

Active Devon Board

Notes of the meeting held at Haven Banks Outdoor Education Centre on 20th July 2017

Board Members Present:

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

Also in attendance:

Matt Evans (Chief Executive, Active Devon), Claire Colman (Business Support Officer, Active Devon)
For item 9 onwards: James Bogue and Hannah Colston (Senior Development Managers, Active Devon)

Apologies:

None

2. Declaration of Interests

HW stated her interest in the development of the website and DC stated an interest in item 9.

3. Notes of the meeting held on 12th May 2017 and matters arising

There were no matters arising that would not be covered on the main agenda.

Ref:	Decisions
170717 ADB A	<i>The notes of the meeting on 12th May 2017 were signed as a correct record.</i>

4. Transition planning update

a) Sport England positioning and next steps

b) 'Extended Workforce' EOI Opportunity

ME updated the Board on the detailed correspondence recently received from Sport England.

(a) Sport England positioning and next steps

Key points were that the letter confirmed a further 6 months 'transition' funding with a longer term submission to be submitted in the Autumn. Requirements as stated were in line with expectations and should not hold too many difficulties. Sport England's stated intent is closely aligned to Active Devon's strategy and so Active Devon should consider itself well positioned. The letter also contained an update about Sport England's future approach to investment in Coaching Development. A review will take place but investment will not continue in the same way after 31/03/18. ME considered this may represent an opportunity for a contested approach and so should be watched closely.

(b) 'Extended Workforce' Pilot EOI

The correspondence provided formal details of the opportunity which ME had flagged at the previous Board meeting. Sport England wished to test the pilots in different kinds of areas and ME outlined the proposed approach to submit an EOI for Active Devon to pilot two distinct roles with Sport England. The rationale was that Devon can demonstrate a need for two roles and can offer Sport England the opportunity to test different areas but without the variable of two different CSPs.

The Board remained fully committed to assisting Sport England with the pilot and supportive of submitting an EOI. There was significant concern however about the risk of asking for such a significant proportion of the overall allocation of pilots. The Board queried whether Active Devon's EOI should be for just one post. It was agreed that ME should seek clarification on the eligibility of expressing an interest in two posts. There was also discussion about hosting and grading implications. ME indicated these were outside of the scope of the EOI at this stage but would need to be subject to detailed discussion with Sport England if it was successful.

Subject to satisfactory clarification from Sport England, the Board agreed that Active Devon should proceed with the EOI.

Ref:	Decisions		
170720 ADB B	<i>The Board confirmed its commitment to Sport England's 'Extended Workforce' pilot and agreed that an EOI should be submitted.</i>		
170720 ADB C	<i>Further clarification should be sought from Sport England to determine the precise focus of the EOI</i>		
Ref:	Actions	Who	Date
170720 ADB-01	<i>Seek clarification on Extended Workforce EOI from Sport England</i>	<i>ME</i>	<i>ASAP</i>

5. Audit Sub-Committee report and governance update

KC provided feedback to the Board on the earlier Audit Sub-Committee (ASC) meeting. It had considered ASC Terms of Reference and had agreed the Risk Policy Review and Internal Control Framework. She recommended that the terms of reference now be formally agreed by the Board. She also summarised the comments received from the auditor and noted that the ASC had received and agreed the signed audit statement. This year's audit had raised no material concerns. The requirements of the UK Governance Code had been discussed and may imply a widening of the scope of future audits. Further discussions would take place with DCC and with the auditors when Sport England's guidance covering accounting standards for CSPs with a accountable body structure are released.

ME updated on the ongoing assessment process for UK Governance Code for Sport. Areas remaining to be addressed included specific actions to address diversity in decision making and succession planning. It had already been agreed that DC would assist in looking at the diversity planning and SK agreed to also help. A report should be made at the November Board meeting.

Ref:	Decisions		
170720 ADB D	<i>The Board noted the report from the ASC, including the receipt and agreement of the FY17 audit statement</i>		
170720 ADB E	<i>The Board agreed the Audit Sub-Committee Terms of Reference</i>		
170720 ADB F	<i>The Board endorsed the ASC's approval of the Risk Policy Review and adoption of the Internal Control Framework</i>		
Ref:	Actions	Who	Date
170720 ADB-02	<i>Convene sub group to consider diversity planning</i>	<i>ME</i>	<i>Sep 17</i>

6. Finance Report

KC introduced the report which had been previously circulated. She highlighted in particular the changes made to the 12 month budget report to show the revised treatment of carry forwards and also the movements in reserves designations.

Ref:	Decisions		
170720 ADB G	<i>The Board noted the contents of the FY18 Q1 finance report</i>		

7. Performance Report

LB introduced the report as previously circulated. The most significant area of discussion was progress on the new website and HW provided a detailed update. Phase 1 of the website is due to go live by the end of July with Phases 2 (organisations) and 3 (individuals) now being built. The project had been complex and challenging for staff and it was agreed that a full learning review should be undertaken once the full site had been completed.

