

## Active Together

### Summary of Actions/Key Points to Note of the Board Meeting

Held on Friday, 5<sup>th</sup> November 2021

No.	Item	Action	Owner & Due Date	Progress /Update
1		6 monthly MarComms report circulated to all those members not able to attend the meeting.	NH	Done
1	6	Declarations of Interest: Agreed it would be a good opportunity to update the online submissions.	NH	Refreshed declarations of interest form circulated to Members. Majority of responses received.
2	8	Terms of Reference: Based on discussion update TOR. Agreed to take the TOR to BOAC once a year as part of the internal control system with any recommendations back to the Board.	NH/JB/BS	Updated TOR based on Board discussions and suggestions. BS/MS approved.
	8	MS suggested a catch up with BS outside of the meeting re Board Member review sessions and sharing the load.	MS/JB	BS and MS met to agree sharing workload. Meetings to take place by June 2022
3	9	CSCOPS agenda item for spotlight on Working in Place/Tackling Inequalities	JB	
4	11	The 10 Year Framework will be updated. Produce refreshed version and circulate the amended document.	JB End Nov	Done and circulated. Partners considering endorsement/adoption locally
5	12	AT framework formal launch – Use the conference in April 2022 for this postponed event.	JB	AT framework scheduled for 7 <sup>th</sup> April 2022 launch
	AOB	Action: JB will speak to Andrew Beddow and colleagues in the city re asylum seekers . MS also confirmed that Public health currently have various quarantine schemes in place and we cannot do much at present.	JB	Still being progressed

**Active Together  
Minutes of the Board Meeting**

**Held on Friday, 5<sup>th</sup> November 2021 – Hybrid Meeting (Football Stadium/Teams)**

**Board Members Present:**

Mike Sandys	Vice Chair
Dr Mary Hardwick	Board Member (Teams)
John Richardson	Board Member (Teams)
Nicky Collett	Board Member
Natasha Mina	Board Member
Joanne Cholerton	Board Member (Teams)
Andrew Beddow	Board Member (Teams)
Sue Houghton	Board Member (Teams)
Linda Taylor	Board Member
Ben Solly	Board Member (Teams)

**Advisers to the Board Present:**

Andy Reed OBE	Specialist Adviser
Bill Cullen	Specialist Adviser
Stuart Lindeman	Specialist Adviser (Teams)

**Observer**

Colin Cook (Teams)

**Leicester-Shire & Rutland Sport Team in Attendance:**

John Byrne	Active Partnership Director
Noel Haines	Assistant Active Partnership Director
Jo Spokes	Sports Development Manager
Geoff Maltby	Sports Development Manager (Teams)
Dave Stock	Manager (Strategic Relationships)
Teresa Dalby	Business Support Manager (Teams)

<b>Item</b>	<b>Minute</b>	<b>Owner &amp; Due Date</b>
1	<p><b>WELCOME, INTRODUCTIONS &amp; CHECK IN</b></p> <p>MS welcomed everyone to the first AT hybrid Board meeting and introduced Colin Cook, in his capacity as an observer with a view to potentially joining the Board.</p> <p>MS recognised that John Richardson has now served his 9 year term on the Board and thanked him on behalf of the Board for his 9 years of service. JR said it had been a pleasure to support John and the team during this time. JR has been asked to join the BOAC as a Specialist Adviser in the future and he has agreed.</p>	
2	<p><b>APOLOGIES</b></p> <p>Apologies were received from Bev Smith, John Sinnott, Julia Debenham, Barry Thompson &amp; Simon Cole.</p>	
3	<p><b>ACTIVE TOGETHER REBRAND VIDEO</b></p> <p>A short promotional video was shown to Members and Advisers to demonstrate the transition from the LRS name and brand to the renaming of the partnership to Active Together. Thanks given to Jo, Lydia and Jayne for the work on Active Together rebrand and website redevelopment.</p> <p>A copy of the 6 monthly MarComms report was given to Board members and</p>	JS

