

**MINUTES**

**Subject: Active Essex Board Meeting**

**Date & Time: Wednesday 13th July 2022, 09:30 to 12:30**

**Location: Library Hub, Chelmsford Library**

**Chair: Bob McLintock**

**ATTENDANCE**

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| **Acronyms** | **Board Member Name** | **Board Position** | **Meeting attendance** |
| BM | Bob Mclintock | Interim Chairman | Full meeting |
| DD | Dan Doherty | Board Member | Full meeting |
| DS | David Sollis | Board Member | Full meeting |
| EL | Emma Lewis | Board Member | Full meeting |
| LB | Lee Bailey | Board Member | Full meeting |
| SL | Scott Logan | Board Member | Full meeting |
| FB | Fiona Bool | Board Member | Full meeting |
|  | **Active Essex Staff Name** | **Job Title** |  |
| HA | Holly Adams | Marketing and Communications Officer | Item 6 & 10 |
| GH | Grace Hilton | Marketing and Communications Officer | Item 6 & 10 |
| JF | Jason Fergus | Director | Full meeting |
| KC | Kelly-Anne Chambers | Sports and Physical Operations Advisor | Full meeting |
| RH | Rob Hayne | Strategic Lead Business Operations | Full meeting |
| NC | Neil Coggins | Project Management, Admin & Finance Lead | Full Meeting |

