

Active Devon Board

Notes of the meeting held on 5th March 2021

Board Members Present (via Zoom):

Jim Nye, Andy Martin, Diana Crump, Jon Govender, Hannah MacDonald, Karen Cook

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), Hannah Worth (Director – Tackling Inactivity)

1. Apologies:

Simon Kitchen, Angie Scott

Chair's Welcome and Opening Remarks

The Chair welcomed everyone to the meeting and thanked everyone for accommodating the date change. He particularly welcomed Hannah Worth who was joining on one of her 'Keeping in Touch' days prior to returning from maternity leave.

2. Declaration of Interests

Hannah MacDonald – One Ilfracombe, TIF funding award
Diana Crump – Living Options, partner in business plan.

3. Notes of the previous meeting and matters arising

The actions from the meetings on 22nd October 2020 had been completed and there were no matters arising. The minutes were agreed as an accurate record.

Ref:	Decisions
210305 ADB A	<i>The notes of the meetings held on 22nd October 2020 were agreed as a correct record.</i>

4. Directors' Reports

Q&A session for Board Members to query and scrutinise SLT reports

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

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

(c) Enterprise & Communications – Sam Williams

ME updated on meetings with Sport England focused on future role and focus for Active Partnerships, confirmation of some assumptions regarding future funding, and direction of travel re strategy. He also updated on the current LDP position. He would advise the Board further if any changes might necessitate the Board reviewing its level of confidence.

Q&A focussed on the following matters from the reports had been previously circulated:

Breadth of reach through digital channels - JG congratulated the team for the work that is happening, particularly the virtual school games. In response, priorities for important next quarter were discussed including:

Digital gap/inequalities. Examples were discussed of steps taken to mitigate and it was acknowledged as an important opportunity which AD should address within future digital strategy development

Opening up Schools Facilities– AD progressing bid for £196k from DFE to support schools opening up their facilities for community use as lockdown restrictions lift.

Planning for return to office is ongoing with determination to embed positive aspects which have been an outcome of adapted ways of working.

Cyber security – The incident and response detailed in the risk report was discussed. It is recognised as a dynamic risk and an area that would benefit from focussed consideration by the Board. It was agreed it should be an agenda item for May Board meeting to cover cyber security, liability and widened to include team digital readiness.

Ref:	Decisions		
210305 ADB B	<i>The Board noted the contents of the CEO report including the FY21 Q2 performance report</i>		
210305 ADB C	<i>The Board noted the contents of the Director (Operations) report including the FY21 Q3 Risk and Finance Reports</i>		
210305 ADB D	<i>The Board noted the contents of the Director (Enterprise & Communications) report</i>		
Ref:	Actions	Who	Date
210305 ADB-01	<i>Ensure opportunities to promote digital inclusion are addressed within future digital strategy</i>	SW	Nov 21
210305 ADB-02	<i>Focused risk review and agenda item at next Board meeting on cyber security and team's digital readiness</i>	SLT	May 21

5. FY22 Business Plan

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

Ethnically Diverse Communities – key partner/groups have been identified and more connections with people in the communities has been a focus of TIF funding roll out.

Strategy development – PMIF process has provided opportunity to reflect and identify specific improvement priorities which will be reflected in strategy development.

Capacity issues – acknowledgement of how proactive the team is at spotting opportunities renew focus on understanding and managing capacity demands and willingness to 'say no'.

Targeting resources – balanced approach of universal and targeted resources. Continued need to understand different nature of Impact from different types of work. Significant management focus and systems improvement in FY21 to better understand and manage resources, particularly staff time.

Place Based Working

LE gave a deep dive presentation outlining plans for place-based working. The Board was in agreement that this is an exciting and sensible way forward but cautioned on need for careful focus on resource impact issue.

Enterprise Strategy

Due to time constraints it was not possible to receive SW's presentation so it was agreed that it should be circulated electronically for comment,

CIC

ME outlined progress made in bringing the CIC to fruition. The company was registered in December 20 and necessary pre-operation work has taken place. ME has kept SK updated. A response is awaited on a technical query from DCC and AD's suggested amendments to the AD / DCC MoA. The CIC has secured its first commercial revenue and the Movement in the Mind conference will be its first traded service.

In the meantime a proposal had been circulated regarding how AD resources could be utilised, on a loan basis, to provide working capital for the CIC. The Board agreed that this was an important way to ensure the success of the decision to form the CIC. There was unanimity that the proposal should be actioned at the earliest opportunity and ME would liaise further with SK.

The Board also considered the CIC's FY22 delivery plan,

FY22+ budget

ME highlighted key focus on FY22 and FY23 with 3-4 year forecasts being less predictable. He explained assumptions made about the FY23+ funding settlement from Sport England and the close management focus being taken in the run up to the anticipated decision in Sept 21. KC commented that she was pleased to see that advice she had suggested about modelling forecast income and expenditure was reflected in the proposals. SW highlighted the more systematic way he was developing for converting leads and would provide a more detailed overview at the next meeting,

KC proposed that the budget was accepted and this was agreed unanimously. The business plan as a whole was also approved and the Board was in agreement with the AD CIC delivery plan.

Ref:	Decisions		
210305 ADB E	<i>The Board approved the FY22+ Budget</i>		
210305 ADB F	<i>The Board approved the FY22 Business Plan</i>		
210305 ADB G	<i>The Board noted the FY22 CIC Delivery Plan</i>		
210305 ADB H	<i>The Board confirmed its approval that monies from its unrestricted reserves should be transferred to Active Devon CIC, on a loan basis, as per the proposal circulated.</i>		
Ref:	Actions	Who	Date
210305 ADB-03	<i>SW to circulate video update to Board members</i>	SW	Mar 21
210305 ADB-04	<i>SW to present to Board on conversion formula at next Board meeting</i>	SW	May 21
210305 ADB-05	<i>Update and Liaise with SK on CIC discussion</i>	ME	Mar 21

6. Active Devon 2022+ Strategy

Proposals had been previously circulated and ME requested that Board members feedback any additions or comments on the strategy roadmap.

Ref:	Actions	Who	Date
210305 ADB-06	<i>Email feedback on the strategy development roadmap</i>	ME/CC	ASAP

7. AOB

JG requested that decisions and actions should be circulated within a week of Board meetings.

Board Members were in agreement that the July Board meeting should be held 'in person' if restrictions allow, and that it should be followed by a social element after the meeting.

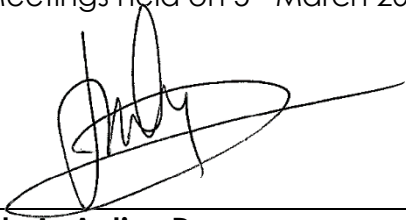
Future Meeting Dates

6th May 2021 2.30-5.00pm
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

22nd Mar 2021 4.15-5.00pm
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 5th March 2021



06/05/2021

Chair, Active Devon

Date