

# Active Devon Board

Notes of the meeting held on 14th March 2019

## Board Members Present:

Holly Woodford, Karen Cook, Diana Crump, Simon Kitchen

## Also in attendance:

Matt Evans (Chief Executive, Active Devon), Hannah Worth (Director - Tackling Inactivity, Active Devon), Claire Beney (Director - Operations and Core Programmes, Active Devon), Sam Williams (Director - Enterprise and Communications, Active Devon), Gareth Dix (Director - Strategic Relationships, Active Devon), Jo Colin (Director - Strategic Relationships, Active Devon), Gemma Stuart (Executive Assistant, Active Devon)

## 1. Apologies:

Jo Yelland, Andy Martin, Jim Nye

## Chair's Welcome and Opening Remarks

HoW welcomed members to the meeting and in doing so explained that JN was still out of the county on a CPD course and would be returning in April. She welcomed Gemma Stuart (GS) and introduced her to the rest of the Board.

## 2. Declaration of Interests

There were no specific declarations of interest beyond those held in the DOI register. HoW noted the need to update the DOI register in respect of her contracted work for Exeter & Cranbrook Pilot.

## 3. Notes of the meetings held on 14th January 2019 and matters arising

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

3(a) DBS checks for Board members - the Board considered the report which had been previously circulated.

Ref:	Decisions		
190314 ADB A	<i>The notes of the meeting held on 24th January 2019 were agreed as a correct record.</i>		
190314 ADB B	<i>The Board approved the proposal that DBS criminal records checks should be a requirement for all future and current Board Members.</i>		
Ref:	Actions	Who	Date
190314 ADB-01	<i>Arrangements to be made for DBS checks and ID verification</i>	CB	Apr-19

## 4. Business Plan & Budget for FY20 (Senior Leadership Team)

The Senior Leadership Team (SLT) presented the Business Plan & Budget for FY20. There was much positive feedback from the Board on the format of the presentation and they felt that it elevated the discussion to a higher level. The following key factors were discussed / agreed:

**Equality & Diversity** - There was discussion about how the equality priorities could be communicated much more explicitly, particularly externally. This should be planned in line with emerging communications strategy and be brought back to the Board for further consideration.

**Enterprise & Business Growth** - Understanding customers and delivering impact for them was considered essential to achieving effective business growth. This tied closely to a more focussed approach to stakeholder engagement and partnership development.

The Board was pleased to see a 'portfolio' approach being adopted to enterprise opportunities and also discussed where wider opportunities for potential growth such as the diversity agenda and topical community issues such as youth engagement. Members agreed to bring further potential opportunities to the attention of SLT.

**Participants' metrics** - The Board was positive about the continuing focus on better metrics and consistency of collection, analysis and reporting. It considered whether reporting cost per participant data may be a useful metric but only if it was proportionate to the effort of collecting it. SLT would consider this further.

**Stakeholder Survey** - It was decided that we would use our own survey, rather than CSPN's.

**Strategic Outcomes and KPI Measures** - The Board agreed the proposed new strategic outcomes framework and noted the direction of travel on associated KPI measures. The use of blended quantitative and qualitative measures was welcomed. In terms of specific KPIs it was agreed that SLT should seek to track and baseline its intended measure through Q1 so that further consideration could take place at the FY20 Q1 meeting.

**Proposed FY20 Budget** - The budget as presented highlighted the gap necessary to be addressed in the latter part of the four year profile. In reality such a long term forecast was highly assumptive. Any future shortfall would be obviously be addressed by management action, preferably by raising additional income or if necessary by reduction of costs. Whilst the Board was content with the focus of the business plan and the budget position shown for FY20 it was unable to approve the four year budget forecast as currently presented. It should be reprofiled to show a balanced budget.

Ref:	Actions	Who	Date
190314 ADB-02	As part of emerging communications strategy SLT to draft plan on how to elevate visibility of Equality & Diversity	SLT	Jul-19 Nov-19
190314 ADB-03	Board Members to flag possible enterprise / revenue opportunities to SLT	Board	Ongoing
190314 ADB-04	SLT to track proposed strategic outcomes measures through FY20 Q1 and return to the Board for further consideration	SLT	Jul-19
190314 ADB-05	Revised FY20-23 Budget to be presented to Board for consideration	ME/CB	Apr-19
Ref:	Decisions		
190314 ADB C	The Board approved the FY20 business plan and FY20 budget		
190314 ADB D	The Board approved the Strategic Outcomes framework and direction of travel on associated KPI measures		
190314 ADB E	It was agreed that AD should use it's own stakeholder survey rather than the CSPN version		

**5. AOB**

**Board Recruitment** - An advert is due to be released and everyone was encouraged to forward to their contacts and promote through their networks.

**Potential Investment** - SK made the Board aware of an upcoming DCC Communities funding opportunity which he will discuss further with the team.

Ref:	Actions	Who	Date
190314 ADB-06	Board to promote advert for new Board members	Board	ASAP

**Future Meeting Dates**

- 17 Jul 2019 2.30-5.00pm
- 7 Nov 2019 2.30-5.00pm
- 6 Jan 2020 2.30-5.00pm
- 19 Mar 2020 2.30-5.00pm (budget & business plan)
- 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 14th March 2019

*[Handwritten Signature]*  
 Chair, Active Devon

17/7/19  
 Date