**MINUTES**

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| **Item** |  |
| **1** | **Arrival and networking**   * Board members arrived |
| **2** | **Welcome**  **Apologies**   * Apologies were noted from Anton Ferdinand and Caroline Rassell.   **Any Conflict of Interest on agenda**   * DS informed the group he is Chief Executive for the Youth Enquiry Service and Chairman of ATF. * SL supports DS as a trustee of ATF.   **Action: RH to issue declaration of interest register to Board Members for completion.**  **Chair Recruitment Update**   * BM advised the Board that Dr William Bird had expressed an interest in the post of Chairman and was interviewed last Thursday. BM, DS and Cllr Louise McKinlay formed the panel with JF present in a note-taking capacity. A unanimous decision was made by the panel in favour of appointing Dr William Bird. * The Board were asked to raise any issues regarding the appointment: none given. * SL endorsed Dr William Bird for his commitment and passion, understanding of the health and wellbeing system and his ability to work with different audiences. * DS also endorsed Dr William Bird and expressed satisfaction at his responses during the interview when challenged around conflicts of interest. * BM expressed he has no concerns around Dr William Bird’s involvement in the LDP. * BM moved to appoint Dr William Bird as AE Board Chairman as of 1st August 2022. The AE Chair has a link the Active Essex Foundation as the post is automatically appointed AEF Trustee, with an ex-offico post written into the AEF constitution. * DD asked if Azeem had stepped down from Sport England and was advised that it is a personal appointment. RH advised Azeem’s term finishes in September. JF expressed the importance of the Board’s continued relationship with Azeem.   **Action: Dr Bird appointed. JF to contact Dr Bird post meeting to action induction process and Comms announcements.** |
| **3** | **Approval of minutes & actions from meeting held on Tuesday 27th April 2022**  ***Decision Required - Approval of minutes:***   * **The Board approved the minutes circulated in the Board Pack.**   **Matters arising:**  JF shared updates on previous actions:   * Amendments have been made to the Risk Register. * The Chair recruitment has been completed as per above update. * JF advised that Sport England did not join the AE Chair interview panel but were notified before the interview and were pleased with the prospective appointment of Dr William Bird.   JF expressed that if the Board support the recommendation today, he is keen to progress.   * LDP Talking Heads video was circulated to the Board and Drowning Prevention Week was pushed out on social channels. * Latest version of the People, Culture & Skills document was circulated with an update given today. * KC has circulated dates for LGBTQ+ training with the Board on behalf of Hayley Chapman.   DS asked, for the benefit of new Board members, if everyone understood the connection that AE have with Sport England:   * RH clarified AE’s position within host agency ECC and that AE staff are ECC employees but Sport England are our major funders and one of the grant conditions of Sport England is that all organisations receiving lottery money must adhere to the Sports Governance Code Tier Three. * RH emphasised the important role that the AE Board plays in ensuring that AE are spending resources appropriately.   JF invited all Board members to join the AE team away day afternoon activity on 6th September in Chelmsford.  **Action: Team away day afternoon activity details to be circulated to the Board.** |
| **4** | **Active Essex Foundation**   * The last meeting was held on 28th April where trustee recruitment was discussed and AEF are now to approve the appointment of two new trustees. * RH clarified the trustee structure of the AEF for the benefit of new Board members. * RH explained AEF was set up in 2016 and awarded £300,000 of lottery funding to employ two members of staff - Jim White and Suzanne Page. Louise Voyce is instrumental in driving this work. * RH advised in the AE Board ToR there is capacity for an AEF trustee to sit on the AE Board to report back. RH suggested to the board that the AEF chair is being asked to come back with a recommendation as to who should step into this role. * During the last AEF meeting there was a report on the various projects that they are involved in. BM advised these included: * Sport and Youth Crime Prevention Programme * Sport and Wellbeing Project * Essex ActivAte HAF Fund * Capacity building and support was also discussed along with the LMCT. * SL asked for more information on the direction that AEF is going and their ambitions/outcomes * BM suggested this be brought to the Board as an agenda item at the next meeting. * BM asked the room if there were any further questions around AEF: none raised.   **Action: RH to contact AEF Chair (Jenni Tomblin) and as AEF Trustees to recommend a Trustee.**  **JF to invite Jenni Tomblin to next AE Board meeting to deliver an agenda item on AEF.** |
| **5** | **Finance**  **Budget report**   * RH explained the purpose of this item for the benefit of the new Board members. * RH advised that AE has doubled in size over the last two years and gave a breakdown on this year’s funding including approximately £260,000 in the CYP budget, £214,000 in the Together Fund budget and we have leveraged levelling up funding from ECC at just over £500,000 towards Basildon, Tendring and Canvey. * A three-year agreement is in place with ECC and Thurrock to manage the HAF programme which brings in £4.2million. This budget grew out of a £29,000 LDP investment via AEF two and half years ago. * £6.5million comes into AE and we are currently on track with our spend at p3. * RH advised more resources coming, in particular the Open School Facility Funding from Sport England and that the Board will be informed once we have a firm grant agreement in place for this. * LMCT is another new resource which Ride London enabled us to access. A joint bid was solicited from AE and AEF worth £1million - £790,000 of this will come into AE and £210,000 into AEF to deliver a small grants programme, facilitate active travel work with schools, investment into Pedal Power and getting Basildon off the ground and some capacity money into AEF for additional staffing to strengthen and enable growth. Currently awaiting internal ECC sign off and looking to activate those programmes in September. It is a one-year agreement, but should ECC decide to continue with Ride London, this will allow us access for future years.   EL asked how the LMCT funding figure arose and if the challenges of Ride London outweighed the outcomes:   * RH advised that himself and Kerry McDonald went in with a £5,000,000 bid, with prior knowledge of the figure given to Surrey and proposed big concepts to them. * JF confirmed that a full debrief was taking place with partners and the community to ensure that lessons could be learnt if the event was to return to Essex next year. Positively there were an array of benefits that Essex wanted to achieve and from our perspective, investment into sport and physical activity was one of those highlighted which also strongly aligned to the LMCT objectives.   The group broke off into discussion after DS asked if there are any mechanisms in place for AE across the different districts to be able to help influence the way that funding is spent other than as a result of Board members and staff happening to be present at the right meetings:   * SL explained that he chairs the Essex Chief Executives Forum and has commissioned a piece of work where all districts and the two unitaries will get at least a £100,000,000 pot of money over the next three years - he summarised the question as how do we work in partnership with ICS’s rather than having to go to several different board meetings to be able to influence how the money is spent and expressed that there is money available but the key to accessing it is via evidence - we need to show what system changes we are making, how this is happening and provide the evidence to back it up. * SL advised that a proposal is coming back to the forum at the next meeting and he would be happy to bring that update to the AE Board and bring one of the team along. * LB questioned where is the responsibility in challenging, supporting and galvanising partners at local level to then make effective system wide decisions on spend, health and wellbeing and physical activity. Using existing infrastructure on top of the wider strategic boards across the whole Essex footprint, he suggested that local place knowledge and accountability needs to be fed into this as well.   