	<p>Advisers present showing the user statistics of the website and social media functions from April to September.</p> <p><b>Action: 6 monthly MarComms report circulated to all those members not able to attend the meeting.</b></p> <p>BC recognised the impact of work so far but asked what our reach will be with GP surgeries from the new year onwards. JS confirmed that all surgeries will be offered new marketing collateral as part of our physically activity and Active Medicine focus .</p>	
4	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of the 21<sup>st</sup> May 2021 were approved by the Board.</p>	
5	<p><b>MATTERS ARISING</b></p> <p>(9a) The staff survey has been completed and headline results are now available on the Extranet.</p> <p>(4c) Go Gold: GM advised that the programme has transitioned to Team Leicestershire Talent. The first workshops for the athletes and ambassadors took place last week. Liam Drake (SDO) is working with Katherine Wragg (Insight) to look at ways of demonstrating the impact of the programme with pre, during and post questionnaires for all athletes to assess the impact of being on the programme. Hopefully we will have some impact case studies shortly to share.</p> <p>(5) MH Rainbow Trail: £58,500 Lottery funding money received earlier this year. Some of the funding was spent on 5 parasols for the Rainbow Trail and one person to manage the rehab programme. The parasols were in place in mid June and only half a day of use has been missed until it closed on 31<sup>st</sup> October. 3.5k visits with an average age of 75, 210 individuals have come through the doors in the last six months. Shortly be converting all activities to indoors with 18 classes per week. Footfall over the period of lottery funding is 32% up on last year and there are 4 instructors and 8 support volunteer staff making a team of 12.</p>	
6	<p><b>DECLARATIONS OF INTEREST</b></p> <p>None</p> <p>Board members were asked to note some key national network groups that AT partners have :</p> <ul style="list-style-type: none"> <li>• MS – National Active Partnership Network Board membership.</li> <li>• AR - Sports Coalition work.</li> <li>• BC – Hinckley &amp; Bosworth Borough Council.</li> </ul> <p><b>Action: Agreed it would be a good opportunity to update the online submissions for Declarations of Interest.</b></p>	NH
7	<p><b>BUSINESS OVERSIGHT &amp; AUDIT REPORT</b></p> <p><b>Financial Headlines</b></p> <p>BC worked through the finance headlines from the report (Item 2).</p>	

- NH updated on item 2.5. An application has been submitted to Sport England for 5 years of funding contribution towards capacity and core costs. The application included 3 years of delivery funding to support School Games and CYP Active Lives work. We should hear the outcome before the end of December 2021.
- To note that the contingency funding of £50k has now been spent on opportunities identified following Covid-19, previously agreed by the Board.
- Richard Garner, Finance & Grant Management Officer will be leaving in January 2022. His replacement commences on the 10<sup>th</sup> January 2022. Thanks expressed to Richard for the work that he has done during his time at AT.

### **Performance Report**

The team are exploring the options and benefits of acquiring a CRM system.

MS asked whether it was difficult to compare the performance figures for MarComms from last year? The figures so far look good. Have we any mechanism for interrogating the data re covid and present? JB advised that we could look at the figures in more depth however difficult to compare the lockdown Covid results to the changing landscape of the last six months . Figures have historically been reported in previous annual reviews. The website being split into Public/Partners has made an impact together with the My Way campaign.

### **Governance**

The Code of Sport Governance is being updated by Sport England and UK Sport. We are currently updating the existing Terms of Reference.

### **Active Together 10 Year Framework**

This is on the agenda for further discussion.

### **Risk Register**

The Risk Register has been reviewed and any mitigating actions are in place.

### **Recommendations:**

Board noted the revised forecast deficit for 2021/22 of £166,580.

Board noted that the Sport England funding application will be submitted by 5<sup>th</sup> November 2021. The application will be for the maximum figure allowed of £2,900,500.

Board noted the reserves policy was reviewed and approved.

