

Active Devon Board

Notes of the meeting held at Living Options Devon, Ground Floor Units 3-4, Cranmere Court, Lustleigh Close, Matford Business Park, Exeter EX2 8PW on Wednesday 16th March 2016

Board Members Present:

Holly Woodford, Lyn Brown, Karen Cook, Diana Crump, Nigel Rowe, John Smith, Jim Nye (by dial in)

Also in attendance:

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

Apologies:

Jim Barrett (Local Government Relationship Manager South West, Sport England)

Chair's Welcome and Opening Remarks

HW welcomed Members to the meeting. She reflected briefly on the information recently received about the DCMS appraisal of CSPs. She also summarised the follow up discussions which had taken place between herself, ME and John Bull and contributed to the Business Planning process to date.

2. Declaration of Interests

For the formal record HE reported that Tina Henry had been advised to step down from the Board, at least temporarily, in order to avoid any conflict of interest that may arise from Active Devon's expression of interest in the DCC Healthy Lifestyles tender.

DC explained that Living Options Devon (LOD) had registered an expression of interest in the Devon Healthy Lifestyles Service tender (agenda item 5). Having considered the nature of LOD's interest the Board concluded that there was no conflict.

Ref:	Decisions
160316 ADB A	<i>Tina Henry's resignation of 25th February 2016 was formally noted by the Board.</i>

3. Notes of the meeting held on 27th January 2016 and matters arising

Safeguarding Policy - ME reported that the final draft was not ready for this meeting as had been intended. He had been in liaison with LB and DC and could advise that the draft would be sent to them for their perusal by the end of March in order that the Board could consider / approve it at the April 2016 meeting

Finance Reporting - ME confirmed that the agreed meeting had taken place between CC and KC and that suggested improvements in reporting clarity had been used in preparation of the FY17-19 budget (agenda item 7)

Risk - TH's resignation meant that she would no longer be able to fulfil the Lead Board Member role for risk. It was agreed that JS should continue in this role for the time being.

There were no other matters arising.

Ref:	Decisions		
160316 ADB B	<i>The notes of the meeting held on 27th January 2016 were signed as a correct record</i>		
160316 ADB C	<i>JS was appointed as Lead Board Member for Risk</i>		
Ref:	Actions	Who	Date
151021 ADB 01	<i>Complete draft Safeguarding Policy and associated guidance / procedures for the Board's approval</i>	ME	Apr-16

4. Health and Safety update

ME introduced the report which had been previously circulated and which related to a recent 'reportable incident'. He confirmed that there was no further material update from the details as contained in the report. The meeting was unanimous in its desire to ensure that any learning from the incident was maximised to minimise future risks. It was acknowledged that the Board Level risk register focussed mainly on business, financial and partnership risks rather than operational delivery risks. It was agreed that implications of a significant incident should be added to the Board level risk register. There was a further confidential discussion.

Ref:	Decisions		
160316 ADB D	<i>The Board noted the contents of the Health and Safety Update report</i>		
160316 ADB E	<i>A new risk O13 (Major Incident) was added to the Board Risk Register</i>		
Ref:	Actions	Who	Date
160316 ADB 02	<i>Contact DCC H&S adviser to ascertain timescale for receipt of report</i>	<i>ME</i>	<i>Mar-16</i>

5. DCC Healthy Lifestyles Service

ME introduced the report which had previously been circulated and summarised key points in respect of Active Devon's formal expression of interest in DCC's four year £685k per annum Healthy Lifestyles Service Tender. The scope of the tender was such that Active Devon did not consider itself to be a viable lead bidder but, considering a key element of the intended service delivery is physical activity, Active Devon has been in close liaison, under confidential non-disclosure agreements, with various interested parties. The detailed TUPE information related to the tender was far worse than had been anticipated and it was considered that this may rule out some potential bidders.

The Board recognised the importance of developing a good working relationship with the successful bidder and also the risk that, in the context of other Public Health service cuts, the successful bidder could effectively become a 'gatekeeper' over future resources and influence.

There was also a discussion about what consultation had taken place to develop the specification and in response to DC, AS explained how the tender had been developed over many months. DC suggested that feedback might be offered to the commissioner once the process was complete, such as building in a mechanism for a consultation amongst interested parties on the draft specification.

Finally AS highlighted DCC Public Health's aspiration to establish a Physical Activity Strategy Group.

Ref:	Decisions		
160316 ADB F	<i>The Board noted the contents of the Devon Healthy Lifestyles Service report</i>		
160316 ADB G	<i>The Board agreed that Active Devon should continue to maintain involvement in the tendering process and seek collaboration opportunities with potential bidders</i>		
160316 ADB H	<i>The Board resolved that Active Devon should not enter into any contractual arrangements which would attract any ongoing costs or liabilities to Active Devon</i>		
Ref:	Actions	Who	Date
160316 ADB 04	<i>Offer feedback to Commissioner upon conclusion of the tendering process</i>	<i>ME</i>	<i>Sept-16</i>

6. FY17 Delivery Plan update

HW introduced the item by summarising the discussions that had taken place between her and ME in advance of the meeting and explaining that ongoing national strategy implications made the planning process for FY17 particularly challenging. Before introducing the report ME gave feedback about the presentation given by Jennie Price at the recent CSP Network Conference. The Board discussed this, as well as the implications of the DCMS appraisal of CSPs, details of which had also been received recently.