Otherwise Active Devon continued to perform well and the strength of the local networks in Devon continued to be recognised. It was agreed that should the opportunity arise Jennie Price should be invited to visit and perhaps the excellent local work around This Girl Can should be showcased.

Ref:	Actions	Who	Date
170720 ADB-03	<i>Full learning review from website to be carried out post-full website launch</i>	<i>HW/ME</i>	<i>after full website launch</i>

8. Risk Report and risk policy review

SK introduced the report which had been previously circulated. The Board was content that the risk position statements contained in the risk policy remained appropriate. It was noted that the review of the risk policy undertaken by the ASC had taken place with the wider perspective of considering its continued effectiveness, as implied by UK Sport Governance Code requirements.

Ref:	Decisions
170720 ADB H	<i>The Board noted the contents of the FY18 Q1 risk report</i>
170720 ADB I	<i>The Board endorsed the Audit Sub-Committee's approval of the Risk Policy review and its continued effectiveness</i>

9. Investment opportunities

a) School support

b) Active Ageing - CAN project

c) Volunteering - Empowering the Devon Deaf Community

d) Volunteering - Can do, will do

JB and HC joined the meeting for this item and DC left the room for part of the discussion..

A summary of each proposal had been circulated previously and each was discussed in detail.

In respect of the three projects seeking partnership funding support, the Board considered that the link to Active Devon's strategy was clearly articulated for the CAN project, less so for the two volunteering projects. The Board's view was that it should confirm support for CAN and that the latter two projects should be supported in principle with support confirmed once it received further clarity.

There was a general discussion about the implications of Sport England's new grant bidding process for project development, partner support and timings and it was agreed that JN, as Lead Board Member for Investment, and ME should meet to develop proposals for an appropriate delegations arrangement which could streamline the process and mitigate some of the challenges.

JB introduced the key elements of the detailed paper which had been previously circulated and in doing so noted his thanks to AM for his assistance in developing the proposals. The Board found it very helpful in understanding the sector context in respect of sport and physical activity in schools in Devon. The Board was unanimous in supporting the principle that the schools sector represented a significant opportunity to address Active Devon's strategic ambitions and recognised that more proactive engagement would be necessary to do so fully. There was significant discussion about how Active Devon should seek to collaborate with partners in the sector and engage with service providers. The Board considered that further development of proposals in this regard were necessary.

Ref:	Decisions	Who	Date
170720 ADB J	<i>The Board agreed the proposed commitment to Devon Local Nature Partnership's CAN Project, subject to agreeing appropriate access to monitoring information</i>		
170720 ADB K	<i>The Board deferred a decision on support for LOD and VOYC Devon's projects, subject to further information from the CEO</i>		
170720 ADB L	<i>The Board decided that the Lead Board Member for Investment and the CEO should consider proposals for the Board to delegate future grant support approvals</i>		
170720 ADB M	<i>The Board agreed that Active Devon should engage more proactively in the schools' sector to help achieve its strategic vision of 125,000 people in Devon active by 2021</i>		
170720 ADB N	<i>The Board agreed that Active Devon should urgently redesign the way it delivers its current programme / contract obligations for schools work, in particular its support of Primary PE & Sports Premium.</i>		
170720 ADB O	<i>The Board agreed that further detailed options modelling work should be undertaken to examine the case for developing an enhanced service offer to schools</i>		
170720 ADB P	<i>The Board agreed that further scoping work should be conducted to determine how best to formally engage with other education sector partners and service providers</i>		
Ref:	Actions	Who	Date
170720 ADB-04	<i>Circulate further information on LOD and VOYC Devon Projects</i>	ME	Jul-17
170720 ADB-05	<i>Circulate proposals for delegating grant support approvals</i>	ME/JN	Aug-17
170720 ADB-06	<i>Circulate further proposal to address positioning with other Education partners and providers</i>	ME/JaB	Aug-17

10. Annual Review

ME introduced the report that had been previously circulated and highlighted the suggestion that separate documents should be published in the form of an Annual Review and an Annual Governance Statement.

Ref:	Decisions		
170720 ADB Q	<i>The Board approved the content and proposed format for the 2016-17 Annual Review</i>		
170720 ADB R	<i>The Board approved the 2016-17 Annual Governance Statement</i>		
Ref:	Actions	Who	Date
170720 ADB-07	<i>Finalise formatting and publish final document</i>	<i>HC</i>	<i>Aug-17</i>

11. AOB

a) Commitment to diversity in governance

The Board reflected on its commitment to equality and diversity. This was set out in the Equality Policy Statement and 'Inclusion' also remained a core value of Active Devon. The Board considered that the Equality Policy Statement should be strengthened to reflect these commitments in the context of governance and decision making and in doing so make its strong commitment public.

Ref:	Decisions
170720 ADB S	<i>The Board approved changes to the Equality Policy Statement to make public its strong commitment to diversity in governance</i>

Future Meeting Dates

Thursday 2nd November 2017

Thursday 25th January 2018

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 20th July 2017

Chair, Active Devon

Date