

# Active Devon Board

Notes of the meeting held on 24<sup>th</sup> February 2022 at 14:30

## Board Members Present (virtual via Teams):

Karen Cook, Angie Scott, Simon Kitchen, Hannah MacDonald, Diana Crump, Jim Nye, Andy Martin

## Also in attendance:

John Bougeard (Board Member designate), Matt Evans (Chief Executive), Claire Beney (Director – Operations and Core Programmes), Gareth Dix (Director – Strategic Relationships), Jo Colin (Director – Strategic Relationships), Hannah Worth (Director – Tackling Inactivity), Claire Colman (Business Support Officer)

## Chair's Welcome and Opening Remarks

JN welcomed JB to the meeting. He was attending as observer pending formalisation of his appointment. The Board recorded their thanks to KC for all the work she has undertaken as Vice Chair and Finance Lead, the latter role which JB would be taking over.

### 1. Apologies

Jon Govender

### 2. Declaration of Interests

There were no new DOIs beyond those held on the register.

### 3. Note of the meeting held on 3rd December 2021

The actions from the meetings on 3<sup>rd</sup> December 2021 had been completed and there were no matters arising. The minutes were agreed as an accurate record.

Ref:	Decisions
220224 ADB A	<i>The notes of the meetings held on 3rd December 2021 were agreed as a correct record.</i>

### 4. CEO's report

The report had been previously circulated. Discussion focussed on the implications of the Sport England restructure and support offered to Active Cornwall in the light of its recent change in leadership.

Ref:	Decisions
220335 ADB B	<i>The Board noted the content of the FY23 Q3 CEO report</i>

## 5. Future Risk and Governance Requirements

CB introduced the report which had been previously circulated. She highlighted the refreshed approach reflected in the updated risk register. Discussion and feedback covered: Cyber security – warnings of increased likelihood from Russian sources; Data governance – particularly information retention, digital imagery consent and cookie disclaimers.

CB highlighted the key changes to the UK Governance Code and the implications for Tier 3 compliance. All Board members were encouraged to familiarise themselves with the Code.

CB advised that further business related to the new code would be brought forward at subsequent meetings. This would include the topic of lead Board Member roles, some of which are mandatory. In response to DC, ME concurred that the current 'subject champion' approach worked well as it did not imply sole accountability resting with a single 'lead' Board Member.

The Board agreed with the position and approach taken in respect of review of the DCC/AD MOU. A further update would be provided once DCC's response was known. The key changes proposed to the Constitution were noted and the full updated version would be circulated for approval.

<b>Ref:</b>	<b>Decisions</b>		
<b>220224 ADB C</b>	<i>The Board approved the amended risk register for use in FY23</i>		
<b>220224 ADB D</b>	<i>The Board noted the change to Tier 3 Governance Code</i>		
<b>220224 ADB E</b>	<i>The Board noted the key amendments to the AD Constitution and position in respect of the DCC/AD MOU</i>		
<b>Ref:</b>	<b>Actions</b>	<b>Who</b>	<b>Date</b>
<b>220224 ADB-01</b>	<i>Add cyber attacks as specific risk on register</i>	CB	Apr 22
<b>220224 ADB-02</b>	<i>Review fitness of approach relating to data retention</i>	CB/CC	Apr 22
<b>220224 ADB-03</b>	<i>Circulate Tier 3 Governance document to Board members</i>	CB	Apr 22
<b>220224 ADB-04</b>	<i>Updated constitution to be circulated by email for formal approval</i>	CB	Apr 22
<b>220224 ADB-05</b>	<i>JN and CB to meet to discuss governance updates</i>	CB/JN	Apr 22

## 6. Business Plan

The business plan had been previously circulated and SLT colleagues summarised key elements with a presentation of examples and case studies to bring it to life. Discussion included: importance of using stories and case studies to articulate intent and provide examples of desired impact; some areas of clarity between where understanding/relationships were new of building on those established; importance of focusing on learning as a key outcome, and; some key points of language which should helpfully be reviewed before a summary is published.

HW provided an update on the development of the evaluation framework, reflecting both the national MEL (measurement, evaluation and learning) context and the relevance and development of Theory of Change methodology. She thanked HM for her input and feedback. In response to AS's question about benchmarking, HW explained that a blend of bespoke and

common indicators were likely to be identified across all 130 system partners but that these were still unclear as Sport England's work on MEL was still to be finalised.

## 7. FY23+ Budget and Financial Strategy

ME thanked KC for her support on the budget planning over recent months. The report had been previously circulated and ME highlighted key elements including the strategic intent, rationale behind financial targets and proposals which would both facilitate opportunities and mitigate risks. He also summarised key assumptions underpinning the 4 year forecast. KC gave a positive assessment of the proposals, in particular the reassurance of modelling from previous years' performance and the greater certainty on the 24 month financial horizon versus years 3 and 4 of the forecast. She considered the reserves position to be sufficiently robust to make risks acceptable, assuming they are carefully managed within set timelines. SK queried assumptions for salary cost inflation and ME committed to follow up with him directly.

Ref:	Decisions
220224 ADB F	The Board approved the FY23 Business Plan, including the FY23-26 4 year budget

## 8. AOB

**Future Board dates** – ME advised that that future dates would be circulated, including re-introduction of informal catch ups. The proposal that the next meeting take place in person if possible was unanimously agreed.

Ref:	Actions	Who	Date
220224 ADB-06	Circulate future meeting dates	ME	Apr 22

## Future Meeting Dates

28<sup>th</sup> April 2022 2.30-5.00pm  
21<sup>st</sup> Jul 2022 2.30-5.00pm

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 24<sup>th</sup> February 2022



Chair, Active Devon

28/04/2022

Date

# Active Devon Board

24<sup>th</sup> February 2022

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## Apologies:

Jon Govender

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## Summary of Decisions & Actions

Ref:	Decisions		
220224 ADB A	The notes of the meetings held on 3rd December 2021 were agreed as a correct record.		
220335 ADB B	The Board noted the content of the FY23 Q3 CEO report		
220224 ADB C	The Board approved the amended risk register for use in FY23		
220224 ADB D	The Board noted the change to Tier 3 Governance Code		
220224 ADB E	The Board noted the key amendments to the AD Constitution and position in respect of the DCC/AD MOU		
220224 ADB F	The Board approved the FY23 Business Plan, including the FY23-26 4 year budget		
Ref:	Actions	Who	Date
220224 ADB-01	Add cyber attacks as specific risk on risk register	CB	Apr 22
220224 ADB-02	Review fitness of processes relating to data retention	CB/CC	Apr 22
220224 ADB-03	Circulate Tier 3 Governance document to Board members	CB	Apr 22
220224 ADB-04	Updated constitution to be circulated by email for formal approval		
220224 ADB-05	JN and CB to meet to discuss governance updates	CB/JN	Apr 22
220224 ADB-06	Circulate future meeting dates	ME	Apr 22