

Active Devon Board

Notes of the meeting held at Haven Banks Outdoor Education Centre on 26th January 2017

Board Members Present:

Holly Woodford, Lyn Brown, Karen Cook, Jim Nye, Diana Crump, Simon Kitchen, Andrew Hawkins

Also in attendance:

Jim Barrett (Local Government Relationship Manager South West), Sport England), Matt Evans (Chief Executive, Active Devon), Claire Colman (Business Support Officer, Active Devon),

For item 7: Kerrie Clifford (Marketing & Communications Officer, Active Devon), Andy Sloper (Business Development Manager, Active Devon)

Apologies:

None

Chair's Welcome and Opening Remarks

HW welcomed members to the meeting and introduced those Board Members who had been absent at the previous meeting to SK and AH.

2. Declaration of Interests

AH advised of his Company's intention to bid for a Sport England tender opportunity. This was not considered to be a conflicting interest.

DC advised that Living Options Devon were looking into the potential of collaborating with Active Devon on a bid to the Volunteering fund.

3. Notes of the meeting held on 3rd November 2016 and matters arising

(a) Transition Planning Update

ME referred to the standing transitions planning schedule document which had been previously circulated. Of particular note were: the Sport England Core Specification workshop to be held on 17th February; the growing detail around scheduled Sport England investment rounds; the ongoing stakeholder engagement activities including a presentation given to Local Authority Leaders and Chief Executives; the imminent re-launch of This Girl Can, and; the reduction in projected transition period budget shortfall.

There was discussion about the wider implications to the CSP network of some CSPs being unsuccessful with transition funding applications. SE has demonstrated its commitment to raising standards and some intervention may be required for underperforming CSPs. There was also discussion about the role Active Devon could / should play in supporting bids to various SE funding rounds from Devon.

Ref:	Decisions
170126 ADB A	<i>Board noted the contents of the operational continuity proposal.</i>
170126 ADB B	<i>The notes of the meeting on 3rd November 2016 were signed as a correct record.</i>

4. Finance Report

KC introduced the report which had been previously circulated. There had been little movement since the last report and no variances about which to be concerned. She noted that whilst a fourth year's projection had been added to the budget forecast it was of little relevance when the nearer term was still lacking clarity.

Ref:	Decisions
170126 ADB C	<i>The Board noted the contents of the FY17 Q3 Finance report</i>

5. Performance Report

LB introduced the report which had been previously circulated. In particular she highlighted; that School Games had now, as anticipated, moved to green following the cancellation of the summer games; the proposals in place to provide continued light touch support to Walking for Health volunteers / groups; the likely impact on staff capacity arising from the numerous forthcoming Sport England funding rounds.

There was a discussion about impact on staff morale of current changes in strategic context. LB and JN both reported that staff they engaged with were consistently positive and upbeat.

Congratulations were recorded for ME and the team for the positioning work which they have been undertaking with SE. JB reflected positively on Joel Brookfield's recent visit to Devon and in particular the event showcasing the Get Active Exeter project.

Ref:	Decisions
170126 ADB D	<i>The Board noted the contents of the FY17 Q3 Performance Report</i>

6. Risk & Compliance Report (inc Cases of Historic Abuse in Football)

SK introduced the report which had been previously circulated. He pointed out the particular risks around the change in basis of SE funding, investment shortfall, increased awareness of historic child protection cases and devolution and ongoing austerity.

In terms of safeguarding, along with changes to marketing structure and the new digital strategy, other updates will be made to ensure content meets with safeguarding regulations. The proposed meeting of Active Devon's designated safeguarding officers took place on 20th January. The main aspect requiring further action was a review of welfare procedures for School Games. Whilst robust it should be double checked that they properly complement the new safeguarding policy recently adopted.

Ref:	Decisions		
170126 ADB E	<i>The Board noted the contents of the FY17 Q3 Risk Report</i>		
Ref:	Actions	Who	Date
170126 ADB 01	Review welfare procedures for School Games to ensure that they properly complement the new safeguarding policy	<i>Karen Jones & Lisa Alford</i>	<i>Mar-17</i>

7. Digital Strategy Update (presentation) (a) Approval of draft Digital and Social Media Policy)

Kerrie Clifford provided a presentation updating the Board on progress with the new website and digital strategy. Board Members complemented her on the progress made to date and made some suggestions including the value of setting a specific date for the website launch and a training session for Board Members so that they can ensure consistency of message through their own social media accounts. DC also drew attention to the measures that had been taken throughout the website design process to ensure that it is inclusive and accessible.

The Board also considered the draft Digital and Social Media Policy. In response to DC, ME agreed that the policy should be cross-referenced to the guidance included in the new safeguarding policy to ensure consistency. AH also made suggestions about how personal v employer liability in respect of use of social media could be dealt with.

JN, DC, & AH offered to share their current digital policies with ME for comparison.

Ref:	Actions	Who	Date
170126 ADB 02	<i>Set date for launch</i>	<i>ME/KC</i>	<i>Mar-17</i>
170126 ADB 03	<i>JN, DC & AH to send copies of policies to ME</i>	<i>JN/DC/AH</i>	<i>Mar-17</i>

8. Investment Strategy

ME introduced the report which had been previously circulated. The suggested framework for requests to Active Devon for support was discussed. DC noted that most CVS sector bodies include a 'decision is final' clause. KCo also suggested setting a financial limit.

The Board also noted and endorsed the positioning which SMT had adopted in respect of local interest and potential EOIs to the Sport England Local Delivery Pilots programme.

Specific requests for commitment in respect of extensions to the Devon Opportunity Clubs and Activate Plymouth projects were also discussed. The Board noted the imminent timescales but considered that in future more written information would be helpful to inform its decision. They were reassured by ME's oral report and summary

Ref:	Decisions		
170126 ADB F	<i>The Board appointed Jim Nye as lead member for investment Strategy</i>		
170126 ADB G	<i>The Board endorsed the proposed approach for dealing with requests for Active Devon support, subject to the changes suggested</i>		
170126 ADB H	<i>The Board approved the proposed commitments of support to the extension submissions for Devon Opportunity Clubs and Activate Plymouth Projects</i>		
170126 ADB I	<i>Greater detail in the form of a summary document to be circulated for consideration in advance of future investment proposals</i>		
Ref:	Actions	Who	Date
170126 ADB 04	<i>ME & JN to meet to discuss investment structure and Board sub-group</i>	<i>ME</i>	<i>Mar-17</i>

9. Governance Review Update

The main substance of this item was deferred to the March meeting but the Board did consider the appointment of JN and LB for a further term.

Ref:	Decisions
170126 ADB J	<i>The Board approved JN & LB's appointment as Board Members for a further three year term</i>

10. Any Other Business

There was no other business.

Ref:	Actions	Who	Date

Future Meeting Dates

Thu 16 March 2017 (Bus Plan & Budget)

Thu 27 April 2017

FOR CONFIRMATION AT THE MEETING

Thursday 20th July 2017

Thursday 2nd November 2017

Thursday 15th March 2018

Thursday 26th April 2018

Forthcoming Events for information.

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 26th January 2017



Chair, Active Devon

16/03/2017

Date