

Minutes
Active Norfolk Board Meeting
Wednesday 6th April 2022
Start: 14.00 End: 15.30
Venue: Microsoft Teams

Present: Ben Jones (BJ), Hayley Mace (HM), Kevin Revell (KR), Phil McSweeney (PM), Cllr Margaret Dewsbury (MD), Ian Roberts (IR), Kieron Tuck (KT), Greg Smith (GS), Bob Rose (BR), Sadie Parker (SP)

Observing: Samuel Bensley (SB)

Apologies: James Heale (JM), Sheila Oxtoby (SO), Hayley Mace (HM)

Chairperson:	Greg Smith
Minute Taker:	Claire Ford (CF)
Actions:	Highlighted in yellow. Actions & Matters Arising status listed at end of minutes

No.	Item
1	<u>Welcome & Apologies</u> SB observing. Apologies JM, SO, HM.
2	<u>Minutes of Last Meeting/Matters Arising</u> Minutes of previous meeting on 15/12/21 were agreed Matters arising will be covered in agenda
3	<u>Conflicts of Interest</u> DCMS part of good governance BJ: previously part of recruitment pack GS: annual review is good practise SP: interest as employee of CCG. Annual process of declaration to go out with board papers?
4	<u>Performance and KPIs</u> CCG securing exercise referral funds (£200,000). Looking at non-medicalised intervention and improved access. Integrated ICS post in AN working with CCG strategic lead Sport England confirmed £500,000 for next 5 years.

	<p>Re-opened AN office at reduced capacity. Positive impact on the team and thank you to KT & CF.</p> <p>HAF another 3 years of funding. Worth £2.7 million per year. Work on behalf of children services. AN allocated £250,000 per year. Challenges from DFE. Increase in demand, indicating a rise in inequalities. Yet to operate at full capacity, currently advertising an additional role.</p> <p>Everymove going from strength to strength. Interest from other counties. Business development opportunity to take to Sport England.</p> <p>AN staff attended Teamscape event 21.03.22. The afternoon focused on CI groups. Thank you to IR and PM for attending and their valuable input.</p> <p>KR: Review each CI group and circulate actions as a result of that. Changes to be approved</p> <p>KT: Terms of reference & action plan to review</p> <p>Together Fund: £152,000 from Sport England distributed to local community groups.</p> <p>NCC new Oracle system to go live 13th April. Also, NCC funding challenges. Budget gap of £60 million.</p> <p>GS: HAF, what impact will there be through NCC funding challenges?</p> <p>BJ: relationship is good with children services and makes sense for AN to continue with this work</p> <p>MD: More children need support, and AN work is essential. Hoping to keep redundancies to a minimum in NCC. Looking at ensuring there is no overlay/duplication between teams and services.</p> <p>GS: Good time to speak to Tom McCabe for more insight into this.</p> <p>BR: Important to highlight AN achievements and accomplishments especially with NCC funding challenges present</p> <p>KT: Katala is an essential platform for this. Demonstrates the impact of AN work. RC & KT to continue promoting the values of Katala to each team & embed good working practise. Need to improve logging case studies, however, new strategic marcomms officer is working on that.</p>
5	<p><u>Staffing & Recruitment Update</u></p> <p>New roles appointed in AN: Project Manager, Strategic Communications Officer, Health Development Officer (mat cover), CYP Strategic Lead (internal promotion for JM).</p> <p>Locality Officers interviews for West, North & Breckland recently completed. Full capacity of LOs by May.</p> <p>HAF vacancy currently being advertised.</p> <p>BJ: recruitment has been difficult over the past 12 months but very promising with new members of staff in place.</p> <p>GS: look forward to meeting new team members later in the year.</p>
6	<p><u>Board Recruitment / Vacancies</u></p> <p>Recruiting 2 x new members in May. Board recruitment pack has been updated, focusing on recruiting youth trustees. Pack is available to view in board papers.</p> <p>GS to step down as Chairman. KT currently developing recruitment pack for that.</p>
7	<p><u>DCMS governance review</u></p> <p>Briefly discussed at previous board meeting. Classified as Tier 3.</p>

