



MINUTES

Subject: Active Essex Q4 Board Meeting
Date & Time: Tuesday 22nd April 2025. 9.30 to 4pm
Location: Essex County Cricket Club, The Cloud County Ground
Chair: William Bird

ATTENDANCE

Acronyms	Board Member Name	Board Position	Meeting attendance
WB	William Bird	Chairman	Full meeting
BM	Bob McClintock	Board Member	Full meeting
DD	Dan Doherty	Board Member	Full meeting
CR	Caroline Russell	Board Member	Full meeting
SL	Scott Logan	Board Member	Full meeting
DS	David Sollis	Board Member	Apologies
FB	Fiona Bool	Board Member	Apologies
LB	Lee Bailey	Board Member	Apologies
AWS	Anne Wafula- Strike	Board Member	Apologies
EL	Emma Lewis	Board Member	Apologies
	Active Essex Staff Name	Job Title	
HA	Holly Adams	Marketing and Communications Lead	Full meeting
JF	Jason Fergus	Director	Full meeting
LV	Louise Voyce	Relationship Development Lead	Full meeting
HC	Hayley Chapman	Relationship Development Lead	Full meeting
AH	Amelia Hall	Intelligence Manager	Full meeting
RH	Rob Hayne	Strategic Lead Business Operations	Apologies
	Essex Cricket Guest Name		
DF	Dan Feist	Chief Executive Officer	Item 16

MINUTES

Item	
2	<p><u>Welcome</u></p> <p>Apologies</p> <ul style="list-style-type: none">Apologies were noted from Anne, Fiona, Lee, David and Rob <p>Any Conflict of Interest on agenda</p> <p>none</p>

3	<p>Matters arising:</p> <p>No matters were mentioned by the Board.</p> <p>Approval of minutes & actions from meeting held on 21st January 2025</p> <p>All Board members agreed the minutes are accurate and signed off.</p> <p>Actions taken from the previous minutes-</p> <table><tr><th>Item No./ Agenda item No.</th><th>Action</th><th>Lead/s</th><th>Progress</th></tr><tr><td>1</td><td>WB to write to AF around non-attendance continuing the Board.</td><td>WB</td><td>Completed</td></tr><tr><td>2</td><td>WB to sign off recruitment pack and share with Board</td><td>WB</td><td>Achieved</td></tr><tr><td>3</td><td>BM to share conference details and connect LB into the planning</td><td>BM</td><td>AEF Conference details shared with LB</td></tr><tr><td>5</td><td>HA to look at public vote process and report back on X/ social's use.</td><td>HA</td><td>Update given to Board</td></tr><tr><td>9</td><td>JF to create options paper post 27th January.</td><td>JF</td><td>Work in progress with view to share contents page with Audit Committee</td></tr></table> <p>JF spoke to actions. Board recruitment discussed:</p> <p>ACTION: Board members to make any suggestions to William/Jason on any potential candidates they feel meet the desired skills.</p>	Item No./ Agenda item No.	Action	Lead/s	Progress	1	WB to write to AF around non-attendance continuing the Board.	WB	Completed	2	WB to sign off recruitment pack and share with Board	WB	Achieved	3	BM to share conference details and connect LB into the planning	BM	AEF Conference details shared with LB	5	HA to look at public vote process and report back on X/ social's use.	HA	Update given to Board	9	JF to create options paper post 27 th January.	JF	Work in progress with view to share contents page with Audit Committee
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4	<p>Finance</p> <p>JF in RH absence discussed budgets –</p> <ul style="list-style-type: none">24/25 end of year accounts informing board that resources have been spent (maximized budgets) and there were no overspends.25/26 budget £12.2m with £500k being secured from London Marathon Foundation. Final decision from Sport England for the Place Partnership Full Award Funding due 13th May 2025, Active Essex applied for £2.97m over 3 years (£1.04m for 25/26)CR presented the updated Risk Register, highlighted the ongoing Devolution/LGR risk with interest towards leisure facilities and the future of public health. Board agreed to continue to monitor this. <p>WB asked how ECC Active Essex can secure Ride London back to Essex for 2026. JF Informed that Cllr Lee Scott still interested, JF informed board that further discussions can commence May 25 after ECC elections.</p>																								

