

Active Devon Board

Notes of the meeting held at Haven Banks OEC, Haven Road, Exeter EX2 8DP on Thursday 26th May 2016

Board Members Present:

Holly Woodford, Karen Cook, John Smith, Jim Nye

Also in attendance:

Matt Evans (Chief Executive, Active Devon), Andy Sloper (Business Development Manager, Active Devon), Claire Colman (Business Support Officer, Active Devon)

From Item 7: Stuart Dudley (Senior Development Manager, Active Devon), Karen Jones (Senior Development Manager, Active Devon), James Bogue (Senior Development Manager, Active Devon), Hannah Colston (Senior Development Manager, Active Devon)

Apologies:

Nigel Rowe, Lyn Brown, Diana Crump, Jim Barrett (Local Government Relationship Manager South West, Sport England)

Chair's Welcome and Opening Remarks

HW welcomed members to the meeting and commented on: the Sport England strategy being released; progress with the CSP appraisal, and; the Devon Sports Awards.

2. Declaration of Interests

There were no interests to declare

3. Notes of the meeting held on 16th March 2016 and matters arising

DCC Healthy Lifestyles Service - ME advised that AD had attended a meeting of local physical activity for health partners organised by Public Health Devon.

FY17 Delivery Plan Update - The Board were updated on developments to the CSP appraisal process since the last meeting. ME advised that the digital strategy had now been drafted and AD had met with 3 potential website providers with the final specification due to be finalised shortly and tenders invited.

Ref:	Decisions
160526 ADB A	The notes of the meeting held on 16th March 2016 were signed as a correct record

4. Finance Report

ME introduced the report which had been previously circulated. There was discussion about the approach taken to projecting a balanced budget (as had been agreed at the previous meeting) then held around the 3 year projection and whether the reduction in staff costs to ensure a balanced position was appropriate. ME explained that adjustments had taken account of staffing allocations for temporarily funded projects but that as soon as detail of Sport England's investment intention became known then more reliable assumptions would be possible. It was noted that the principle should be to forecast for a sustainable long term position and in doing so look at previous performance, such as successfully hitting income targets in the previous financial year. ME suggested the projection should be reviewed when further information about the CSP Appraisal was known.

JS confirmed that the DCC redundancy policy would change with effect from October 2016 meaning that the calculator would reduce the redundancy liability from 2x to 1.5x salary. At that point Active Devon's reserve position for redundancy liability would be overstated.

Ref:	Decisions		
160526 ADB B	The Board noted the contents of the FY16 Q4 Finance report		
Ref:	Actions	Who	Date
160526 ADB 01	Review 3 year forecast when outcome of CSP appraisal is known	ME	July16

5. Performance Report (inc year end review)

ME introduced the report which had been previously circulated. The Board members noted that Active Devon had achieved a 'green' rating across the board and passed on their congratulations to the AD team for the hard work that had made that possible. It was suggested that HW should write a letter to all staff members thanking them for their continued support and congratulating them on their achievements.

In response to the video case study on 'Women into Leadership' JN suggested that further opportunities for engagement between Board Members and the staff team would be useful. It was agreed that the July Board meeting should be explored as an opportunity to do so.

Future changes to apprenticeships were discussed and it was suggested that Active Devon should keep a close eye on potential future opportunities to utilise apprenticeships across different aspects of it and its partner network's work.

Ref:	Decisions		
160526 ADB C	<i>The Board noted the contents of the FY16 Q4 Performance report</i>		
Ref:	Actions	Who	Date
160526 ADB 02	<i>HW to draft letter to be sent to all staff</i>	<i>HW/ME</i>	<i>Jun-16</i>
160526 ADB 03	<i>Explore opportunity for staff/Board Member engagement at the July Board meeting</i>	<i>ME/CC</i>	<i>Jun-16</i>

6. Risk Report (inc full annual risk review)

JS introduced the report that had been previously circulated. The contents of the annual risk register review were noted and approved.

Ref:	Decisions		
160526 ADB D	<i>The Board agreed the Annual Risk Review</i>		
160526 ADB E	<i>The Board noted the contents of the FY16 Q4 Risk Report</i>		

7. Strategy

(a) Sport England Strategy - Unfortunately JB had not been able to attend the meeting to give a presentation on Sport England's new strategy. ME and HW highlighted key aspects from the strategy which they had discussed. There was a very positive response and Board Members unanimously considered that the new strategic landscape was very closely aligned to Active Devon's direction of travel.

