

Active Devon Board

Notes of the meeting held on 15th July 2021 at 1430

Board Members Present (virtual via Teams):

Jim Nye, Andy Martin, 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), Hannah Worth (Director – Tackling Inactivity)

1. Chair's Welcome and Opening Remarks

JN welcomed Board members to the meeting. JC & JG would need to leave early.

2. Apologies:

Hannah MacDonald, Diana Crump

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 6th May 2021 were reviewed. There were no matters arising.

Ref:	Decisions
210715 ADB A	<i>The notes of the meetings held on 6th May 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) DCC Case for change on CIC – ME advised that DCC had provided a business case template. Further meetings of the project Board would be postponed pending our completion of the template. This could not be prioritised in advance of the Sport England system partner submission (see below). JG & KC agreed to give input on behalf of the Board when the time was right. ME confirmed that helpful further guidance has been received from DCC finance in respect of the parameters of our existing arrangements.

(b) SE Relationship – ME gave a verbal briefing on Sport England's approach to determining future 'System Partner' investment. A planned 5 year investment commitment and a single award with greater flexibility were both very positive. He explained that the process has a greater emphasis on 'relationship' and 'improvement planning'. Finally he notes that much clearer & more tangible alignment to SE strategy priorities will demand greater accountability.

SLT has decided to opt for the 'track 1' submission to SE. This means a tight deadline of 30th July. Although this would require intensive focus the advantage is a confirmation of outcome by

September. Input from Board discussions about emerging strategy would be extremely relevant to the submission.

There was discussion around how LDPs fit in to SE thinking & Learning and also how much flexibility we will actually have over funds. ME agreed that the stage 1 submission would be circulated to the Board when complete.

Ref:	Decisions		
210715 ADB B	The Board noted the contents of the FY22 Q1 CEO report		
Ref:	Actions	Who	Date
210715 ADB-01	Circulate copy of SE Diagnostic report to Board members when completed	ME	Aug 21

6. Active Devon 2022+ Strategy

An interactive workshop session focussed on latest findings from the strategy development process was held. It focussed on discussion and feedback around key themes from the discussion paper which had been previously circulated:

- Strategic Priorities of 'Championing Equality' and 'Enabling Local System Change'
- Customer focus on people and organisations that enable others
- Dual focus of 'broad reach' and 'targeted impact' work
- Defining strategic ambition as a numerical target

The next steps were to further test these emerging themes externally, before coming back to the Board.

7. Directors' reports

(a) Performance and Finance reports – Matt Evans

(b) Enterprise & Communications – Sam Williams

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

The reports had been previously circulated and discussion focussed on the following:

(a) Performance – There were no significant performance exceptions but the Board discussed the need to refine performance reporting to encompass qualitative impact in addition to metrics. ME agreed this would be an important element of the work to develop a revised approach to evaluation and learning in respect of place / system change working.

Finance – KC challenged ME on performance against traded services targets for FY22 and implications for FY23 onwards. In response ME advised that overall income projections for FY22 were currently on track, largely through performance on grants & commissions. Further analysis would be required to determine longer term confidence. Detailed financial modelling would be necessary as we move into a new funding arrangement from March 2022 and KC agreed to assist prior to next Board meeting.

(b) Enterprise and Communications – following the discussion that had arisen from the Finance report SW emphasised the need to keep learning from what is working well. Grants & Commissions were performing better than planned. CIC discussions will be important moving forward. In response to queries about the pipeline figure and conversion rates, SW updated the Board on prospective opportunities focused on COVID recovery, tackling inequality and active

travel. He also advised that conversion rates could be determined from the pipeline for analysis of future projections.

In respect of communications targets, SW explained that they fluctuated based on the reporting periods when online challenges fall.

(c) Operations - CB advised that the draft audit report had just been received. No significant exceptions had been found. CB suggested SK's support would be helpful to review risk assessment and opportunities to manage through DCC framework. CB advised that an Audit Sub Committee meeting needs to be arranged to discuss the audit report in detail.

Ref:	Decisions		
210715 ADB C	The Board noted the contents of the FY22 Q1 Performance report		
210715 ADB D	The Board noted the contents of the FY22 Q1 Finance report including the FY21 audit certificate		
210715 ADB E	The Board noted the contents of the FY22 Q1 Enterprise & Comms report		
210715 ADB F	The Board noted the contents of the FY22 Q1 Risk report		
Ref:	Actions	Who	Date
210715 ADB-02	KC to assist with financial modelling	ME/KC	From Jul 21
210715 ADB-03	Conduct further analysis of enterprise and growth financial performance and future projections to inform financial modelling	SW	Aug 21
210715 ADB-04	SK to review risk assessment & discuss opportunity to manage through DCC framework	SK/CB	Oct 21
210715 ADB-05	Arrange audit sub-committee meeting to review detailed audit report when received	CB	Sep 21

8. AOB

ME suggested that forthcoming Board informal catch-ups might be used to discuss formal business ahead of the next Board meeting in October since SE Investment and strategy development matters were moving very quickly at the moment.

Future Meeting Dates

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

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 Meeting held on 15th July 2021



03/12/2021

Chair, Active Devon

Date