

## Active Together

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

Held on Friday, 16<sup>th</sup> February 2024

No.	Item	Action	Owner & Due Date	Progress /Update
1	4	Andy Reed OBE to officially take up Chairperson duties from the end of the AT meeting on 16 <sup>th</sup> Feb 2024	AR	AR and JB have met to progress AT related issues and plan for year ahead
2	4	Progress relocation to Glenfield Campus, and call upon the task group of Tracy Bingham, Andrew Beddow and Bill Cullen	JB	Plans are progressing and expected relocation late Sept /Early Oct 2024
3	7	Develop a clear plan for the future use of earmarked reserves	JB/NH	Done
4	8	Business Plan 2024/26 - Board members to let JB have any comments back by the 1 <sup>st</sup> March 2024	ALL	Refreshed Business Plan to be presented on 17 <sup>th</sup> May 2024
5	9	The draft Diversity & Inclusion Action Plan should be submitted to AKD Solutions by 29.02.24.	NH	Plan submitted , Assessment of Good received 30 <sup>th</sup> April 2024
6	11	Climate Change Update - DS to send out a paper with the road map later this year	DS	To be provide latter end of 2024.
7	12	BOAC to discuss the implications and risks of the pending general election	BOAC	Discussed on 1 <sup>st</sup> May 2024 , included in BOAC report.

**Active Together  
Minutes of the Board Meeting  
Held on Friday, 16<sup>th</sup> February 2024 - Hybrid Meeting (SportPark)**

**Board Members Present:**

Mike Sandys	Chair
Dr Mary Hardwick	Board Member (SID)
Joanne Cholerton	Board Member (Teams)
Tracy Bingham	Board Member
Bill Cullen	Board Member
Andy Reed OBE	Board Member

**Specialist Advisers Present:**

Stuart Lindeman (Teams)

**Active Together Team in Attendance:**

John Byrne	Active Partnership Director
Noel Haines	Strategic Lead
Jo Spokes	Strategic Lead
Ali Clements	Strategic Lead
Dave Stock	Manager (Strategic Relationships)
Teresa Dalby	Business Support Manager (Teams)

**In attendance:**

Andrew Harris                      Development Manager, Active Together

<b>Item</b>	<b>Owner &amp; Due Date</b>
1 <b>WELCOME, INTRODUCTIONS &amp; CHECK IN</b>  Welcome given to everyone.	Mike Sandys
2 <b>APOLOGIES</b>  Apologies were received from Aysha Rahman, Colin Cook, Nicky Collett, Tash Mina, Andrew Beddow, Geoff Maltby	Mike Sandys
3 <b>DECLARATIONS OF INTEREST</b>  None.	Mike Sandys
4 <b>CONFIDENTIAL MATTERS RESERVED FOR BOARD MEMBERS</b>  <ul style="list-style-type: none"> <li>• Andy Reed OBE was confirmed as the new chairperson of Active Together after a recruitment process led by Dr Mary Hardwick and supported by Mike Sandys.</li> </ul> <p style="text-align: center;"><b>Action : Andy Reed OBE and John Byrne to meet to agree handover and plan for year ahead.</b></p> <ul style="list-style-type: none"> <li>• John Byrne spoke to the previously circulated Office Relocation Paper which had been developed in conjunction with Tracy Bingham, Andrew Beddow and Bill Cullen . Board confirmed their support to consider in detail the relocation to County Hall and supported the development of more working flexible working practices .</li> </ul>	Dr Mary Hardwick/ Tracy Bingham