JF posed the question - how do we ensure that our RMs are operationalising in the place and that we are at the right tables for key conversations? Alongside help from members of the Board in getting into those positions, JF suggested that there may be upskilling needed with our RMs in ensuring they are skilled enough in understanding the *system* rather than just the sporting and physical activity element. There is a need to ensure our RMs are helping healthcare professionals to understand the system that they are sitting within and joining the dots in those systems.  DS agreed but suggested that there is infrastructural support around the ABCD approach, particularly in his area, that is swayed more towards the voluntary sector rather than sport and suggested there is a danger that we leave some of the sports clubs behind when focusing so much on ABCD. DS expressed his belief that many sports clubs are behind the curve in understanding the role that they might play in tackling health inequalities as they are not getting the same degree of attention.  A conversation was had around this including:   * Emphasis of where the support and guidance comes from for the sports clubs is key - if it is coming from NGBs they are not going to be the experts in local networking which is where AE need to help fill the networking gaps and support sports clubs in how to engage within their local communities. * A possible lack of communication was highlighted in terms of NGBs at a local level not utilising opportunities of significant community assets such as sports clubs in the wider thinking around ABCD and it was suggested that there may be an opportunity to work with our voluntary sector services and providers around engaging and embracing those more effectively alongside getting our sports clubs to look outwards. * It was mentioned that Community 360 included sports clubs in their asset mapping but do not include them on their distribution lists for communication. * The success of putting a lot of effort into the system can be evidenced in the turnaround in Basildon during Covid-19 - Basildon saw great improvement from having been one of the lowest in terms of physical activity in the whole of Essex as did Tendring and Colchester. It was stressed that we need to look to expand our AE model across greater Essex as areas are missing out. * It was highlighted that clubs asking for funding to support the system have had much greater success than clubs simply asking for equipment.   **Audit Committee Report**  **Risk Register**   * RH gave a brief explanation around the function of the Audit Committee for the benefit of the new Board members. * RH confirmed the Audit Committee meeting is next week after which the Risk Register will be updated and brought back to the next Board meeting. * RH confirmed the last action from the audit committee was in relation to chair recruitment which has been discussed today.   **Action: RH/CR to update and circulate the Risk Register.** |
| **6** | **Communications Update**  HA and GH introduced themselves to the Board.   * HA and GH presented the comms update which was part of the board pack. * Highlights mentioned: * Success of Ride London: AE’s role around community engagement was achieved with activation zones at the event offering different opportunities to local areas to get residents engaged with physical activity. Also responsible for school engagement with activation packs enabling children to get involved and there was a great presence of schools supporting the event. Comms worked in partnership with ITV and two This Girl Can Ambassadors which led to coverage highlighting Ride London and as well as other county-wide cycle related initiatives.   Ride London saw their highest reaching engagement ever on social channels with 90% of posts positive about the event.   * The School Games took place last week and the Special School Games in the last week of June which were highly engaged events. Money was leveraged in from the Commonwealth this year and comms worked with the CYP team to build upon the inspiring nature the Commonwealth Games brings, also working alongside two English athletes who attended all the events and set challenges for the schools. * People, Culture & Skills Framework was launched in May and has been well received. * July marks one year of the FYA campaign. The heath system in particular has been pivotal in engaging FYA and helping push the message out further. The focus now is no longer about raising awareness but how we can work with groups, organisations and support residents to sustain that behaviour change going forward. * Building upon the learnings and successes of FYA from this year, comms are working with the team to evaluate with John Bromley on a forward plan which they hope to be able to share with the Board in the next few weeks. * Essex Activity Awards planning is underway, we will be reaching out to sponsors and Active Networks this week.   + RH offered an informal invitation to the Board to the Essex Activity Awards on 6th December 2022. * ActivAte bookings are now live for the summer with just over 20,000 spaces available for young people. This year comms are working in partnership with Sports England who are doing a number of paid social adverts to ensure targeting of the right families.   **Action: HA/GH to share the FYA forward plan with the Board once completed.** |
| **7** | **Safeguarding Update**   * DS explained his role in safeguarding for the benefit of new Board members. * There are currently no safeguarding issues. * Advised the team are working with Safe to Play and supporting the two unitaries. * HAF is the main focus area of safeguarding activity due to their work with many providers. * DS confirmed that JF has agreed to have all AE staff DBS checked as best practice which is undergoing and that there will be safeguarding training for new Board members. * Currently working on the Youth Crime project at AE with Jim White and Suzanne Page.   LB suggested in terms of utilising the resource we have within the authority, including the Social Care Academy, there may be opportunities to look at how we can get AE staff involved in the wider safeguarding area and also the community clubs we support.  JF highlighted the assumption from all providers who we work with that all our staff are DBS checked which is why these checks for the whole team are an important next step. JF agreed that there is more to be done and would be keen to make Jim White and Hollie Wood aware of LB’s suggestion and contacts.  **Action: JF to link Jim Messenger and Hollie Wood to LB’s safeguarding contacts.**  **Action: LB/DS to look at how the system can further support the safeguarding team.** |
| **8** | **People, Culture, Skills Progress**   * EL advised the framework was launched in May and launch event held at the beginning of June. * Great engagement and 35+ attendees on the day. * Minor comments were made around scepticism but generally really well received. * CIMSPA representative in attendance was very complimentary about the stance we are taking with the framework to improving the people vision across the organisation. * EL briefly explained the framework for the benefit of the new Board members and suggested it be circulated. * A pre-recorded webinar with a live Q&A chat feature is due to go out soon. * A careers magazine is also soon to be published. * JF and Simon King have briefed Cllr Tony Ball on the framework so there is engagement here. * Team were keen to raise an internal people plan for the organisation - Simon King and Hollie Wood are currently working with Beth from Sporting People in looking at the life course of an AE employee from recruitment through their journey to obtain feedback and identify improvements.   FB asked if this feeds into the FYA Workplace Edition:   * EL will check with Rachel Lewis but agreed it would bring benefit in terms of retention.   JF expressed that as part of his commitment to the People, Culture & Skills agenda he completed and passed his CIMSPA Fellowship and they are going to feature him using our People, Culture & Skills framework as an opportunity to share this via CIMSPA channels and more widely.  **Action: People, Culture & Skills Framework to be circulated to Board.**  **Action: EL to check with RL regarding connection of People, Culture & Skills to FYA Workplace.** |