KT: KR very helpful comparing current criteria against governance arrangement. Summary is available to view. Amber refers to minor text changes, red more detailed amendments required.
 GS: not a huge amount of work to do, appears to be good progress
 KR: summary document is very useful. Send round and ask board to formally sign off.
 KT: created action plan and timeline, hope to be ready by Aug/Sept.
 GS: agree board to sign off

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Sub-committee updates

- Continuous Improvement (KR)
 Insight group there is a concern that it is managing RC's workload. May need to look at additional support in the future.
 Assess where there may be overlaps with each group.
 Overall good work levels with the amount of actions.
- Finance (see point 9)
- Nominations Committee (GS)
- Strategy & Business Planning (PM)
 First draft terms of reference
- Planning & Partnerships (HM absent)
 Further details available in sharepoint

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Finance Reporting & Budget 2022-23

- Finance
 IR: Report from last minutes have been updated. Shows annual figures in profit/loss. How did it perform against the budget? Aligned to new structure to allow SMT to manage their own budgets.
 KT: produced finance report. 4/5 debtors. Profit surplus approx. £173,000, exact figure not published yet. HAF finances to be sorted in period 13.
 IR: need air of caution moving forward as surplus is partially due to staff savings
 KT: Agree re staffing expenditure. Also, existing funds altered through covid helped with operational costs.
 GS: Grant from Sport England? BJ: Always spend Sport England money. No liability that this will change. Always find additional investment throughout the year at AN.
 KR: need a policy on the reserves
 GS: financial dashboard for board to view
- Budget
 KT: Forecast of shortfall/profit, ongoing process. Moving forward, team leads to take an active role in monitoring their own cost centres.
 GS: Where do the accountabilities of the board lie? Are you happy with our support?
 KT: BR & IR on the finance committee are very helpful and help to push things forward in the right direction.
 GS: DCMS finances are administered by NCC, giving another level of assurance.
 BJ: Board to sign off budget
 SP: Interested in the budget process. Finance committee to be scrutinised and agreed?
 GS: The team will need to put a budget plan together and circulate. Can agree/disagree outside of board meeting.

	<p>BJ: Budget for 22/23 has already been implemented and agreed, however, it is important for the board to understand.</p> <p>GS: Analyse and agree budget on meeting arranged for 20th April.</p> <p>SP: Interested in the budget process. Finance committee to be scrutinised and agreed?</p> <p>KT: NCC finance officer and sub-committee to oversee budget.</p> <p>GS: Need a clear and concise document for the board to view.</p>
10	<p><u>Standing items</u></p> <ul style="list-style-type: none"> • Risk register SP: Overview of risks very helpful. Happy to offer suggestions from point of view of CCG risk register IR: Finance looked at risk register. Audit separate from finance function. • Safeguarding • Diversity & inclusion KT: EDI draft plan in progress, needed to re-assess timescales KR: perhaps need a separate meeting for sub-committee updates GS: agree time pressure to cover standing items. Move further up the agenda for future board meeting. Thank you SP for offering CCG insight
11	<p><u>Board Away Day (June) / Date of next meeting</u></p> <p>Provisionally 15th June</p>
12	<p><u>AOB</u></p> <p>PM: Younger board recruitment, happy to send recommendations to KT GS: Thank you for you all attending</p>

Actions / Matters arising

May be carried forward with agreement

Completed items will be removed after 1 meeting

Initial meeting date	Action	Who	By when	Status
06.04.22	CI terms of reference and action plans to be reviewed. Assess overlays in groups	KT	June meeting	In progress
06.04.22	Continue promoting importance & values of Katala to AN team	RC/KT	June meeting	In progress
06.04.22	Produce chairman recruitment pack	KT	June meeting	In progress
06.04.22	DCMS get board to agree and sign off	BJ/KT/GS	June meeting	In progress
06.04.22	Board to agree budget in meeting on 20 th April	GS	April 20th	In progress

06.04.22	Move risk, safeguarding & diversity & inclusion further up agenda	KT	June meeting	In progress
06.04.22	Arrange Board away day for 15 th June	KT/CF	Confirm in May	In progress
06.04.22	Risk register meeting 20/04/22. Will report back at next Board meeting	SP/KT	June meeting	In progress
15.12.21	Safeguarding document – define types of abuse	KT	March meeting	Not started