(b) Active Devon Strategy - ME introduced the draft strategy document which had been previously circulated. JS considered that the refinements made had produced a good document but that the process had been even more useful. KC felt the document was appropriately concise and pitched correctly. HW acknowledged that the staff team were taking the new strategy in their stride. It was agreed that nothing should be published until the outcome of the Government appraisal of CSPs was known. It was also agreed that the SMT should conduct further work on the targets/measures and values sections and also reflect more strongly the role which Active Devon should play on the national stage as well as its local focus.

Ref:	Decisions		
160526 ADB F	<i>The Board noted the contents of the draft Strategy document</i>		
160526 ADB G	<i>That a final review should take place between the outcome of the CSP appraisal being known and publishing the document</i>		
Ref:	Actions	Who	Date
160526 ADB 04	<i>Develop sections on: AD's role re national agenda; target/measures, and; values</i>	<i>SMT</i>	<i>Jul-16</i>

8. FY17 Delivery Plan

ME introduced the summary delivery plan which had been previously circulated. He highlighted the key changes which had been made to the layout of the FY17 plan. He noted areas of delivery which it was intended to strengthen eg Marketing and Communications and Innovation & Growth and also those areas where efficiencies and rationalisation had been identified. The Board considered that a clear link / crossover between the strategy and the delivery plan was required, and more consistent use of language.

<i>Ref:</i>	<i>Decisions</i>		
160526 ADB H	The Board noted the contents of the FY17 Delivery Plan report and associated attachments		
160526 ADB I	The Board approved the FY17 Delivery Plan, subject to improved clarity of language between strategy and delivery plan should be reviewed		
<i>Ref:</i>	<i>Actions</i>	<i>Who</i>	<i>Date</i>
160526 ADB 05	ME to revise Delivery Plan in line with strategy and circulate more detail on work programmes.	ME	Jul-16

9. Board Member Recruitment

ME referred to the document previously circulated which summarised the expressions of interest received for Board Member positions. The Board were in agreement with HW and ME's suggestions of who should be invited to the next stage of the selection process. It was also acknowledged that where gaps were not completely addressed than it was sensible not to feel rushed into making appointments. The full impact of the SE strategy and the CSP appraisal should be known to ensure that that any future appointments were a very strong fit. The Board also reflected very positively on Active Devon's ability to attract prospective Members of such high calibre.

<i>Ref:</i>	<i>Actions</i>	<i>Who</i>	<i>Date</i>
160526 ADB 06	ME to progress discussions with those candidates identified by the Board	ME	Jul-16

10. AOB

- (a) DCC Healthy Lifestyles Service
- (b) Safeguarding Policy
- (c) Health and Safety update

a) DCC Healthy Lifestyles Service - ME gave an update on the Healthy Lifestyles Service and Active Devon's engagement, but not as a lead partner

b) Safeguarding Policy - KJ presented the new Safeguarding Policy which had been updated to incorporate Safeguarding of Vulnerable Adults as well as children. The Board recorded their thanks to KJ for all her hard work in getting the policy drafted, together with DC and LB for their input and support. ME confirmed that their feedback had been reflected in the new policy and it was duly approved by the Board.

c) Health & Safety Update - ME advised that subsequent to the last update Table Tennis England (TTE) have now issued new agreements which DCC Health & Safety are content with.

ME advised that former Board Members Steve Kibble and Andrew Moulding had been invited to join the Board at the end of its July meeting. There were no further items of other business.

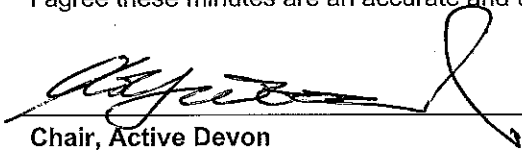
<i>Ref:</i>	<i>Decisions</i>
160526 ADB J	The Board noted the contents of the AOB report
160526 ADB K	The Board approved the new Safeguarding Policy and Procedures

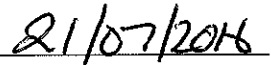
Future Meeting Dates

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

Venue: Haven Banks

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 26th May 2016


Chair, Active Devon


Date