	<p><b>Action : John Byrne to progress relocation to Glenfield Campus, and call upon the task group of Tracy Bingham, Andrew Beddow and Bill Cullen</b></p>	
5	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>Minutes of the 3<sup>rd</sup> November 2023 were approved by the Board.</p>	ALL
6	<p><b>MATTERS ARISING</b></p> <p>(a) Place extension work. JB - working closely with city colleagues, Public Health &amp; Sports Services, neighbourhood teams to bring together data and intelligence and identify specific places to focus on. Implementation meeting with Active Together, city representatives and Sport England on 26/2 to start the conversation more formally. Agree a route map to move forwards, whether that be a development grant bid or a full formal bid.</p> <p>(b) Item 5 we are working on producing implementation plans.</p> <p>(c) Item 6 – DS confirmed that in a couple of weeks Heads of Leisure will have a meeting to road test the recommendations from the national report in relation to the Future of Leisure .</p>	DS
7	<p><b>BUSINESS OVERSIGHT AND AUDIT REPORT INCLUDING FINANCE &amp; GOVERNANCE HEADLINES</b></p> <p>Report circulated prior to the meeting. The BOAC meeting was held on the 24<sup>th</sup> January 2024.</p> <p><u>HR &amp; Staff Survey</u></p> <p>BC – positive staff survey results. JB – the staff survey has been discussed at SLT and a staff T&amp;F Group set up to explore further. The potential new ways of working may come hand in hand with this.</p> <p><u>Young People Physical Activity &amp; Sport Hardship Fund</u></p> <p>JB – we have reshaped the Team Leicestershire Talent fund and have provided grants to young people and families to help them overcome financial constraints and help them continue in their sport. This has been well received and we are looking again at how we secure this for next year. Thanks given to NC for her support on this piece of work. 51 grants have been given out of which 31 were for the hardship fund.</p> <p><u>Internal Controls / Good Governance</u></p> <p>BC informed the Board that Active Together is compliant with the new requirements of the UK Code of Sport Governance.</p> <p>BC stated that the Adult and Children’s safeguarding policies were tabled for review at the BOAC and noted the documents had been updated to reflect Active Together’s strategic and operational roles, as well as its responsibility towards Working Together (2023).</p> <p>In addition Active Together’s Diversity and Inclusion Policy statement was reviewed. The Board noted the inclusion of Active Together’s new focus on EDC, LSEG and those with LTHC.</p>	

<p>BOAC recommended that the Board approved the Safeguarding Policies and reviewed D&amp;I Policy statement.</p> <p><u>Risk Register</u></p> <p>Board noted the risk review undertaken and the mitigations in place.</p> <p><u>Relocation</u></p> <p>Board noted that a Task &amp; Finish Group are considering the potential relocation of the team to County Hall. The Task &amp; Finish Group will consider the financial implications, opportunities, challenges and potential mitigations. Note this is on the agenda as a separate and substantive item for consideration.</p> <p><u>Finance Headlines</u></p> <p>TB and NH presented the financial headlines</p> <ul style="list-style-type: none"> <li>• It is currently forecasted that £219,965 will be drawn from reserves. However an increase in salary costs of between 2 &amp; 3% in anticipated due to a lack of staff turnover and the appointment of maternity cover</li> <li>• The current estimated income projection for 23/24 is £2,569,394. The current estimated expenditure projection is £2,789,360</li> <li>• We have drawn down at Period 10 98% of forecasted income. Little risk of drawing down remaining income.</li> <li>• The total reserves forecasted to be available to the Board as at 31.03.24 is £1,263,019. This is made up of restricted reserves £557,753; earmarked reserves £438,491 and unrestricted reserves £266,775.</li> </ul> <p><b>Action: The use of earmarked reserves will be considered and brought back to BOAC in due course.</b></p> <p>A draft 24/25 budget has been submitted to the host authority. Income projection was stated as £2,283,530 and expenditure £2,604,302. Reserves required £320,773.</p> <p>MS – in terms of local authority planning, will use reserves to balance their books usually as they are carrying too high a level of reserves, this is normal practice. It is a positive to forecast with a variance of only £5k and is a good job well done. NH/TB there will be some salary cost movements.</p> <p>Board noted the Period 10 (31.01.24) financial position and the associated use of reserves.</p> <p><b>Action: The Board approved the updated and reviewed Children and Adults Safeguarding Policy</b></p> <p><b>Action: The Board approved the updated and reviewed Diversity and Inclusion Policy Statement.</b></p> <p>The Board thanked the BOAC for the work it had done to meet the new standards of the UK Code of Sport Governance.</p>	<p>JB/NH</p>
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8	<p><b>BUSINESS PLAN 2024-26</b></p> <p>The Business Plan has been shared with Board members, which is basically a refresh on paper of the plan presented two years ago for the 2022/24 Business Plan. There are some light tweaks on the front of the document with some changes being made to the action plan but these are not necessarily significant changes. The Business Plan is in draft but will be brought back to the Board in May for final sign off along with finances.</p> <p><b>Action: Board members to let JB have any comments back by the 1<sup>st</sup> March 2024</b></p>	ALL
9	<p><b>DIVERSITY &amp; INCLUSION ACTION PLAN DRAFT</b></p> <p><b>Headline Priority 1</b> "Improve the access to physical activity opportunities for people from underserved communities (clear focus EDC, LSEG, LTHC)"</p> <p><b>Headline Priority 2</b> "Build a more diverse workforce, from Board representation through to our volunteer base, that is more reflective of the communities we serve"</p> <p><b>Headline Priority 3</b> "Advocate and celebrate our diverse communities – build a strength-based approach to promote the power of physical activity with our underserved communities"</p> <p>The requirement to produce a DIAP was first tabled In February 2023, with Board discussion in May 2023 where JC was nominated as the Board Inclusion champion. JC joined the triage meeting with AKD solutions which highlighted some principles to develop our DIAP. Over the summer we have tried to understand the local demographics and some physical activity data and this was presented back to Board and the team in September. The November AT Conference was themed around EDC, LSEG and LTHC, with the team listening to those with lived experiences and partners in terms of challenges and future priorities.</p> <p>Draft DIAP presented at BOAC on the 24<sup>th</sup> January 2024 and then predicted what might happen in the future from February – April 2024. The plan has been submitted but to date we have received no comments back. In March the consultant will conduct an independent review with recommendations to follow in April.</p> <p>Intended 12 Month Action Plan:</p> <ul style="list-style-type: none"> <li>• Identify physical activity advocates from local communities and celebrate their physical activity stories so to inspire others to move more</li> <li>• Recognise and celebrate the physical activity achievements of our local diverse communities</li> <li>• Develop a theme-based marketing plan that focuses on how Active Together messaging reaches and lands with our EDC, LSEG and people with LTHC</li> </ul> <p>JC - attended the initial meeting with the consultant and we were asked to be ambitious, bespoke and proportionate. We may be asked to set some specific targets and feedback may come back on this. DIAP is a good document built on good insight and deliverable and sets out what we need to achieve and how we will get there.</p> <p>MS - check figure for 23% with long term health condition? JS confirmed that this was taken from the census.</p>	