5	<p>Devolution Local Government Reorganisation</p> <p>JF led on a discussion on Devolution/LGR, informing the group that</p> <ul style="list-style-type: none"> Active Essex have set up an Internal Task and Finish Group to: - <ul style="list-style-type: none"> To hardwire and sustain sport and physical activity into the new Essex structure To ensure the long-term sustainability of the Active Essex operating model By using methods to engage, influence and inform First meeting of 6 priority places to take place on Friday 25th April Currently drafting option plan for Task and Finish Group for Board JF to keep Board apprised with ongoing developments and report back the work of the task and finish group. <p>ACTION: JF to invite Audit committee to a future task and finish Devolution/LGR group to include Chairman and Scott Logan</p>
6	<p>Stakeholder Engagement Plan – Next 6 Months</p> <p>HA shared Devolution Engagement Plan (please accompanied slide deck for more information)</p> <p>Board felt that this very much is part of the Active Essex ongoing engagement and is mapped out through to the end of the financial year March 26</p> <p>Board members noted the importance of engaging with all political parties over the coming months.</p> <p>ACTION: - Map out the next 12 months – what is the Essex timeline for Devolution Engagement Plan</p>
8	<p>Directors Report – Q4 Review</p> <p>JF presented the Q4 infographic reports included Strategic Priority Reports; Local Delivery Pilot (LDP) and Levelling Up</p> <p>JF informed the Board that the LDP will now evolve and deepen within areas of Basildon, Colchester and Tendring and join up with new Place Partnerships in Castle Point, Harlow, Thurrock. Since receiving LDP Funding (£12m) from Sport England in 2019 Active Essex has been the catalyst in leveraging in an impressive £37m in comparison to other Active Partnership who were 70% Sport England funded for LDP.</p> <p>Although the current ECC levelling up funding is coming to an end, Active Essex continue to collaborate with the ECC levelling up team to seek further opportunities.</p>
9	<p>Shaping the next chapter - outcomes, planning and implementing success</p> <p>HC, LV and AH introduced shaping the next chapter for Active Essex (Slide deck accompanied with minutes distribution for further information)</p> <p>JF introduced the new Active Essex Model post April 25.</p> <p>A risk was identified if JF was not around for a duration of time who would shadow/deputise and make decisions.</p> <p>JF shared with the board that there is a comprehensive communication channels across SLT these include informed the team that there is: -</p> <ul style="list-style-type: none"> Weekly communications to team There are weekly SLT meetings Every month Face2 Face meetings with members of the SLT team <p>If JF was not available this shows that there is a clear process for cascading and sharing.</p> <p>ACTION: Board to be sent slide deck so can be clear on structure.</p>

11	<p>ICS Reorganisation</p> <p>DD informed the Board that the ICS are currently going through a reorganisation (please see accompanied slide deck for further information) with: -</p> <ul style="list-style-type: none"> • an aim of a 50% reduction in running costs for ICB's • Reconfiguration of geographical areas for East of England <p>Implementation of new arrangements due to commence from Quarter 3 (October – December 2025).</p> <p>ICS are aspirations are to continue to work to a left shift (from individual in hospital, to more of a prevention approach with individuals being kept out of hospital and working towards a healthier living.</p> <p>ACTION: - Active Essex to submit a response to ICS reorganisation proposal ACTION: - DD to provide an update at next Active Essex Board</p>
12	<p>Communications Update</p> <p>HA provided a Communications update to the Board, highlighting: -</p> <ul style="list-style-type: none"> • Active Essex Impact Report has been launched to date with over 500 unique visits to site • An exciting year of women and girls sport ahead and following the long-term commitment to work together through the Community Sport Improvement Plan (a fantastic piece of work from the Sport and Physical Activity Strategic Team), Active Essex are launching the Women and Girls Like Us – A Year in Sport campaign! • HA was able to confirm to the Board that additional funding had been confirmed from Public Health to support the FYA behavior campaign over the next 2 years with investment totaling £2000
13	<p>Safeguarding Update</p> <p>Hollie Wood provided an update pre Board meeting as below: -</p> <p>Active Essex Safeguarding Team Update Following the Future Form and Function work there have been some changes to the Safeguarding Team.</p> <p>Cheryl Lomas, previously the Deputy DSL will now step into the Designated Safeguarding Lead (DSL) Role with the Sport Welfare Leads (Marianne and Wayne) supporting Cheryl as her Deputies. We will maintain the larger Safeguarding Team to support this work across the business with members from AEF, CYP work and Place, totaling a team of 8.</p> <p>Small Grants – Our Sport Welfare Leads have been supporting the team who lead on our small grant's Programmes: They've assisted two rounds of funding bids (LMF and Youth Transition Programme) working with 27 clubs and providers with Policy Development. They conducted initial assessments, held webinars, and 1:1 meetings to help clubs develop robust safeguarding policies.</p> <p>Independent Review CPSU have been going through a review of their role and how they quality assure Active Partnerships and NGBs. We will be hearing more on this next week but in the meantime, we've had communications about a lighter touch approach this year, our review isn't due until October with them.</p> <p>Ann Craft Trust: Active Partnerships are now required to go through their Safeguarding Adults Framework. We opted to go through this in a pilot phase in 2022 and have incorporated those actions into our overall action plan. Cheryl will renew this for us, working with the wider Safeguarding team to identify a good time undertake this.</p>
14	<p>Equality, Diversity and Inclusion Update</p> <p>HC provided EDI update to the Active Essex Board (please see Board pack for more information)</p> <p>ACTION: - CR to speak with Hayley re Disability 'Include to Improve'.</p>

