

Active Devon Board

Notes of the meeting held at Haven Banks Outdoor Education Centre on 16th March 2017

Board Members Present:

Holly Woodford, Lyn Brown, Karen Cook, Jim Nye (until item 6), Diana Crump, Simon Kitchen, Andrew Hawkins, Andy Martin

Also in attendance:

Matt Evans (Chief Executive, 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 Board Members to the meeting and in particular Andy Martin who was joining the Board for the first time today. AM and other members gave brief introductions. HW also reflected on the CSPN conference which she, ME and other team members had recently attended and in particular the relevance to many aspects on the agenda.

2. Declaration of Interests

DC indicated that Living Options Devon was engaged in discussion with Active Devon staff members about the possibility of a bid to the Sport England volunteering investment round. There were no other declarations of interest.

3. Notes of the meeting held on 26th January 2017 and matters arising

There were no matters arising

| Ref: | Decisions |
|--------------|--|
| 170316 ADB A | The notes of the meeting on 26th January 2017 were signed as a correct record. |

4. Transitional Planning Update

ME introduced the report which had been previously circulated and also provided an update on further discussions and engagement with Sport England and the feedback he had been asked to provide on its emerging proposals for a different and much more seamless partnership relationship between Sport England and CSPs.

The discussion focussed on the potential opportunities and risks associated with future changes to the relationship and the Board was unanimous in its view that Active Devon should work proactively to assist Sport England in its development of the proposals. ME and HW had invited Mike Diaper to visit and this would provide an opportunity to discuss proposals further.

| Ref: | Decisions |
|--------------|--|
| 170316 ADB B | The Board noted the contents of the transitional planning report |
| 170316 ADB C | The Board agreed that Active Devon should continue to proactively assist Sport England in developing |

5. Business Planning for FY18 (presentation)

ME provided a presentation to the Board which covered: the context for and approach to 2017-18 business planning; a summary of where Active Devon's capacity was focused; the headline approaches across various elements of Active Devon's work; staffing update, including recent staff turnover; the projected budget position, and; future investment opportunities.

The discussion that followed focused on various aspects including: recognition of the significant flux and uncertainty about many future aspects; the ability to track and prioritise where our capacity and resources were deployed; the opportunities and proposals for continuing or embedding the value of significant programmes such as Walking for Health or Beginner Running where external grant funding was discontinued; the need to give further consideration to resourcing and exploiting the transition period in the light of Sport England deferring their announcement of future core remit; measures that could be taken to ensure staff are supported and developed through the transition period, and; a desire to focus on positive opportunities as well as risks and challenges.

| Ref: | Decisions | | |
|---------------|---|-----|--------|
| 170316 ADB D | The Board noted the contents of the FY18 business planning report | | |
| Ref: | Actions | Who | Date |
| 170316 ADB 01 | Produce detailed delivery plan for next 6 months | ME | Apr-17 |
| 170316 ADB 02 | Produce proposals in respect of staffing requirements | SMT | Apr-17 |

6. Governance Review (deferred from Jan meeting)

ME introduced the report which had been previously circulated and which covered: background to the regular annual governance review as well as unique current issues; the requirements of the UK Governance Code for Sport; the MoU in place with Devon County Council which governs the hosting relationship; the proposed response to the forthcoming requirement to review legal form on an annual basis; outcomes of the Board and Chair's annual review process; the Board's skill balance and membership review, and; Active Devon's register of interests.

| Ref: | Decisions | Who | Date |
|---------------|--|-----|--------|
| 170316 ADB E | The Board noted the contents of the Governance Review Report | | |
| 170316 ADB F | The Board approved the proposed amendments to the Constitution | | |
| 170316 ADB G | The Board appointed Karen Cook to the role of Vice Chair and Chair of the Audit sub-committee | | |
| 170316 ADB H | The Board appointed Jim Nye and Simon Kitchen as additional members of the Audit sub-committee | | |
| 170316 ADB I | The Board agreed the the MoU with DCC should be reviewed and that in principle it was only | | |
| 170316 ADB J | The Board agreed the Governance Action Plan | | |
| Ref: | Actions | Who | Date |
| 170316 ADB 03 | Review MoU in conjunction with DCC | ME | Apr-17 |

7. Any Other Business

DC reported that Living Options Devon had successfully bid for Comic Relief funding to stage a celebration festival of community opportunities for people with disabilities. The event would take place on 16th July in Exeter and it was agreed that it represented a good opportunity to raise awareness of sport and physical activities amongst a key potential customer group and network of partners.

| Ref: | Actions | Who | Date |
|---------------|---|-----|------|
| 170316 ADB 04 | Poll Board Members for an alternative date to April 27th for the next Board meeting | CC | ASAP |

Future Meeting Dates

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

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 16th March 2017



Chair, Active Devon

12/05/16

Date