

Active Devon Board

Notes of the meeting held on 17th July 2019

Board Members Present:

Holly Woodford (by Skype), Karen Cook, Diana Crump, Simon Kitchen, Jo Yelland, Jim Nye (second part only), Andy Martin

Also in attendance:

Matt Evans (Chief Executive, Active Devon), Hannah Worth (Director - Tackling Inactivity, Active Devon), Sam Williams (Director - Enterprise & Communications, Active Devon), Jo Colin (Director - Strategic Relations, Active Devon), Claire Colman (Business Support Officer, Active Devon)

1. Apologies:

Claire Beney, Gareth Dix

Chair's Welcome and Opening Remarks

HoW welcomed members to the meeting and highlighted the reasons for her reluctant resignation as Chair. The Board noted their thanks to Holly for all she has done and wished her good luck for the future. Holly also recorded her thanks to all Board members for their supportive contributions during her tenure and their kind recent messages.

Congratulations were passed to Living Options Devon for winning the Contribution to Inclusive Sport Award at the recent Devon Sports Awards.

Since HoW was joining via Skype, the meeting was chaired by KC.

2. Declaration of Interests

There were no specific declarations of interest beyond those held in the DOI register.

3. (a) Notes of the meetings held on 14th March 2019 and matters arising (b) Decisions by email - The Board approved the FY20-23 budget

The minutes of the meeting on 14th March were agreed as accurate.

For the record it was noted that the Board had approved the FY20-23 budget via email as had been proposed at the March meeting. The matter of recruitment of new Board Members discussed and ME updated on some potential applicants with whom he was in discussion. There were no further matters arising that were not covered on the agenda.

Ref:	Decisions
190717 ADB A	<i>The notes of the meeting held on 14th March 2019 were agreed as a correct record.</i>

4. Chief Executive's report (oral report) - Matt Evans

ME remarked on the positive performance report and commended the work HaW had led on refining the presentation of reports.

He highlighted the strategic engagement work which was ongoing with Sport England including the recent visit of Tim Hollingsworth.

The first staff awards had been held and the staff satisfaction had recently been completed showing a positive improvement on morale levels, understanding of audience etc. CB would review detailed feedback and take forward priorities arising.

5. Audit report - to receive the auditor's report - Karen Cook

KC gave an oral update from the meeting with the auditor. It was a positive report and the auditor had acknowledged in particular the positive action which had been taken in the past year on simplifying / focussing risk management processes.

Ref:	Decisions
190717 ADB B	The Board accepted the Audit report from Devon Audit Partnership

6. Appointment of new Chair

HoW and ME explained that having discussed the matter carefully, and also consulted KC, their recommendation was that the Board should consider an internal appointment in reference to advertising externally for a new Chair. Whilst the latter would be usual to replace a Chair coming to the defined end of their term of office it was considered less appropriate in these circumstances because:

- The recent external Board recruitment drive had not proved successful, with no candidates of a suitable calibre yet being identified
- A successor who was a current member of the Board would provide much needed continuity at a critical time when the organisation is settling again after disruptive period of change
- The risk of drift if Active Devon had even a short period without effective strategic leadership at Board level.

The Board agreed that an internal appointment was preferable at this juncture. KC proposed that JN be appointed to the role and he was unanimously elected as Chair designate.

There was further discussion about filling the vacancy left on the Board by HoW's resignation, ensuring a proper handover. It was decided that HoW, JN & ME should meet to conduct the handover and determine JN's official start date. ME and JY would also discuss the vacancy created on the Exeter and Cranbrook Pilot Programme Board.

Ref:	Decisions
190717 ADB C	The Board appointed JN to succeed HoW as the new Chair

Ref:	Actions	Who	Date
190717 ADB-01	Official start date for Chair to be set and handover to take place	HoW, JN & ME	Nov-19
190717 ADB-02	Confirm position in regard to the vacancy on the Exeter and Cranbrook Pilot Programme Board	JY & ME	Nov-19

7. Report of Director Operations & Core Programmes (to include Risk and Finance reports attached) - Claire Beney

In CB's absence ME introduced her report which had been previously circulated.

