

Active Devon Board

Notes of the meeting held on 21st July 2022 at 14:30

Board Members Present (virtual via Teams):

Hannah MacDonald, Diana Crump, Jim Nye

Also in attendance:

Matt Evans (Chief Executive), Claire Beney (Director), Hannah Worth (Director), Louise Evans (Director), Claire Colman (Business Support Officer), Aaron Harverson (Partnerships Manager), Tim Howard (Partnerships Manager), Chad Oatley (National Research & Evaluation Lead, Sport England)

Chair's Welcome and Opening Remarks

JN welcomed and introduced Chad Oatley from Sport England who would be speaking later about Evolving Approaches to Evaluation. Unfortunately the planned face to face meeting had been rendered non-viable.

ME advised that the meeting would be recorded to assist in the external performance review and this was agreed.

1. Apologies

Simon Kitchen, Angie Scott, Andy Martin, John Bougeard

2. Declaration of Interests

There were no new DOIs beyond those held on the register.

HM advised that she would be taking up a new role with Sport England. This was noted and JN and ME had discussed the situation with her in respect of declarations of interest. HM advised that she was seeking advice from Sport England management.

3. Notes of the meeting held on 28th April 2022

AH updated on the outstanding carbon audit and the opportunity to seek free, grant funded expert support, which were being explored. The Board's thanks to Karen Cook and Jo Colin were noted.

Ref:	Decisions		
220721 ADB A	<i>The notes of the meetings held on 28th April 2022 were agreed as a correct record.</i>		
Ref:	Actions	Who	Date
220721 ADB-01	<i>Carbon Audit to be completed</i>	AH	Nov 22

4. CEO's report

ME gave an oral update which covered: The successful launch of Devon Moving Together (promotional video to be circulated); recent visit with senior Sport England colleagues; suggestion from Live and Move about potential future collaboration; The achievement of Devon SGOs / Active Devon winning a national School Games Impact Award for Neon Run work led by Lisa Alford supported by Rebecca Skinner, and; Recent team changes, in particular LE's promotion to Director and CB's responsibilities for risk and governance being shifted to TH and AH respectively;

SK also updated the Board on the announcement that Phil Norrey would be retiring from DCC. It was not envisaged that this would present any risks to Active Devon but ME and SK would discuss further in their next 1-1.

Ref:	Decisions
220721 ADB B	<i>The Board noted the contents of the FY24 Q1 CEO report</i>

5. Diversity & Inclusion Action Plan (DIAP)

CB highlighted the amendments that had been made to the DIAP following the feedback workshop held at the last meeting. Board Members were content with the amendments.

Ref:	Decisions – <i>Having considered Implications related to EDI, safeguarding, environmental impact and Active Devon's values, the Board:</i>
220721 ADB B	<i>Approved the Diversity & Inclusion Action Plan</i>

6. Finance and Risk reports

The reports had been previously circulated. CB highlighted the new format for risk report and Board members considered the illustration of 'direction of travel' and clearer demonstration of action taken or planned was helpful. The impact of cost of living increases was discussed and it was agreed that this would be a useful area to undertake some focussed review work on.

ME had discussed finance reports prior to the meeting with JB and he was satisfied with the reports. ME and CC had made some presentational changes as a result. The outturn positions were straight forward but ongoing monitoring was required on additional income generation targets which were below target due to delays in anticipated opportunities for government and lottery funding.

ME flagged that the continued high inflation rates in the economy were likely to drive upward pressure on the payroll since annual cost of living rises were nationally negotiated. He indicated that recent staff changes had provided the opportunity to set aside some saving as mitigation. He would follow up with SK and JB to model impacts when the situation became clearer.

Ref:	Decisions – <i>Having considered Implications related to EDI, safeguarding, environmental impact and Active Devon's values, the Board:</i>
220721 ADB C	<i>Noted the content of the FY24 Q1 Risk report</i>

220721 ADB D	<i>Noted the content of the FY24 Q1 Finance report</i>		
Ref:	Actions	Who	Date
220721 ADB-02	<i>ME to arrange follow with JB on cost of living payroll impacts</i>	ME	Aug 22

7. Evolving Approaches to Evaluation

HW gave an introduction to CO's presentation and discussion session. It outlined the challenges of evaluation in complex systems' contexts and the learning from Sport England's experience. CO responded to various questions from the Board focussed on the relevance and application to Active Devon and the Devon Moving Together strategy

8. Performance - Q1 report & future reporting approach

HW introduced the report that had been previously circulated and in particular the new formatting and higher level of content. The reports followed an 'exceptions' approach intended to make key information more visible. They also sought to balance quantitative and qualitative measures and indicators. As well as discussing key performance matters the Board were also invited to provide feedback on the suitability of the new reports. It was considered that they achieved a better balance between detail and high level summary. The inclusion of the third party data-spotlight was also very welcome. Board members who were not present would be invited to offer feedback as well.

Ref:	Decisions – <i>Having considered Implications related to EDI, safeguarding, environmental impact and Active Devon's values, the Board:</i>		
220721 ADB E	<i>Noted the contents of the FY24 Q1 Performance Report</i>		

9. Governance

ME summarised the plans for forthcoming internal and external reviews and the 1-1 invitations which they would receive. He also advised that the Audit Sub Committee would convene to conduct policy reviews on the Board's behalf and confirm the scope of November's planned Governance. He summarised proposed appointments of various Board Members to key positions which were approved. Finally, he highlighted a minor constitution amendment to include a footnote about the term 'advocacy' in response to helpful feedback which DC had provided. This too was approved by Board.

The Board discussed recruitment which was already a known priority, further compounded by DC's end of tenure in November. In addition to the 'always ongoing' recruitment activity that was in place it was agreed that a proactive recruitment drive should take place and updated recruitment material produced. ME advised that the SEK survey would inform gaps in order for this to take place in Q3.

Ref:	Decisions – <i>Having considered Implications related to EDI, safeguarding, environmental impact and Active Devon's values, the Board:</i>		
220721 ADB F	<i>Noted the plans for the external performance review and governance audit</i>		
220721 ADB G	<i>Agreed the revised Constitution</i>		

220721 ADB H	Agreed the appointments of: <ul style="list-style-type: none"> • Angie Scott - Vice Chair • John Bougeard – Member, Audit Sub-Committee • Andy Martin – Chair, Audit Sub-Committee (in principle, in AM's absence) • Hannah MacDonald - Welfare & Safety Champion 		
Ref:	Actions	Who	Date
220721 ADB-03	Follow up with AM in regards to his appointment as ASC Chair	ME	Aug 22
220721 ADB-04	Produce updated recruitment pack	ME	Nov 22

10. AOB

ME proposed that the 22/9 informal Board catch up should instead be utilised for a safeguarding refresher, to be delivered by NSPCC Child Protection in Sport Unit

Future Meeting Dates

1st Nov 2022 2.30-5.00pm
 23rd Feb 2023 2.30-5.00pm
 27th Apr 2023 2.30-5.00pm
 20th Jul 2023 2.30-5.00pm

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 21st July 2022



01/11/2022

Chair, Active Devon

Date