ME then introduced the report which had been previously circulated. He summarised the approach that had been taken to business planning for FY17 and acknowledged that a number of areas remained unclear pending Sport England's strategy announcement anticipated late April / early May. He advised that existing commitments were known and had been reviewed to achieve greater impact against less active or under represented population groups and/or be delivered more efficiently. A number of areas for potential future impact were also under consideration. A number of critical 'business enablers' had also been identified as key priorities such as website redevelopment, investment strategy, data management etc. ME recommended that an important task, once Sport England's intentions were more clearly known and in anticipation of changed national priorities and CSP requirements, would be to conduct a staffing review.

Work on scoping the approach to digital strategy had commenced and HW/ME introduced some draft concepts which were emerging. The intention was to more clearly identify key customers and ensure the most appropriate 'customer journey' through the new website design.

ME summarised discussions that had taken place with Walking for Health programme consortium partners subsequent to Devon County Council's decision to end the contract in July 2016. ME suggested that the programme had significant reach and impact on an important population group which most of Active Devon's other activity did not easily reach. There was a risk that such an abrupt end would risk undermining the success gained in the past two years. The Board agreed that promotion of walking remained an important area and were in agreement with ME's recommendation that Active Devon should allocate resources beyond the planned contract end date to help more groups move to a position of ongoing self-sufficiency, provide support in a more sustainable manner and allow time to seek alternative investment opportunities.

Finally ME confirmed that in addition to this update a further more detailed delivery plan would be provided for the Board's consideration at its April meeting.

Ref:	Decisions
160316 ADB I	<i>The Board noted the contents of the FY17 Delivery Plan Update report</i>
160316 ADB J	<i>The Board agreed that a review of staff complement and focus should be conducted once the outcome of Sport England strategy and DCMS review of CSPs is known</i>
160316 ADB K	<i>The Board approved the continued allocation of staff resources for FY17 and delegation of up to £30k to continue Active Devon's contribution towards the partnership supporting Walking for Health in Devon, subject to a clear transition outcome for the delivery model in Devon</i>

7. FY17-19 budget

ME introduced the report which had been previously circulated. He confirmed that changes in format and presentation discussed with KC had been made in preparation of the reports and she acknowledged that they made the reports much clearer. There remained further work to be done to achieve the level of clarity that would give the Board total confidence and it was acknowledged that the DCC finance system was the main issue.

Whilst projected budget for FY17 remained broadly similar to the reported at Q3, ME drew the Board's attention to the fact that FY18-FY19 projections included significant assumptions about future Sport England investment although its investment strategy beyond March 2017 was still awaited. ME also highlighted the inclusion, on a net-nil basis, of income diversification targets which SMT had discussed.

There was discussion about continuing the established practice of reporting unadjusted expenditure projections which had the effect of showing a net medium term deficit position. HW considered that further rigour was required in how the I&E report was produced and in particular the 3 year I&E projection should reflect a balanced position and not be running a future deficit. ME advised that with the way that expenditure was now profiled it would be easier to change this in future.

Ref:	Decisions
160316 ADB L	<i>The Board noted the contents of the FY17-19 budget report</i>
160316 ADB M	<i>The Board agreed that in future the 3 year I&E position should be projected on a balanced or surplus basis</i>

8. Investment Strategy

In deferring this item for detailed discussion at the April meeting, HW stressed the importance of collective support and involvement from Board Members to achieving Active Devon's ambitious investment targets. ME acknowledged that further detailed work was required to demonstrate how the income targets proposed would be achieved.

9. Board Member recruitment

HW referred to the discussion paper which had been previously circulated and which highlighted the key skills gaps anticipated on the Board. She highlighted the importance of Board Members utilising their own personal networks to identify potential new Board Members as well as the open advert. It was agreed that Board Members would each send details to ME of any prospective new Members which might meet identified skills gaps. It was agreed that any appointments would be subject to a formal recruitment style interview.

Ref:	Decisions		
160316 ADB N	<i>That new appointments should be subject to a formal recruitment style interview</i>		
Ref:	Actions	Who	Date
160316 ADB 05	<i>Send details of prospective new Board Members to meet the identified skills gaps to ME</i>	<i>All</i>	<i>Apr-16</i>

10. AOB

There were no other items of business.

Future Meeting Dates

*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

* 27/4/16 venue Living Options Devon. Thereafter venue will be Haven Banks

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 16th March 2016

Chair, Active Devon

Date

Summary of Decisions and Actions

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