15	<p>People, Culture, Skills Progress</p> <p>JF provided update on behalf Emma (Board Champion for PCS) and Hollie Wood on: -</p> <p>New Huddle Structure Launch:</p> <ul style="list-style-type: none">• We have now launched the new structure at our recent Away Day in March. The new Huddle Structure spreads ownership of our codesigned continuous improvement plan with the team setting clear objectives for the year ahead at the away day. <p>Mapping Business Skill Needs:</p> <ul style="list-style-type: none">• Building upon how we use Personal Development Plans, the core Huddle has been working on refreshing business skill needs, which we will overlay with personal development needs. This will help us align our training and development efforts more effectively - we will update the internal learning plan for 25/26 as attached for the previous year.• We have seen training for the team in Leadership and Capacity Building because of this mapping already.• Full review of Personal Development Maps for all the team is due in May 25. <p>External Learning Offer:</p> <ul style="list-style-type: none">• Our main area of progress has been with our external learning offer. Throughout March, we delivered four online seminars as part of the "Creating the Conditions" series. The topics covered were Health Prevention, Community Power, Devolution, and Fearless Leadership. We had an average of 70 participants who engaged with our expert speakers. These seminars were very successful, and we've captured feedback to help us plan the face-to-face version for July. Please see attached follow up email to all attendees where you can see links to recordings and further information.
16	<p>Conversation with CEO of Essex County Cricket</p> <p>Dan Feist informed the group on how the Board could support and influence Sport and Physical Activity within Greater Essex expressing: -</p> <ul style="list-style-type: none">• Essex is the region with the most Women professional sports teams• 0.5million visitors expecting to come to Chelmsford this summer for Sporting and Entertainment events• Linking up with Suffolk and Norfolk to enhance and influence the Women's programme• 12th June 2025 Men and Women showcase day – live on Sky Sports <p>ACTION: Active Essex to work with Dan Feist to engage with key individuals to hardwire the profile of sport and physical activity in Greater Essex for any new emerging landscape</p>
17	<p>Any Other Business</p> <p>Agreed that next meeting will now be a face-to-face session on 22nd July</p>
18	<p>Close</p> <p>Meeting was closed at 16.00</p>

Item No./ Agenda item No.	Action	Lead/s	Progress
3	Board members to make any suggestions to William/Jason on any potential candidates they feel meet the desired skills for Board Recruitment	All	2 candidates for interview 4 th July
5	JF to invite Audit committee to a future task and finish Devolution/LGR group to include Chairman and Scott Logan	JF	Complete
6	Map out the next 12 months – what is the Essex timeline for Devolution Engagement Plan	JF	Task and Finish group, further discussion on Devolution/LGR as agenda item on 22/7
9	Board to be sent slide deck so can be clear on structure.	HC /LV	To be sent out with Agenda
11	Active Essex to submit a response to ICS reorganisation proposal	WB	Complete
11	DD to provide an update at next Active Essex Board	DD	Added to agenda for 22/7
14	CR to speak with Hayley re Disability 'Include to Improve	CR /HC	
16	Board to work with Dan Feist by engaging with contacts to build and hardwire the profile of sport and physical activity into Greater Essex	All	Ongoing

Next meeting dates-

22nd July – 9.30 to 4pm. Face to Face full day. Venue TBC