

Active Devon Board

Notes of the meeting held at Exeter Racecourse, Kennford, Exeter, Devon EX6 7XS on 27th January 2016

Board Members Present:

Holly Woodford, Lyn Brown, Karen Cook, Tina Henry, Nigel Rowe, John Smith

Also in attendance:

Jim Barrett (Local Government Relationship Manager South West, Sport England), Matt Evans (Chief Executive, Active Devon), Andy Sloper (Business Development Manager, Active Devon)

Apologies:

Diana Crump, Jim Nye

Chair's Welcome and Opening Remarks

HW welcomed Members to the meeting. She reflected upon the publication of the Government's new strategy for sport in December. There were many themes contained which were aligned to the strategic direction of travel being discussed by the Board and which would be taken forward in the separate facilitated session. She also reported on the positive meeting which had recently taken place between herself, JN, ME and Dr Sarah Woolaston MP.

2. Declaration of Interests

There were no declarations of interest.

3. Notes of the meeting held on 21st October 2015 and matters arising

(a) Safeguarding Policy update

7. Safeguarding Policy - ME reported that a draft amalgamated policy had been prepared and further refined between himself and Karen Jones. However a final draft was not ready for this meeting as had been intended. In response to HW, ME advised that referral routes were known within the team and additional training had been provided for new designated officers (Hannah Colston, Jason Wood and Lisa Alford) as well as adult safeguarding awareness for the whole team. He therefore had no concerns over AD's ability to respond to referral should the need arise. It was intended that the new policy would now be produced for the Board's consideration at the March meeting. Input to the final draft would be sought from LB and DC.

There were no other matters arising.

Ref:	Decisions	Who	Date
160127 ADB A	The notes of the meeting held on 21st October 2015 were signed as a correct record		
Ref:	Actions	Who	Date
151021 ADB 01	Complete draft Safeguarding Policy and associated guidance / procedures for the Board's approval	ME	Mar-16

4. Finance Report

ME introduced the report which had been previously circulated and the draft of which KC had considered in advance of its circulation. At headline level ME highlighted the slightly improved projected position to FY18. He also acknowledged the comments/queries which KC had raised about the reports. For the benefit of other Board

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Members KC briefly explained her queries with the reports ie how they dealt with actual versus outturn positions and how clarity on the in-year position was hindered because of the way in which year end accruals and carry forwards were shown. ME and Claire Colman had provided further detail to KC in respect of the queries and, in response to HW, ME confirmed he was content that the position was broadly similar to previous years and so he had no underlying concerns. Notwithstanding ME's reassurance it was agreed that the format of the reports should be reviewed in order that the reports themselves provided greater clarity and could therefore increase the Board's level of reassurance.

Ref:	Decisions		
160127 ADB B	The Board noted the contents of the FY16 Q3 Finance report		
160127 ADB C	That the format of Board level Finance reports be reviewed		
Ref:	Actions	Who	Date
160127 ADB 01	Meeting to take place between KC and Claire Colman to agree ways in which future reports can be made clearer	CC	Feb-16

5. Performance Report

LB commented upon the report which had been previously circulated and in particular the amber performance ratings for Club Link Making, Youth Engagement and Devon Opportunity Clubs. Having discussed the full report in detail with ME in advance of the meeting she was satisfied that proportionate performance measures were in place. In respect of the stretching targets for Youth Engagement the Board considered it particularly important to debrief and learn from the programme to date in advance of agreeing any future plans with Dame Kelly Holmes Trust.

There was discussion about the prevailing external uncertainty in respect of national strategy. JB updated the Board on Sport England's strategy development process and how, with its continuing and extended central role in grassroots / community participation, it would need to respond to the DCMS strategy. He explained that an open public consultation process would be launched imminently. ME also confirmed that he would be attending a stakeholder consultation workshop in February.

Finally AS summarised the headlines of the annual stakeholder survey which had recently been received. The number of responses had increased to 99 and generally showed very positive responses. Benchmarking data for other CSPs had not yet been received so no national comparison was yet possible.

Ref:	Decisions		
160127 ADB D	The Board noted the contents of the FY16 Q3 Performance Report and the 2015 Stakeholder Satisfaction Survey results		

6. Risk Report

JS commented upon the report that had been previously circulated although due to annual leave he had been unable to look at the draft before circulation. Key risk occurrences in Q3 related to potential Public Health funding cuts which may affect the Walking for Health contract, the publication of the Government Sport Strategy and the results of the Stakeholder Satisfaction survey. It was considered that a number of 'risks' were also potential opportunities, particularly in respect of commissioners seeking 'social value'.

NR commented upon the liaison he had been having with School Games Lead, Lisa Alford, as part of her completion of an Events Management Diploma. He considered that Active Devon's approach to managing safety risks at School Games events was significantly more robust as a consequence.

Finally JS suggested that the Board may wish to consider a change in the Lead Board Member role to encourage a refreshed perspective. This was agreed with TH being appointed to take over the role.

Ref:	Decisions		
160127 ADB E	The Board noted the contents of the FY16 Q3 Risk Report		

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160127 ADB F	The addition of risks E 06 (Devolution), E 07 (Commissioning approaches & decisions) and E 08 (Comercial competition) is noted
160127 ADB G	Risk O 02 (NGB Inadequacies) be removed
160127 ADB H	TH was appointed as Lead Board Member for Risk

7. AOB

- Future meeting dates

ME proposed that from July 2016 future Board meetings should take place on Thursdays so that the accommodation at Haven Banks Outdoor Education Centre could be utilised. This was agreed.

Ref:	Actions	Who	Date
160127 ADB 02	Circulate electronic calendar invitations for future Board meetings	ME	Feb-16

*Wed 16 March 2016 (Del Plan/Budget scrutiny)

*Wed 27 April 2016

Thu 21 July 2016

Thu 3 November 2016 (Away day 1000-1400)

Thu 26 January 2017

Thu 16 March 2017 (Bus Plan & Budget)

Thu 23 March 2017 Annual Stakeholder Networking Event

Thu 27 April 2017

* 16/3/16 and 27/4/16 venues tbc. Thereafter venue will be Haven Banks

Forthcoming Events for information.

*Wed 16 March 2016 (Del Plan/Budget scrutiny)

*Wed 27 April 2016

Thu 21 July 2016

Thu 3 November 2016 (Away day 1000-1400)

Thu 26 January 2017

Thu 16 March 2017 (Bus Plan & Budget)

Thu 23 March 2017 Annual Stakeholder Networking Event

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I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 27th January 2016


Chair, Active Devon

16/3/16
Date

Dear Mr. [Name],
I have your letter of [Date] regarding [Subject].
I am sorry that I cannot give you a more definite answer at this time.
The matter is still under consideration.

I will be in touch with you again as soon as a final decision has been reached.
Thank you for your patience and understanding.

Sincerely,
[Name]
[Title]
[Company Name]

Enclosed for you are [Number] copies of [Document Name].
If you have any questions, please do not hesitate to contact me.
Very truly yours,
[Name]

Yours faithfully,
[Name]
[Title]
[Company Name]