12	<p><b>HORIZON SCANNING</b></p> <p>SL – Is it worth BOAC looking at implications of the pending election process and the outcomes in relationship to any risks in that period of time and any impact on delivery during purdah.</p> <p><b>Action: BOAC to consider impact of General Election</b></p>	BOAC Agenda
13	<p><b>ANY OTHER BUSINESS</b></p> <p>JB advised that for the May Board meeting, Phil Smith, Executive Director of Partnerships, Sport England has been invited to attend which will give us an opportunity to influence and see where they are going. It is an opportunity to advocate.</p> <p>MH thanked MS for his role as Chair over the last 18 months and his role on the Active Partnership Network which has helped enormously. MS thanked everyone and that he has enjoyed his role as Chair during the last 18 months. MS will attend future Board meetings as a Specialist Adviser.</p>	
15	<p><b>FUTURE BOARD AGENDA ITEMS</b></p> <ul style="list-style-type: none"> <li>- Measuring success, moving from outputs to outcomes for AP’s – what is the Board expectation – bring back to Board.</li> <li>- HAF Impact Report GM</li> </ul>	
16	<p><b>INFORMAL NETWORKING OPPORTUNITIES</b></p>	
17	<p><b>DATE &amp; TIME OF NEXT MEETING(S)</b></p> <p><b>AT Board</b>  Friday, 17<sup>th</sup> May 2024, 9.30 – 12.00 noon, SportPark  Tuesday, 17<sup>th</sup> September 2024, 3.30 – 8.00 pm – venue to be confirmed  Friday, 1<sup>st</sup> November 2024, 9.30 – 12.00 noon, SportPark</p> <p><b>AT Business, Oversight and Audit Committee</b>  Wednesday, 1<sup>st</sup> May 2024, 2.00 – 4.00 pm, SportPark  Wednesday, 9<sup>th</sup> October 2024, 2.00 – 4.00 pm, SportPark</p>	