

**MINUTES**

**Subject: Active Essex Board Meeting**

**Date & Time: Tuesday 23rd January 2024, 09:30 to 11:00**

**Location: Via Teams**

**Chair: William Bird**

**ATTENDANCE**

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| **Acronyms** | **Board Member Name** | **Board Position** | **Meeting attendance** |
| WB | William Bird | Chairman | Full meeting |
| BM | Bob Mclintock | Board Member | Full meeting |
| DD | Dan Doherty | Board Member | Full meeting |
| CR | Caroline Rassell | Board Member | Full meeting |
| DS | David Sollis | Board Member | Full meeting |
| LB | Lee Bailey | Board Member | Full meeting |
| FB | Fiona Bool | Board Member | Full meeting |
|  | **Active Essex Staff Name** | **Job Title** |  |
| HA | Holly Adams | Marketing and Communications Officer | Item 5 |
| GH | Grace Hilton | Marketing and Communications Officer | Item 5 |
| JF | Jason Fergus | Director | Full meeting |
| KC | Danielle Crawford | Sports and Physical Operations Advisor/ Minute taker | Full meeting |
| RL | Rachel Lewis | Relationship Manager | Full meeting |
| RH | Rob Hayne | Strategic Lead Business Operations | Full meeting |

**MINUTES**

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| **Item** |  |
| **1** | **Welcome**  **Apologies**   * Apologies were noted from Anton Ferdinand, Emma Lewis, Scott Logan and Anne Wafula- Strike   **Any Conflict of Interest on agenda**  No conflicts of interests were brought up by the Board on this occasion.  WB highlighted how over the next 3 months date will be going into Board members diaries for each members appraisal. This is to determine how board members are feeling on the board and what they feel they are contribution to thew Active Essex Board meetings.  The template that will be used is Sport England’s and WB mentioned he would welcome any feedback. |
| **2** | **Approval of minutes & actions from meeting held on 24th October 2023**  Actions taken from the previous minutes-   1. JF began by referring to the action of dates for the future Active Essex Board meetings. This was completed and all dates for the next calendar year are in the diary. 2. The next action risen was the Workshop future for external members to be invited- this action is still ongoing. 3. The Awards evening was completed and a success. 4. Finally, JF asked RH about the letter regarding governance code- JF highlighted how it was agreed that it wasn’t appropriate that RH met with several colleagues nationally, so a verbal conversation took place with WB outside the room, and this was also fed back to the Audit committee in the previous meeting.   ***Decision Required - Approval of minutes:***  BM declared he approves the minutes from the October Board meeting and CR seconded it. Therefore, the minutes were approved.  **Matters arising:**  No matters were mentioned by the Board. |
| **3** | **Active Essex Foundation-**  BM picked up this update providing an update from the last Active Essex Foundation meeting which took place on Friday 19th January 2024 1pm.  BM arose the following points to the Board-   1. A very thorough Policy review, which was initiated by Jamie Rhodes took place. The Lone Working Policy was looked at and additionally policies related to Expenses. Jamie took on board the feedback that was provided regarding these policies. 2. The projects update was then looked at where an update was given regarding the Sport and Youth Crime Project. This project was mentioned to be going very well from Louise Voyce and the Lottery have agreed that further funding can be applied for. 3. Louise Voyce also provided an update on the Youth Mental Health project and shared the news that Luke Tandy has been appointed as the Lead officer. 4. Louise also highlighted other funding applications for Projects she had submitted. 5. BM also shared how the improvement to the Business plan was looked at and the input of the trustees was noted. 6. WB mentioned how there was hesitation to the agreement of the new funding from DP world. In the end this was agreed.   BM emphasised to the chair it was an efficient meeting and had full attendance.  Additionally, BM added that it may be efficient to invite the staff who is in charge on running the project within Active Essex Foundation so the Board can hear more about the work going on in more depth.  CR strongly agreed with this and suggested using the longer Board meetings to have a report back from the projects that the foundation is supporting and starting up.  All Board members agreed with this suggestion. |
| **4** | **Finance**  RH picked this item up by highlighting how the Governance code has now gone off to Sport England. He thanked the Board for their support and is hoping there will be lots of ‘Mets’ this time around rather than the ‘unmet’ from last time.  Additionally, RH added that the end of the fancily year is approaching and as shown in the budget papers, the spending is on track. RH emphasised how its important to use the Essex County Council budget as it is, use it or lose it.  RH went on to say that the Sport Welfare roles will hopefully be going out to recruitment in the following week, showing progress.  CR then went on to add that at the previous Audit Committee meeting that she attends, the ‘Risk Register’ was looked at and it become clear that a number of the Board Members Terms of office is coming to and end. CR added that in addition to the reviews that the Chair spoke about at the beginning of the meeting that there will be an opportunity for the Board members to express where they see their future.  There is an external review going on of our Board to ensure there is the right mix of members- this will be feedback via the Audit Committee in the future.  CR went on to highlight the email sent round prior to the Board Meeting regarding Lucy Whiteman’s departure of Essex County Council. CR added how it may be an idea to subtly add this to the risk register due to not knowing what the relationship with Lucy’s replacement will be like. CR then asked JF what his initial thoughts are on this subject and asked did he know this was happening.  DD added this to this by highlighting that as well as Lucy leaving the Board should be thinking about the potential change to the Cabinet Leadership for Health. With John also being a very strong advocate for physical health, this could show some change. DD said that the Board needs to keep showing the great work the Board is doing.  JF then come in to answer CR previous question of the departure of Lucy and answered that no, he did not know Lucy was leaving. JF agrees that this should go on the risk register due to a new relationship needing to be built up. JF added on by telling the Board that him and WB have a in person meeting booked in with Lucy, before she departures, to get an insight of what is going on behind the signs and think about creating a plan of action.  JF also addressed to the board that May 2025 will be the election for the Council so this also needs to be kept in mind. |
