Your Active campaign. • The Active Essex team advised that the NGB's are in receipt of data identifying where their clubs are struggling as a result of the pandemic. There have been emergency funds that both ECC and Sport England have made available and Active Essex will continue to signpost these details to the sports clubs around the county. The FYA Fund is more of a focus on reconditioning residents who have lapsed or not been physically activity before. This fund does give sports clubs an opportunity to increase their participation numbers. • EL raised discussion around skills shortages for the sector (sports coaches in particular) took place and could FYA support capacity building here • It was suggested to use volunteers, retired PE teachers etc to get them out and get them to support this programme. As there is a lack of coaching knowledge and the parents would want their children to be in a safe environment people can be utilised for training and for sharing the correct knowledge. • Another suggestion was to use the FYA fund to help families who are struggling financially. The money could be given to the families as well as to the clubs who are delivering. There are a lot of families who cannot afford to send their children to sports clubs so this fund could help them. • The funding needs to have been spent by March 31st 2021. The Active Essex team are working on finding ways to use this and take a system influencing role whilst doing so. • AWS reminded the Board to not forget disability groups as it can be even more difficult for them to travel to clubs so extra funding to pay for transport and venues could be valuable. It was shared with the group that some club members with a disability had cancelled their club membership as it became too expensive for the amount they were able to use it. • The Board were reminded that the FYA fund impact is wider than traditional sport, it is also around encouraging a significant number of Essex residents to get out and do something whether that is walking to the shop or doing the gardening. The group were encouraged to also think of ways that could entice people to get up and move within their community, a lot of this will be free so it will involve more around the skills and expertise of getting the message out to the right people.
6	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • We (Active Essex) have our annual External Review with CPSU at the end of the financial year, due to COVID, this was pushed back and is taking place on. • We have created a new action plan ahead of this meeting which will run from October 2021 – March 2022 to get us back in line. • All actions discussed at the last board meeting have been added to this new action plan; Social Media, Duty to Care, Risk Register etc • Following our discussions at the board meeting, Jason arranged a meeting with Paul Secker (Director of Safeguarding at ECC) to offer his knowledge as a critical friend, to our Safeguarding practices. Paul was very happy with the level of care we are taking and will continue to meet with us and support us in the future. • Role of the board champion has been taken up by David Sollis. • Discussion around making sure we include the wording: vulnerable people, inclusion and

	<p>welfare” in our safeguarding statement. It was also discussed about where the best place would be so that people can easily find it on our website.</p> <p>Action: Active Essex Safeguarding Leads to ensure that safeguarding statement includes ‘vulnerable people, inclusion and welfare’ and also that it is placed on the website in an easily accessible place.</p>
7	<p>Directors Report – Q2 Review</p> <ul style="list-style-type: none"> • JF gave an update to the Board in line with his previously circulated Directors Report. • Essex ActivAte is testing FYA over term time as they have been able to access some of the FYA funds to deliver more opportunities during term time. • We are looking to do some work to support NGBs and this is included in the implementation plans. • As mentioned, we have submitted our system investment documents to Sport England and are hugely appreciative of a proposed 5 year settlement. • However, it is likely this will be a flat settlement. Being a high performing Active Partnership, we are keen to hold conversations around how we resource the stretch work we articulated and grow the organisation. <p>Action: JF/MH to set up a meeting with AA, JF, RH and Sport England to speak about the growth of Active Essex.</p> <ul style="list-style-type: none"> • A discussion took place around how we measure our social value and the Board were informed that Active Essex are currently undertaking a piece of work with Jump Digital the “WELLEBY” measure which will we bring back to the board. • Active Essex have appointed colleagues from Loughborough University who are looking at criminal behaviour piece of work. Evaluation has moved away from KPIs, people have been using statistics but for them the more important data is the case studies with individual stories. They will be using a blended approach of using KPIs, stories and statistical data to show their influence. • DS offered his support with sharing data ATF have been able to produce.
8	<p>Break and arrival of Active Essex Team</p> <ul style="list-style-type: none"> • This took place
9	<p>Communications Update</p> <ul style="list-style-type: none"> • HA and GH spoke through their previously circulated report which gave updates on the current Communications plan, the Essex LDP and the upcoming Essex Activity Awards Event.
10	<p>Implementation Plan</p> <ul style="list-style-type: none"> • Each of the Active Essex Relationship Managers took it in turns to present their implementation plans. • Discussion points after presentations included: • Suggestion to shout about the work on the implementation plans e.g. tapping into libraries on our social media. • Details on the implementation plan is great and was suggested they need some facts and needs some numbers. • Wherever Board Members feel they can use their skills and align can be involved in any aspect. • It was suggested that they need to do something fundamental to get partners behind this, feels like that hasn't been bridged yet. They need to hardwire the plans into the community, so these are shared aspirations. • Everyone recognises that the work is important but a question was raised as to how they are going to land it.

	<ul style="list-style-type: none"> Skills is a big risk in regards to not having enough workforce to deliver activity, this will also have a knock on effect to the voluntary workforce. It was suggested to think about not just replicating but also how they can be using technology for things that may not have already been done before. Diversity and inclusivity needs more leadership as this is important and people who are from Ethnic Diverse communities need to feel the benefit and feel part of the whole movement.
11	Values <ul style="list-style-type: none"> Item agreed to be picked up online
12	Any Other Business <ul style="list-style-type: none"> None
13	Close <ul style="list-style-type: none"> Meeting closed 13:00

ACTIONS

Item No.	Action	Lead	Progress
2	JF to produce a short briefing paper on transgender in sport for Board Members	JF	Achieved
2	JF to share the Sport England transgender in sport statement with Board Members.	JF	Achieved
4	JF to bring up at the next AEF meeting that AF is happy for support with involvement from his Ferdinand Football Group too.	JF	JF met with AF in December. JF to update trustees on 19/01/22
5	Unanimous approval of the additional 3 items on the Risk Register, RH to update the documentation.	RH	Achieved
5	AA/JF to create a clear contact strategy for key stakeholders and politicians.	AA/JF	Achieved
6	Active Essex Safeguarding Leads to ensure that safeguarding statement includes 'vulnerable people, inclusion and welfare' and also that it is placed on the website in an easily accessible place.	AE safeguarding leads	Achieved
7	JF/MH to set up a meeting with AA, JF, RH and Sport England to speak about the growth of Active Essex.	JF/MH	AA met with Mike Diaper, Sport England. Further meeting pending.