



## MINUTES

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**Subject:** Active Essex Board  
**Date & Time:** Tuesday 18<sup>th</sup> October 2022, 09:30 to 12:30  
**Location:** Library Hub, Chelmsford Library  
**Chair:** Dr William Bird

## ATTENDANCE

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Acronyms	Board Member Name	Board Position	Meeting attendance
WB	William Bird	Chairman	Full meeting
AF	Anton Ferdinand	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
FB	Fiona Bool	Board Member	Full meeting
LB	Lee Bailey	Board Member	Full meeting
SL	Scott Logan	Board Member	Full meeting
	Active Essex Staff Name	Job Title	
JF	Jason Fergus	Director	Full meeting
AP	Athena Page	Sports and Physical Activity Operations Advisor	Full Meeting
GH	Grace Hilton	Marketing and Communications Officer	Item 8
HA	Holly Adams	Marketing and Communications Officer	Item 8
LV	Louise Voyce	Relationship Manager	Full meeting
RH	Rob Hayne	Strategic Lead Business Operations	Full meeting
RL	Rachel Lewis	Relationship Manager	Full meeting

## MINUTES

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Item	
1	<b><u>Arrival and networking</u></b> <ul style="list-style-type: none"> <li>Board members arrived</li> </ul>
2	<b><u>Welcome</u></b> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Apologies were noted from Anne Wafula Strike and Bob McClintock.</li> </ul> <p><b>Any Conflict of Interest on agenda</b></p> <ul style="list-style-type: none"> <li>DS is Chief Executive for the Youth Enquiry Service and Chairman of ATF.</li> <li>SL supports DS as a trustee of ATF.</li> <li>RL is the Chair of Essex Cricket in the Community and Board member of Essex County Cricket Club.</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>JF informed everyone AE need to appoint a Senior Independent Board Member (Vice Chair) who will also be a member of Audit Committee. An email will be sent out to all Board Members to express interest.</li> <li>RH mentioned Bob McClintock has been put forward by AE foundation as a nominated representative</li> </ul>

	<p>of AE foundation, and that Bob will attend next Board Meeting.</p> <ul style="list-style-type: none"> <li>JF also informed everyone that AE also need to appoint a Board Champion of Equality, Diversity and Inclusion</li> </ul> <p><b>ACTION: WB to circulate information around roles and responsibilities for both the Senior Independent Board Member and the Equality, Diversity and Inclusion Champion.</b></p>
3	<p><b><u>Approval of minutes &amp; actions from meeting held on Wednesday 13<sup>th</sup> July 2022</u></b></p> <ul style="list-style-type: none"> <li>The Board approved the minutes circulated in the Board Pack.</li> <li>One action outstanding - JF to invite Jenni Tomblin to next AE Board meeting to deliver an agenda item on AEF. Currently in progress. The rest of the actions are all completed.</li> </ul>
4	<p><b><u>Active Essex Foundation</u></b></p> <ul style="list-style-type: none"> <li>JF informed the Board that AE Board Christmas lunch has been moved from 14<sup>th</sup> December to 8<sup>th</sup> December, Jenni Tomblin (Chair of AE Foundation) will join Board members for lunch. AP to send revised Christmas lunch invitations to the Board</li> <li>RH gave an update that Jim White and Suzanne Page are making big impact on youth sport and crime prevention.</li> <li>RH informed the Board that 2 new trustees have joined the AE foundation – Lee Norris and Sam Grant.</li> <li>RH explained that London Marathon Charitable Trust funded £790,000 to Active Essex and £210,000 to AEF, work generated by foundation has all come together.</li> <li>RH expressed that the challenge is how we can grow as a foundation.</li> <li>RH advised that another bid for Mental Health Project is underway, and the ABCD way of working was having a significant impact in the foundations work.</li> </ul> <p><b>ACTION: AP to send revised Christmas lunch invitations to the Board</b></p>
5	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>RH informed the Board that LMCT grant agreement is now signed.</li> <li>RH informed the Board that we are at P6, a couple of cost centre are slightly behind expectations and will push projects forward. RH has no concerns over the budget as it stands.</li> <li>RH explained that Together Fund relates to ACTE0012 tackling inequality (the original SE grant name).</li> <li>JF expressed the need to focus on how we spend any grant funding and the importance of demonstrating the impact.</li> <li>DD shared his view on Shared Prosperity Funding being used to cover too many aspects.</li> <li>RH informed the Board that Basildon, Colchester and Tendring have continue to receive funding through the LDP.</li> <li>RL explained that work at Harlow hasn't really taken off because the infrastructure is not there.</li> <li>SL emphasized the importance of how to support people locally.</li> <li>LB expressed that we need to continue challenging the system.</li> <li>JF expressed that the connection between different organisation/department/teams is vital.</li> <li>CR voiced that empowerment needs to be around communities and people.</li> <li>SL expressed that prevention is key, and that we need to think about how we use funding to prevent</li> </ul>

