

## **Active Devon Board**

### **Notes of the meeting held on 24th January 2019**

#### **Board Members Present:**

Holly Woodford, Karen Cook, Diana Crump, Simon Kitchen, Jo Yelland

#### **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), Claire Colman (Business Support Officer, Active Devon), Michael Beechener (Devon County Council)

#### **1. Apologies:**

Andy Martin, Jim Nye

#### **Chair's Welcome and Opening Remarks**

HoW welcomed members to the meeting and in doing so explained the JN was currently out of county on a CPD course and would be returning in April. She was very pleased to welcome new Director colleagues to the meeting and acknowledged the significant milestone it represented for the way the Board may function differently in future.

#### **2. Declaration of Interests**

There were no specific declarations of interest beyond those held in the DOI register. ME informed the Board that he had a new interest to declare having been recently appointed to the Board of Governors of Plymouth Marjon University.

#### **3. Notes of the meetings held on 1st November 2018 and matters arising**

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

<b>Ref:</b>	<b>Decisions</b>
190124 ADB A	<i>The notes of the meeting held on 1st November 2018 were agreed as a correct record.</i>

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

ME echoed HoW's welcome to new Director colleagues and expressed his confidence that 11 months on from the Board's decision to restructure the new Senior Leadership Team combined strong existing skills with exceptional strength and breadth in new appointments. This was mirrored in appointments at operational level and represented a positive opportunity for Active Devon going forward.

He highlighted a number of points which would be covered in more detail during the meeting, namely: Financial modelling for FY20 had been completed and was much more reassuring; The early appointment of SW to lead Enterprise & Business Growth which will allow the development of much firmer proposals in the medium term with carefully thought through strategy; the unfortunate but unsurprising reduction in DCC funding; the positive outcome to the recent Quest QA assessment with consistent high quality of team cited throughout; AD's continued close involvement in the Exeter & Cranbrook Local Pilot which had significant milestones in the next quarter; the excellent work of Mark Tyler in securing BBC Radio Devon as media partner for forthcoming campaigns, and finally; the crucial business planning process over next few weeks to re-focus the team.

JY commented on her attendance at the fabulous Devon Girls Can launch recently which she had found really inspiring.

**5. Strategic Relationships Directors Introductions and emerging priorities (Presentation) - Gareth Dix & Jo Colin**

ME introduced GD and JC who had been appointed to the two Director (Strategic Relationships) roles, the pilot roles shared with Sport England. They gave a joint presentation on their backgrounds and the focus of their respective roles. GD summarised his theme focus primarily within the health / STP prevention agenda and geographic focus within the Devon area. Conversely JC explained her geographic focus in Plymouth and Torbay and theme focus around education. In response to the Board's discussion ME explained that understanding and focus for Sport England's requirements was still developing as the last of the eight colleagues nationally had just commenced. It was his view that the posts would be most effective the closer they could be grounded locally and contribute that local learning into the national agenda.

**6. Director of Enterprise & Business Growth introduction to role and approach (Presentation) - Sam Williams**

ME introduced SW who had commenced his appointment as Director (Enterprise & Business Growth) in early January. He gave a presentation introducing his proposed approach and very early thinking about how the role could be successful. The presentation prompted significant debate: JY reflected on the significant challenge facing Exeter and Cranbrook in mobilising the community volunteer workforce; DC was enthused by the new approach and thinking reflected; KC commented on the need to maintain awareness of risk balanced by investing in sufficient time to see results from new approaches; JY the need to maintain clear focus on what success looks like, and; HoW the need to balance new innovations with fulfilling existing obligations.

<b>Ref:</b>	<b>Decisions</b>
190124 ADB B	<i>It was agreed that SW should present a more detailed set of proposals to the March meeting when further work on the Enterprise and Business Growth plan had taken place</i>

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

CB introduced the report which had been previously circulated. In particular she highlighted: the proposed approach she was leading for FY20+ business planning; the work undertaken with SK to further review and refine the approach to risk management; the very positive experience and outcome of the recent Quest QA assessment visit, and the review she had conducted in respect of the MoA and Constitution.

In discussing the approach to risk management the Board clarified the management team's responsibility to manage risk and its responsibility to check and challenge to achieve reassurance.

HoW congratulated the team on the Quest assessment outcome but questioned the use of an improvement process to make judgements on performance.

The review of the MoA and Constitution prompted further discussion amongst the Board about the role of Directors in Board meetings and whether or not they should have voting rights. CB considered this was entirely a matter for the Board's discretion who could adjust the Constitution as it saw fit. HoW stated that the recruitment of new Board Members to fill skills gaps remained a priority and the timing of the re-scheduled Board development workshop should be aligned with any new appointments.

KC introduced the finance report and indicated that there was very limited movement since the Q2 report. CB explained that the budget had been adjusted to account for a profiling error present in the previous reports.



Ref:	Actions	Who	Date
190124 ADB-01	Seek reassurance on Quest process for performance assessment of CSPs at forthcoming SE Round Table meeting	HoW	Feb-19
190124 ADB-02	Schedule a Board development session for when newly recruited Board Members were appointed	ME	TBC
Ref:	Decisions		
190124 ADB C	The Board noted the contents of FY19 Q3 risk report		
190124 ADB D	The Board agreed that future reports on risk should be focussed towards specific risk themes.		
190124 ADB E	The Board noted the contents of the FY19 Q3 finance report		

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

HaW introduced the report which had been previously circulated. In doing so she summarised the continuing challenges she was addressing in consistency of current and previous performance data collection. This remained a high priority and the aim was to improve the situation for reports from 1st April. She explained the performance lags on mid-life and connecting actively to nature programmes. She also summarised the Active Lives survey data which was included in the performance report. Finally she highlighted key forthcoming priorities: the programme development work taking place for the Exeter & Cranbrook Local Pilot; work on performance data and insight strategy including improved performance reporting; the continuing ongoing work with a commercial partner to secure support for women's cycling, and; the critical importance of FY20+ business planning.

Ref:	Decisions
190124 ADB F	The Board noted the contents of the FY19 Q3 performance report

## 9. AOB

### (a) dates & times of future meetings

DBS checks for Board Members - CB stated that following the last review of the safeguarding policy it had been recommended by Karen Jones and DC that Board Members should undergo DBS checks as was common practice in the charitable sector. ME acknowledged that DC had raised the matter with him and that it had not been actioned previously. There were some queries raised in relation to the proposal and HoW proposed that a paper should be prepared for the Board's consideration at its next meeting.

Future Board Meeting dates - ME proposed that meetings should be shifted back by 1 week to assist timely preparation and circulation of papers. Afternoon meetings were also agreed as being preferable.

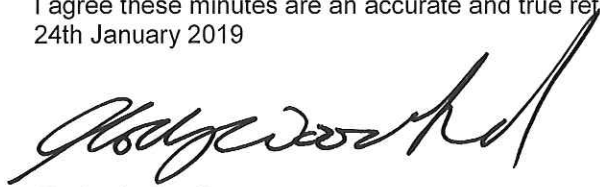
Ref:	Actions	Who	Date
190124 ADB-02	Paper outlining the position on DBS checks for Board Members to be prepared for consideration at the next Board Meeting	CB	Mar-19
Ref:	Decisions		
190124 ADB F	The Board agreed the proposals for scheduling of future meetings		

### Future Meeting Dates

Thursday 14th March 2019

Thursday 25th April 2019

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 24th January 2019



Chair, Active Devon

Date 14/03/19