

# Active Devon Board

Notes of the meeting held on 6<sup>th</sup> May 2021 at 1430

## Board Members Present (via Zoom):

Jim Nye (from 1500), Andy Martin, Diana Crump, Jon Govender, Karen Cook, Angie Scott, Simon Kitchen

## Also in attendance:

Matt Evans (Chief Executive), Claire Beney (Director – Operations and Core Programmes), Claire Colman (Business Support Officer), Gareth Dix (Director – Strategic Relationships), Jo Colin (Director – Strategic Relationships), Sam Williams (Director – Enterprise and Communications), Tim Howard (Insight and Evaluation Manager)

## 1. Chair's Welcome and Opening Remarks

KC chaired the first part of the meeting as JN could not join until 1500.

## 2. Apologies:

Hannah MacDonald

## 3. Declaration of Interests

There were no new DOIs beyond those held on the register.

## 4. Notes of the previous meeting and matters arising

Actions from the meetings on 5<sup>th</sup> March 2021 were reviewed. There were no matters arising. The minutes were agreed as an accurate record.

Ref:	Decisions
210506 ADB A	<i>The notes of the meetings held on 5th March 2021 were agreed as a correct record.</i>

## 5. CEO Report

The report had been previously circulated and Q&A focussed on the following:

**(a) Racial Inequality Charter** - All Board members were fully supportive of signing the charter

**(b) DCC / AD matters** - SK updated the Board DCC's position in regards to the CIC and its rationale. He outlined the proposed DCC business case process. Whilst this would clearly be a DCC driven process, the AD Board is a key stakeholder and will be invited to provide input into the process.

ME outlined the mitigations that had been put in place to ensure ongoing activities. Discussions were ongoing with DCC about wider commercial opportunities, pending the outcome of the business case process. The Board also stressed the importance that, whatever its outcome, in addition to the business case process there should be a review of the DCC/AD MoA to provide clarity about the parameters of the its autonomy.

KC sought clarification about whether the CIC had been made legally dormant. ME advised that it had not. In legal terms it was still active but all trading activity had been temporarily paused.

**(c) Active Travel** - The Board explored the needs and benefits of the proposed financial commitment. ME clarified the implications for FY22 as well as the longer term strategic intent. The proposal was agreed on this basis.

<b>Ref:</b>	<b>Decisions</b>		
<b>210506 ADB B</b>	<i>The Board agreed that Active Devon should commit to the Sporting Equals Charter</i>		
<b>210506 ADB C</b>	<i>The Board agreed a task and finish group to support the DCC business case process. KC and JG were appointed to the group.</i>		
<b>210506 ADB D</b>	<i>The Board approved a commitment of reserves funding in support of AD's long term commitment to active travel initiatives</i>		
<b>Ref:</b>	<b>Actions</b>	<b>Who</b>	<b>Date</b>
<b>210506 ADB-01</b>	<i>Ensure that parameters of AD governance is reviewed and clarified as part of ongoing CIC considerations</i>	ME/CB	Ongoing

## 6. Active Devon 2022+ Strategy

TH, ME and GD presented a summary of work to date on development of the new strategy. Board members each gave individual feedback on the work that had taken place around values. It spanned both content and presentation. The main suggestion was that in the next phase of its work the staff working group focussed on how the values were 'personal' to Active Devon and presented with conciseness and simplicity.

The Board discussed key issues emerging in the PESTLE summary which had been produced. It represented a summary of the external context data gathered so far. The next phase was for the team to conduct a SWOT review ahead of the Board's July meeting. Key feedback included: positioning regards health and wellbeing agenda; recognising and maximising Devon's and Active Devon's unique assets; considering innovative approaches and partnerships to maximise post-COVID opportunities.

<b>Ref:</b>	<b>Decisions</b>
<b>210506 ADB E</b>	<i>The Board agreed that AS should provide support and further input, on its behalf, to the staff working group reviewing AD's vision, mission and values</i>

## 7. Cyber Security

The Board considered that the previously circulated report was very thorough and had covered key areas of concern. DC queried the position in respect of cyber security insurance.

<b>Ref:</b>	<b>Decisions</b>		
<b>210506 ADB F</b>	<i>The Board approved implementation of the additional digital security measures recommended in the cyber security report</i>		
<b>Ref:</b>	<b>Actions</b>	<b>Who</b>	<b>Date</b>
<b>210506 ADB-03</b>	<i>Review liability/insurance position in respect of data breaches</i>	CB	Jul 21

## 8. Directors' reports

(a) Enterprise & Communications – Sam Williams

(b) CEO (inc Performance report) – Matt Evans

(c) Operations (inc Risk and Finance reports) – Claire Beney

The reports had been previously circulated and Q&A focussed on the following:

(a) SW presented detailed data about conversion rates. There is no benchmarking available for other APs but in general they compared favourably with generic industry standards. Inclusion of actual customer feedback was helpful and could help inform the digital inclusion agenda in future.

(b) Growth in local 'impact' relationships, largely as a consequence of work on Tackling Inequalities Fund.

(c) The year end audit scope was approved. There were no other queries

Board Members were keen to find ways of balancing its function of scrutiny and review of obligatory business (ie finance, risk, performance etc) alongside creating space for more open discussion and consideration of strategic matters.

Ref:	Decisions		
210506 ADB G	The Board noted the contents of the FY21 Q4 Performance report		
210506 ADB H	The Board noted the contents of the FY21 Q4 Risk and Finance reports		
210506 ADB I	The Board approved the Audit scope for FY21		
210506 ADB J	The Board noted the contents of the FY21 Q4 Enterprise & Comms report		
Ref:	Actions	Who	Date
210506 ADB-04	Revisit future approaches to ensure adequate balance of depth and breadth of Board business.	ME & JN	Jul 21

### Future Meeting Dates

15th Jul 2021 2.30-5.00pm  
28th Oct 2021 2.30-5.00pm  
24th Feb 2022 2.30-5.00pm  
28th Apr 2022 2.30-5.00pm  
21st Jul 2022 2.30-5.00pm

### Informal Catch-up Dates

24th May 2021 4.15–5.00pm  
17th Jun 2021 4.15–5.00pm  
19th Aug 2021 4.15–5.00pm  
23rd Sep 2021 4.15–5.00pm  
25th Nov 2021 4.15–5.00pm

I agree these minutes are an accurate and true reflection of the Active Devon Board Meetings held on 6<sup>th</sup> May 2021



15/07/2021

Chair, Active Devon

Date