Board considered and approved the new draft Board Terms of Reference. See Agenda Item 8 below for further info .

Board noted the progress made to develop the 10 year strategic framework and the planned launch event on the 2<sup>nd</sup> December 2021.

Board noted that the Risk Register had been updated and risks have been mitigated.

8	<p><b>AT TERMS OF REFERENCE</b></p> <p>NH advised that the Terms of Reference for the Board have been reviewed. It is a requirement of the UK Code of Governance that the TOR are reviewed at least every 4 years. In September 2021 revisions to the code of governance were released by Sport England. The starting point for the review of the existing TOR were based on the revisions to the Code. Other considerations were the draft strategic framework and the rebrand of LRS. There are not too many fundamental changes but feedback from Board members and advisers prior to the BOAC indicated that the Boards role to promote equality and diversity should be more explicit as should its role to comply with its duty to the Equality Act 2010. There was some duplication which has been removed from the document. Another suggested amendment to the TOR was for the Board to promote the equality of opportunity, specifically to encourage applications from all sections of the community to the Board and other leadership positions with the sector. This ambition is in line with the new draft strategic framework document.</p> <p>The recommendation is for Board to approve the suggested amendments as the current TOR do not meet the Code.</p> <p>Discussion took place on whether there were any further amendments the Board felt were required to the document before approval.</p> <ul style="list-style-type: none"> <li>• JC – the amendments strengthen the TOR and it is a good piece of work. Suggested that sexual orientation is included with protected characteristics. Also, financial management for the Board, it advises monitors but do we need to go a little further and evaluate impact and assessing value for money.</li> <li>• MS – Do we need to put something in re formally assessing and including this within our work moving forward, ensuring that it is built in the internal controls process?</li> <li>• SL – Some element of appraisal or review of Board members should this be highlighted here? Chair or Vice Chair or Board members and the review process. NH there is responsibility of the Chair to conduct an appraisal in the document but we can put in something in more formally and mention the September review session annually. JB this would be item 2.4 headline roles – strengthening this in the document would be enough if we make it more explicit.</li> <li>• MH – TOR review will be every four years but given the changing and fluid role of Active Together would it make sense for this to be reviewed annually allowing us to respond to changing times? Additionally, very conscious of the workload for the Chair and could we look at ways on how we support the Chair review.</li> </ul> <p><b>Action: Agreed to take the TOR to BOAC once a year as part of the internal control system with any recommendations back to the Board.</b></p> <p><b>Action: MS suggested a catch up with BS outside of the meeting re Board Member review sessions and sharing the load.</b></p> <p>Board were happy to approve the revised TOR. NH will circulate a final draft once available. MS gave his thanks to CC &amp; MH for their input.</p>	JB
9	<p><b>WORKING IN PLACE/TACKLING INEQUALITIES</b></p> <p>Presentation given by Geoff Maltby, Claire Jarvis &amp; Dave Stock.</p>	

