

Active Devon Board

Notes of the meeting held on 28th April 2022 at 14:30

Board Members Present (virtual via Teams):

Karen Cook, Hannah MacDonald, Diana Crump, Andy Martin, John Bougeard

Also in attendance:

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)

For item 6: Aaron Harverson (Projects Manager)

Chair's Welcome and Opening Remarks

KC chaired the meeting in JN's absence

1. Apologies

Jim Nye, Simon Kitchen, Angie Scott

2. Declaration of Interests

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

3. Note of the meeting held on 24th February 2022

There were no matters arising that were not covered on the agenda. CB updated on the ongoing programme of actions required for ensuring compliance with Tier 3 Governance Code requirements, and the requests that would be forthcoming for input from Board Members.

Ref:	Decisions		
220428 ADB A	<i>The notes of the meeting held on 24th February 2022 were agreed as a correct record.</i>		
Ref:	Actions	Who	Date
220428 ADB-01	<i>Annual Board Member surveys to be sent to Board Members</i>	CB	<i>Jun 22</i>

4. CEO's report

ME updated on: meetings with Phil Smith, SE Exec Director (Partnerships); the forthcoming launch of Devon Moving Together; progress on AD's local engagement work, and; updates from the recent AP Network convention and the appointment made to the vacant CEO position.

He also paid tribute to Karen Cook and thanked her for her unstinting support of AD during her tenure as a Board Member. Likewise he thanked Jo Colin who would be leaving AD in early June.

Ref:	Decisions
220428 ADB B	<i>The Board placed on record its thanks to Karen Cook and Jo Colin for their exceptional commitment and contributions to Active Devon.</i>

5. Diversity & Inclusion Action Plan (DIAP)

CB gave a presentation summarising the current Diversity & Inclusion Action Plan and highlighting requirements related to the Tier 3 Governance requirements. She then facilitated a discussion session during which Board Members gave feedback to contribute to an updated FY23 action plan. Feedback included:

- Compliance requirements should not be the driver for our commitment to diversity and inclusion.
- Consider timing and venue Board meetings to increase accessibility.
- Consider additional barriers beyond protected characteristics eg access to technology etc.
- Reassurance that applications follow DCC standards but consider additional routes to publicise vacancies and reach a more diverse range of people
- Examine potential of 'reference' groups, not just direct representation on the Board as well as the possibility of shadowing/mentoring arrangements.
- Consider new ways of structuring the agenda and content for board business.

Board members were invited to provide further feedback direct to CB. The updated DIAP would be brought to the July meeting for approval.

Ref:	Actions	Who	Date
220428 ADB-02	<i>Board members to email CB with any further input</i>	All	Jun 22

6. Environment & Climate Change

ME welcomed AH to the meeting, explained his role as strategy for AD's environmental action planning and summarised the relevance of his background. He also summarised the national context in respect of the emerging Sport Environment and Climate Coalition (SECC).

AH reminded the Board of the two fundamental pillars of our work which could make a positive environmental impact, our promotion of active travel through our Everyday Movement strategy theme and our Environmental Action Plan which focused on how we run the business. he facilitated a discussion aimed at providing input to the action plan. It included suggestions for good practice guides and carbon auditing and practical areas where AD may focus eg plastics in supply chain. The SECC pledge was also discussed. There was broad support in principle for the intent and relevance of the pledge. In order to fully understand how we could best support it was agreed that an organisational carbon audit should take place.

Ref:	Decisions	Who	Date
220428 ADB C	<i>The Board noted and supported the emerging work of the SECC and agreed that an organisational carbon audit should be completed as the first step in reducing Active Devon's environmental impact.</i>		
Ref:	Actions	Who	Date
220428 ADB-03	<i>Active Devon to undertake carbon audit</i>	AH	Jul 22

7. 2017-22 Strategy Review and FY23 Year End Performance Report

Discussion focused on the 2017-22 strategy. ME and HW highlighted key successes and failures and Board Members reflected on what had been learnt as well as the achievements which they considered to be most significant. It was evident and encouraging to see that the learning had so clearly influenced and was reflected in the new strategy.

Q&A on the Q4 performance report covered strategic relationships and learning related to local work in Plymouth and collaboration with Living Options Devon on Deaf Get Active and Volunteer. HW & DC agreed to meet separately to discuss the latter further.

Ref:	Decisions		
220428 ADB B	The Board noted the FY23 Q4 performance Report		
Ref:	Actions	Who	Date
220428 ADB-04	Meet to further discuss strategic opportunities for LOD/AD collaboration	HW & DC	Jul 22

8. Directors' reports

(a) Risk (CB)

Consistency of language was queried but otherwise Board Members were content with the Risk Report and also noted format of future reporting would change, aligned to updated risk registers.

(b) Finance inc. Business Sustainability & Growth Performance (ME)

KC summarised the updated approach to reporting which she, JB and ME had discussed. It gave greater clarity to risk positions related to future finance strategy. She recommended the proposed re-allocation of reserves which was agreed. Provisional FY22 y/e position was noted.

Ref:	Decisions
220428 ADB D	The Board approved the FY23 Q4 Finance and Risk Reports
220428 ADB E	The Board approved the re-allocation of excess reserves

9. AOB

JB recorded formal thanks to KC for her time and the handover of finances.

Future Meeting Dates

21st Jul 2022 2.30-5.00pm

27th Apr 2023 2.30-5.00pm

1st Nov 2022 2.30-5.00pm

20th Jul 2023 2.30-5.00pm

23rd Feb 2023 2.30-5.00pm

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 28th April 2022



Chair, Active Devon

21/07/2022

Date

Active Devon Board

28th April 2022

Board Members Present (virtual via Teams):

Karen Cook, Hannah MacDonald, Diana Crump, Andy Martin, John Bougeard

Also in attendance:

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)

Summary of Decisions & Actions

Ref:	Decisions		
220428 ADB A	<i>The notes of the meetings held on 24th February 2022 were agreed as a correct record.</i>		
220428 ADB B	<i>The Board noted the content of the FY23 Q4 CEO report</i>		
220428 ADB C	<i>The Board noted the FY23 Q4 performance Report</i>		
220428 ADB D	<i>The Board approved the FY23 Q4 Budget</i>		
220428 ADB E	<i>The Board approved the FY24+ Budget</i>		
Ref:	Actions	Who	Date
220428 ADB-01	<i>Equality Survey/SEK to be sent to Board Members</i>	CB	Jun 22
220428 ADB-02	<i>Board members to email CB with any further thoughts</i>	All	Jun 22
220428 ADB-03	<i>Board members to think of proposals for environmental & climate change</i>	All	Jul 22
220428 ADB-04	<i>Active Devon to undertake carbon audit</i>	AH	Jul 22