	<p>people going into system like NHS.</p> <ul style="list-style-type: none"> <li>AF expressed that Comms team can draft a message on his behalf to get message across to communities like Harlow and Basildon. Also keen to connect the work of the foundation and potentially see how the football foundation could be a supporter.</li> </ul> <p><b><u>ACTION: AEF staff to investigate potential relationship with football foundation</u></b></p> <p><b><u>Audit Committee</u></b></p> <ul style="list-style-type: none"> <li>CR requested the need to update risk register, a refreshed register will be completed after today's meeting.</li> <li>CR highlighted two issues - Community and cost of living increasing, and sport and leisure providers facing increasing costs.</li> <li>RL suggested to refresh board sponsors as new board members have joined recently.</li> </ul>
6	<p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>DS advised that there haven't been any actual actions/issues, Safe To Play agenda postponed to next month, annual internal audit safeguarding happening this month, and external review with CPSU on 8<sup>th</sup> November.</li> <li>DS informed the Board he is working with LB on safeguarding and will work with the AE team to address emerging issues.</li> </ul> <p><b><u>ACTION: DS to work with LB and the AE Team on emerging safeguarding topics</u></b></p>
7	<p><b><u>People, Culture, Skills Progress</u></b></p> <ul style="list-style-type: none"> <li>EL gave the following key updates: <ul style="list-style-type: none"> <li>➤ There has been a meeting with critical external friends to check and challenge next step within AE work stream</li> <li>➤ We now turn our focus to data capture. Evaluation team has been asked to look at impact on Cost of Living crisis</li> <li>➤ Sector Organisational Development programme underway. Diagnostic tool being developed.</li> <li>➤ Working with external consultant to map out the key touch points with staff to look how to improve practice, i.e. personal development in place, recruitment, onboarding, retention etc.</li> </ul> </li> <li>JF expressed the need to develop the future workforce of our sector.</li> <li>AF expressed that sport is not just about the activity but it also helps to create and shape a person.</li> </ul>
8	<p><b><u>Communications Update</u></b></p> <ul style="list-style-type: none"> <li>Find Your Active will continue as it has been a great success. Community connectors and working with local assets has been invaluable. Comms will continue to create relatable contents to help motivate and inspire others to join the campaign and be active.</li> <li>Have been working with National Social Marketing Centre (NSMC)SC which helped to shape the campaign. Find Your Active has evolved into a brand.</li> <li>HA voiced the need to make sure people have tools to adopt the campaign and brand in their own way. Board member then voiced their opinion: <ul style="list-style-type: none"> <li>➤ SL expressed the need to promote activities as a system as well as the individuals/communities</li> <li>➤ CR informed that there are some brilliant local cases/stories that we could use to showcase the power of being active and its effect on mental and physical health and wellbeing.</li> <li>➤ WB expressed the need to have some quality control on the Find Your Active brand</li> <li>➤ AF suggested the increase use of #</li> <li>➤ WB suggested to trademark Find Your Active</li> </ul> </li> <li>Activity Awards panel will meet this afternoon. Public vote goes live in couple of weeks. RH informed the Board that Awards evening is on Tuesday 6<sup>th</sup> December at Chelmsford Racecourse .</li> </ul>