| **5** | **Communications update**  HA and GH joined the meeting to pick up their item.  HA began the Communications update by sharing the Comms Plan for the 12 months ahead. Key points made about the plan were:   * On the plan there is icons repeated which shows the work being completed in relation to that icon. * Key calendar dates are then listed on each month. There are also national and international days that Comms can tap into * The megaphone highlights the stuff Comms needs to help amplify. * Speech bubbles then show the main Comms pieces of work that will be completed.   GH asked the board that if there is anything on the plan that the Board members would like to get involved in for them to contact herself or HA.  GH also empathises that on the 5th of March the link will be sent out for the Impact Report for review. All feedback will be needed to be back by the 11th of March.  WB highlighted how great the work shown of the report looks but asked do they get any other supports from other Comms teams due to the workload looking so heavy.  HA answered WB by saying they do monthly toolkits which is then circulated with all of their common stakeholders and organisations. This outlines the focus for the month so that the theme is the same.  HA and GH thanked everyone for their time and left the meeting. |
| **6** | **Safeguarding update**  DS picked up this item by highlighted how the Safeguarding team led by Hollie Wood and Cheryl Lomas met with the CPSU to complete the annual review with NSPCC. This is a big document that gets sent off involving a lot of work by the team.  DS added that as ever they were really impressed by the work being done and very impressed how safeguarding runs from the Board down through the whole team and everything that is completed on the ground and as previously the highest standard was met which DS emphasised how good of a position this is to be in.  DS then went on to say that the Board was provided with the annual review and the action plan regarding Safeguarding children and adults in sport, in the Board pack. DS asked the chair if a vote could we carried out on this Board meeting so it can be moved forward.  WB answered DS by saying this yes and the vote was commenced answering DS with yes this can be carried forward. |
| **7** | **People, Culture, Skills Progress**  RL picked up this item by highlighted how recruitment and how there was a struggle with recruiting the Essex and East manager. This post has now been appointed in early January. RL added its positive as they are Essex based and they are going to be coming in to pick up on the people, culture skills, framework and delivery plan.  RL then went on to highlight how recently JF met with Tara, the CEO of CIMPSA (chartered professional body for our sector). RL added how Tara showed how keen she was to get involved with the things the team has been doing so she is booked to come down on the 6th and 7th of March. RL added how this is opened up to the Board, asking if anyone would like to be involved. |
| **8** | **Directors Report- Q2 Review**  JF picked up this item and began by saying that the 23/24 Impact report is currently being pulled together. He went on to say that one of the reflections he recently had in his 1-1 with Cllr John Spence is that if something is called an ‘impact’ report we need to be really sure on demonstrating the impact that has been done and not just talking about what has been done.  JF mentioned that he emphasised this to the team in the previous week at the Senior Leadership Workshop Day.  JF and RH met with the Comms team the previous day and it was talked about how to be really clear in the four metrics that Active Essex care about which is increasing, decreasing, children’s experience and improving equality and access to physical activity and making sure this is being captured in the Impact Report and what is seen as an improvement.  JF went on to highlight how beneficial the quarterly Senior Leadership Workshop days are with the team as they ensure that everyone is reflecting on a quarterly basis about the impact they’ve had and what they are doing.  Next, JF emphasised how the HAF is a risk not just to Active Essex but also Essex County Council. It is a public sector LA grant and said that it is Active Essex’s job to ensure that the LA has got the relevant intelligence and knowledge to be able to show the impact HAF is having.  JF then went on to tell the Board how one of the Place Based meetings has taken place, which was with Harlow and the next one is happening today with Thurrock. JF said how this journey is ongoing. |
| **9** | **AOB**   * JF brought the matter of EDI to the Board highlighting the current journey. It was agreed at the last Board meeting in Writtle that EDI would become a standing item as part of the Board. Both AWS and FB are going to be the Board champions around this piece of work which means they are invited to the internal EDI Stretch groups. * JF also highlighted how the Diversity and Inclusion action plan has been completed and submitted which was presented at the previous Board meeting. JF said this pan has now been submitted for independent review and we are just awaiting sign off. * HA rejoined the meeting to remind Board members about the Board documentation page on the website that is being created. HA is just awaiting the Automatic response emails to be set up then said how this will be ready to use. HA said to the Board she will email out with more details in the near future.   No more AOB was shared. |
| **10** | **Meeting Close**  This Meeting was closed at 10:46am.  **Date of the next meeting:**  Active Essex Q4 Meeting - Tuesday 23rd April 2024 09:00-15:00 |