The Q1 finance report contained no significant variances.

In respect of the risk report he highlighted the opportunities to work more closely with Sport England and feedback on future opportunities

ME explained the background to why the potential of examining options for a different legal entity was now important. There was discussion around trading vs receiving donations and which type of vehicle would be most appropriate. If it is not possible to do everything, the Board would need to take a view on which was more important for us going forward.

The Board felt it would be important to seek appropriate independent (legal and accountancy) advice but that more detailed scoping work should take place before taking professional advice. This should include background from other Active Partnerships who had taken a similar approach.

ME and CB would conduct further scoping and report back before the November Board meeting.

Ref:	Decisions
190717 ADB D	The Board noted the contents of FY20 Q1 risk report
190717 ADB E	The Board noted the contents of the FY20 Q1 finance report

Ref:	Actions	Who	Date
190717 ADB-03	Conduct more detailed scoping on potential legal entities	ME & CB	Nov-19

8. Report of Director Tackling Inactivity (to include Performance report attached) - Hannah Worth

JN joined the meeting.

HaW introduced the report that had been previously circulated and she highlighted the changes to format that had been made. The following were discussed: approach to measurement in Primary audience; measures to address under-performance in CAN; staff changes around data and insight; positive equality impacts being addressed across the whole business plan; improved capability to capture metrics across our digital communications work.

HaW also raised the Board's awareness of Sport England's next significant national campaign, 'We Are Undefeatable'. Active Devon will be activating the campaign locally through its partner network.

Ref:	Decisions
190717 ADB F	The Board noted the contents of FY20 Q1 performance report

9. Strategic Outcomes measures - draft dashboard (attached) - Matt Evans

ME introduced the draft Strategic Outcomes dashboard which had been newly introduced as part of the business plan agreed for FY20. Discussion by the Board included: rationale and measurement for reduction in inactive people; detailed survey work conducted for the Exeter and Cranbrook LDP which could provide helpful additional depth; the use of quantitative metrics in relation to stakeholder engagement work and strength of individual relationships; reflection on annual NPS stakeholder trend and shift in key sector relationships over the period in question.

It was agreed that the dashboard provided a helpful basis for future reporting which should continue to be refined and developed as ongoing measurement and trends inform usefulness of specific measures.

10. AOB

- Q3 Board date

It was agreed that Q3 Board meeting should take place 27th Feb 2020 to replace January and March meetings.

There was discussion about future intent and direction of travel for Sport England and government policy. Whilst still at relatively early stage ME was able to provide an opinion from ongoing engagement with SE colleagues.

JN thanked Board members for their endorsement in his appointment as the Chair. He also added his own thanks and commendation to the contribution which HoW had made in the role. He fully intended to build on the momentum HoW had led and looked forward to working closely with the SLT and wider team to more fully understand the team and its work.

Future Meeting Dates

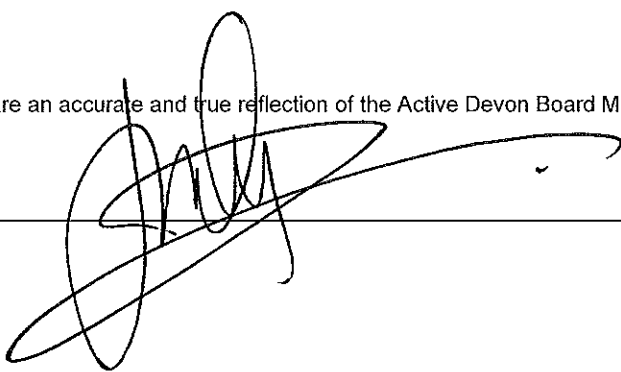
7 Nov 2019 2.30-5.00pm

27 Feb 2020 2.30-5.00pm

7 May 2020 2.30-5.00pm

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 17th July 2019

Chair, Active Devon



Date