	<p>Board members noted this as a good example of work taking place and for place-based working and impact to be brought back to a future Board meeting for discussion.</p> <ul style="list-style-type: none"> <li>MS confirmed that there has been a lot of time spent talking to the NHS about place and system and the work we have done on how we engage with the local community and build on this. We need to keep the agenda going especially if TIF 4 funding is secured.</li> <li>BC asked whether this had been profiled to CSCOPS yet? It would be useful for CSCOPS to look at this and bring to it their ideas and suggestions. The intelligence could then be brought back to Board on sustainability challenges and solution to this work forward.</li> </ul> <p><b>Action: JB to put this on CSCOPS agenda.</b></p>	JB
10	<p><b>STEADY STEPS</b></p> <p>Presentation given by Lucy Baginskis, Sports Development Officer.</p> <p>MH – there are a couple of things which are challenging for this area of work at present regarding the way that GP practice has changed and is still curtailed because of Covid-19. MH experience is that we are not getting the volume of people as we did in the past and we are going to have to work hard to refer people into the programme. We need to get back into the consciousness of Drs &amp; Physios to get people back into the programme.</p>	
11	<p><b>ACTIVE TOGETHER PARTNERSHIP 10 YEAR FRAMEWORK CONSULTATION &amp; NEXT STEPS</b> (Presentation on extranet)</p> <p>JB updated on the process of creating the draft 10 year framework document. Consultation has taken place online, through 1 to 1s and group meeting discussions. JB outlined that there is clear support from consultees for the proposed vision, strategic outcomes, partnership values and priorities. However learning from partners has been gathered that will influence the narrative of the final document. Currently, the framework is not ready for the Board to sign off.</p> <p>Board member discussion then took place in groups looking at some of the issues and challenges raised through the wider consultation process. Feedback included:</p> <ul style="list-style-type: none"> <li>Ensure we have process to measure progress against the milestones</li> <li>Ensure the document is organic to LLR and relatable to our place</li> <li>Be ambitious in relation to the partnerships role to promote Net Zero / Climate Change.</li> <li>Consider the challenge of getting partners to sign up and endorse the framework, as well as the part they can play to deliver the priorities</li> </ul> <p><b>Action: The framework will be updated and by the end of Nov and circulated</b></p>	JB
12	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li><b>Children &amp; Young People Activators:</b> Appointed 7 Youth Engagement Activators through Contain funding via Public Health. They are employed by Leicestershire County Council but deployed through the districts through a shared officer agreement. This is a unique workforce which will add some impact and we will bring this to the Board in February, to look at how we can move forward following the initial 12 month contract.</li> </ul>	GM

	<ul style="list-style-type: none"> <li>• <b>AT Formal Launch:</b> Proposing to hold a launch event on the 2<sup>nd</sup> December 2021 for a formal launch of the re-brand of Active Together and the 10 Year Framework. The invitation for this event has been sent out but it has been challenging to bring people together and the reality is that we have 20 responses out of the 60 places we wished to fill at the event. We are therefore proposing to push this event back to April 2022 as it seems people are still not ready to attend a face to face event. We will take the extra time to amend the framework ready for this event.</li> </ul> <p><b>Action: Board members agreed to re-schedule this event in April 2022.</b></p> <ul style="list-style-type: none"> <li>• SH advised that there is a new population of refugees in Leicester with some who are quite isolated and not able to get out. Would it be possible for AT to take a lead to encourage sports clubs to put on sessions for these communities, there are a lot of youngsters that do not have these opportunities at present to be active.</li> </ul> <p><b>Action: JB will speak to AB and colleagues in the city. MS also confirmed that Public health currently have various quarantine schemes in place and we cannot do much at present.</b></p>	<p>JB</p> <p>JB/AB</p>
13	<p><b>FUTURE BOARD AGENDA ITEMS</b></p> <ul style="list-style-type: none"> <li>• Steady Steps and how to bring this work together.</li> <li>• Business Plan and how we use this framework to shape what the Board and team do. JS/GM are working on this.</li> </ul>	
14	<p><b>DATE &amp; TIME OF NEXT MEETING(S)</b></p> <p><b>AT Board</b>  Friday, 25<sup>th</sup> February 2022, 9.00 – 12.00 noon, SportPark tbc  Friday, 20<sup>th</sup> May 2022, 9.00 – 12.00 noon, SportPark tbc  Friday, 28<sup>th</sup> October 2022, 9.00 – 12.00 noon, SportPark tbc</p> <p><b>AT Business, Oversight and Audit Committee</b></p> <p>Wednesday, 26<sup>th</sup> January 2022, 2.00 – 4.00 pm, Sportpark tbc  Wednesday, 4<sup>th</sup> May 2022, 2.00 – 4.00 pm, SportPark tbc  Wednesday, 12<sup>th</sup> October 2022, 2.00 – 4.00 pm, Sportpark tbc</p>	