	<ul style="list-style-type: none"> <li>• Updates on LDP: <ul style="list-style-type: none"> <li>➢ 1 year celebration event took place at Clacton &amp; Jaywick</li> <li>➢ Essex pedal power had a summer competition on bikes, along with street dance, film crew was also present to document the event. There was also a separate video of people who worked on the project. Hope to roll out to other areas.</li> <li>➢ A video has been produced regarding the impact made on apprentices, another video of LV explaining the scheme and how we can help young people.</li> <li>➢ Pedal power event in Colchester which took place in the beginning of October, stake jam event and park play launch also took place at the same time.</li> <li>➢ Successful launch of Find Your Active in Basildon took place with a strong cross section of system partners in attendance.</li> </ul> </li> <li>• Another member of Comms staff Beth joined in August.</li> <li>• ActivAte was very successful in the summer, will continue to build upon success.</li> <li>• Ride London is at planning stage for 2023.</li> <li>• With the evaluation report, there is going to be a video about the impact on local community, which will be ready in early 2023.</li> <li>• Comms will relaunch Find Your Active Youtube channel.</li> <li>• Find Your Active winter programme to follow.</li> <li>• AE Networking event on 2<sup>nd</sup> November.</li> </ul> <p><b>ACTION: Comms team to scope out the process for trademarking the FYA logo</b></p>
9	<p><b>Directors Report – Q2 Review</b></p> <ul style="list-style-type: none"> <li>• JF informed the Board that at the end of this month, every member of staff will have a refreshed work programme.</li> <li>• JF informed the Board that JF and WB had a positive meeting with Lucy Wightman who wishes to have conversation on a regular base.</li> <li>• JF explained that the relationship with Sport England is very important to us.</li> <li>• JF and WB attended a Sport England Parliamentary event on 17<sup>th</sup> October and we secured a visit from Department of Media Culture and Sport to Essex in November.</li> <li>• JF mentioned that Sport England is looking at how they to expand place based working over the coming years and the Essex are keen to help shape this work.</li> <li>• SL expressed that Sport England should visit locally to see the work that has been carried out.</li> </ul>
10	<p><b>Impact of global challenges on our ecosystem partners</b></p> <ul style="list-style-type: none"> <li>• <b>Cost of living</b> <ul style="list-style-type: none"> <li>➢ LV has been working with local partners.</li> <li>➢ JF advised the warm fund that organisations can apply for.</li> <li>➢ SL expressed that as an organisation, we need to use what we learned to carefully distribute support funding.</li> <li>➢ CR expressed that levelling up resources could be a risk, maybe we can explore opportunities of donation to foundation; free gym memberships are on offer to people who have Parkinson's and their family; we need to actively look for funding.</li> </ul> </li> </ul>
11	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• FB won street dance competition.</li> <li>• CR participated in London marathon, raising money for Parkinson's UK.</li> </ul>

<b>12</b>	<b>Close</b> <ul style="list-style-type: none"> <li>Meeting closed at 12:30</li> </ul>
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## **ACTIONS**

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<b>Item No.</b>	<b>Action</b>	<b>Lead</b>	<b>Progress</b>
<b>2</b>	<b>WB to circulate information around roles and responsibilities for both the Senior Independent Board Member and the Equality, Diversity and Inclusion Champion.</b>	<b>WB</b>	<b>Completed</b>
<b>4</b>	<b>AP to send revised Christmas lunch invitations to the Board</b>	<b>AP</b>	<b>Completed</b>
<b>5</b>	<b>AEF staff to investigate potential relationship with football foundation</b>	<b>AEF staff</b>	<b>Ongoing</b>
<b>6</b>	<b>DS to work with LB and the AE Team on emerging safeguarding topics</b>	<b>DS/LB</b>	<b>Ongoing</b>
<b>8</b>	<b>Comms team to scope out the process for trademarking the FYA logo</b>	<b>Comms</b>	<b>Completed</b>