| **9** | **Directors Report – Q1 Review**  JF touched upon some highlights from the report including:   * Essex ActivAte - Cllr Louise McKinlay has allocated a further £760,000 to the programme to enable provision during half term holidays so that it now operates in every school holiday. * Ride London - JF advised the slide deck in the Board Pack was presented to the Cabinet a few weeks ago who have asked for further impact assessment to be done on future benefits if the event is to come back. A conversation was had around how to ensure that the four pillars of the strategy are better embedded into the approach of the event and also around the learnings from the event. Ride London has been put on the forward plan for a decision to be made on 3rd August in regards to its possible return. * LDP Strategic Sponsor Group meeting was held last Wednesday where there was a conversation regarding the continuing impact that the programme of work is having.   NC explained how the slide deck demonstrates the amount of funding that the LDP has leveraged in, totalling over £13,000,000 including funding from levelling up and the CCG.   * RH emphasised it is proof of the system working together - there is resource out there but it is about joining it up with agendas and evidence. * LB agreed that it is about how we change the system to take ownership - if the system is starting to invest in this, alongside additional avenues of funding, we are halfway on the way to changing the narrative.   JF advised that the conversation at the SSG, involving Anna from Collaborate, looked at how we can start to formulate this way of working across the rest of the county, which was well received and endorsed by the group. We now need to achieve senior level and political buy in to enable us to do this.   * JF highlighted ongoing work around staffing and programme management since the team has grown, pointing out the organisation programme structure which brings to life the priorities of the organisation and the individuals playing that role. The aim is also to ensure all staff are clear on their roles, functions and the contributions they are making towards the organisation.   NC is also working on a new delivery plan that brings to life the achievements and the impact AE are having which involves meeting with the RMs and ARMs and pulling out management information as to their achievements by measuring how their relationships are with their projects, their outputs and the impact they are having on a RAG status to understand if the projects are on track or if extra support is needed.   * + RH explained that the majority of work the team are doing is hard to evidence and so the challenge is to try and articulate as clearly as possible the impact of place-based working and the value staff are adding.   + SL stressed that alliances are going to be key in moving forward to influencing the future funding models so it’s crucial we share the learning to the alliances in how we have managed to join up the system.   + It was also emphasised that there is a greater need for the RMs to know the system and understand how to join it up over knowledge around physical activity, which will be the key to success. The team need to be involved with the Alliances and ICS’s and it is important that we utilise the resource we have in the system for our staff. |
| **10** | **Impact Report 2021 - 2022**   * Comms confirmed that JF circulated the Impact Report a couple of weeks ago which has since had a foreword video from JF uploaded, site layout updates and Azeem has signed off his foreword. * The Impact Report launch date is next Wednesday 20th July. * JF explained the aim is to animate the great place-based work that is happening in a format that captures interest. * JF mentioned the recent appointment of Amelia, Intelligence Manager, who has been tasked with evaluating the impact AE are having and the desire to dive deeper into this understanding, ensuring that the Impact Report grows in strength. * HA agreed and emphasised the aspiration is to achieve a real time Impact Report with ongoing updates as case studies come in. The group agreed that showing real stories is successful in engaging people. * SL mentioned that the Basildon LDP are relaunching in September to Basildon FYA to assist with people’s understanding of what it is and prevent it appearing elitist. He also stressed that as a Board it is key to at how, as a system, we get businesses engaged as there is a large untapped market of funding here and highlighted his desire to get comms to assist in how they embed this in the September relaunch.   + GH highlighted the FYA Workplace Edition with different monthly focuses and 102 businesses involved. Comms are going out to do research on summer kits that workplaces can borrow for team activity. GH offered to send some over to SL.   + EL emphasised the importance of identifying which problems we can help them solve and what solutions we are providing them with. Businesses biggest current issue is recruitment and retention - providing them with a physical activity or health and wellbeing offer creates an additional benefit that they can use from this perspective.   + SL stressed the hard work is in identifying the right people to talk to and finding a way in. * RH emphasised that the Impact Report is AE’s evidence. The aspiration is to convert the real stories and case studies into evidence that the health world will react well to.   A discussion was had around this including:   * Suggestion that Police, Fire and Crime Commissioner would be keen to get involved and put money in from the angle of reducing criminality - but again evidence is crucial to achieve this. * Lack of information sharing agreements has been a barrier meaning that in the past we have not been able to track this data - we are now getting better at information governance sharing to be able to look at the individual impact we have had on services and there is lots of opportunity for this to develop. * It is hoped that the AEF crime prevention scheme will bring some stories to use - AEF are now sitting on the Violence and Vulnerability board and the presence of comms at that table is pivotal.   **Action: Board to send any feedback on the Impact Report to HA/GH ahead of launch date.**  **Action: HA/GH to circulate a toolkit to the Board to enable them to share the launch of the Impact Report on their social channels.**  ***Decision Required - Approval of sign off:***   * **The Board commented and agreed the style and format of the Impact Report.** |
| **11** | **Any Other Business**   * BM thanked the Board upon his departure and DS gave thanks on behalf of the Board for his work. * SL stressed that we need to think smartly about our funding and how we work together as a system going forward in the current climate. * EL asked if we have looked into any Essex based athletes going to the Commonwealth Games. * DS raised the point of leisure provision and centres in terms of lack of staff, chlorine etc. * RH said we are helping Colchester in their strategic review. * EL advised there is a lot of lobbying underway alongside UK Active in terms of Government funding. * JF suggested there is work to do as a Partnership in terms of understanding the state of play for leisure staff and what the future entails.   **Action: JF to look into Essex based athletes going to Commonwealth Games.** |
| **12** | **Close**   * Meeting closed at 12:10 |

**ACTIONS**

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| **Item No.** | **Action** | **Lead** | **Progress** |
| **2** | **RH to issue declaration of interest papers to the Board** | **RH** | Completed |
| **2** | **JF to contact Dr Bird post meeting to action induction process and Comms announcements.** | **JF** | Completed |
| **3** | **Team away day afternoon activity details to be circulated to the Board** | **KC** | Completed |
| **4** | **JF to invite Jenni Tomblin to next AE Board meeting to deliver an agenda item on AEF.** | **JF** | Ongoing |
| **4** | **RH to contact AEF Chair (Jenni Tomblin) and as AEF Trustees to recommend a Trustee.** | **RH** | Completed |
| **5** | **RH/CR to update and circulate the Risk Register.** | **RH/CR** | Competed |
| **6** | **HA/GH to share the FYA forward plan with the Board once completed.** | **HA/GH** | Completed |
| **7** | **JF to link Jim Messenger and Hollie Wood to LB’s safeguarding contacts.** | **JF** | Completed |
| **8** | **People, Culture & Skills Framework to be circulated to Board for the benefit of new members** | **RL** | Completed |
| **8** | **EL to check with RL regarding connection of People, Culture & Skills to FYA Workplace.** | **EL/RL** | Completed |
| **10** | **Board to send any feedback on the Impact Report to HA/GH ahead of launch date.** | **HA/GH** | Completed |
| **10** | **HA/GH to circulate a toolkit to the Board to enable them to share the launch of the Impact Report on their social channels.** | **HA/GH** | Completed |
| **11** | **JF to look into Essex based athletes going to Commonwealth Games.** | **JF** | Completed |