

Minutes

Active Norfolk Board Meeting

Wed 15th September 2021

Start: 09.00

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), Bob Rose (BR), Greg Smith (GS).

Apologies: Sadie Parker. James Heale. Bob Rose.

Not present: Sheila Oxtoby

Chairperson:	Greg Smith
Minute Taker:	Kieron Tuck
Actions:	Highlighted in yellow. Actions & Matters Arising status listed at end of minutes

<i>No.</i>	<i>Item</i>
1	<p><i>Welcome, introductions, apologies</i></p> <p><i>Apologies given (above)</i></p> <p><i>Standing items to be covered at the end of the meeting.</i></p> <p><i>GS Welcomed everyone to the meeting</i></p>
2	<p><i>Minutes & Matters Arising</i></p> <p><i>Minutes of the meeting on 16th June 2021 were agreed.</i></p> <p><i>KR – nothing back on GAovernance Framework so assumption is that this is approved – agreed.</i></p> <p><i>GS – had reviewed actions in advance and most would be covered within the course of the agenda.</i></p>

3 **Active Norfolk Strategy**

GS thanked BJ & team for the professionalism of the strategy launch

BJ – Strategy was launched on Friday 10th Sept with a combination of videos and other digital asset plus Facebook Premiere and Q&A. Felt that this is a key moment in ensuring that partners fully understand what Active Norfolk are now about. Launch is being followed up by drop-in sessions for partners etc. 4 in total. Wide variety of attendees. BJ also attending other forums and organisations across the county in the coming weeks. BJ thanked Kristen and Sian for their work on this.

HM – approved of the Facebook launch and the overall digital presentation. Credit to Kristen Hall and Sian Keeping. Echoed by KR who also liked the Q&A.

GS – any pattern in engagement externally? BJ – mixed cross section of attendance so far, but early days. Gaps will have to be plugged proactively.

*BJ – **Could we set up a Members Briefing with MD? MD will follow up and action.***

BJ thanked MD for teeing up the upcoming presentation to the Association of Parish Councils.

GS added a final note of thanks for the overall work.

4 Performance report

BJ went through some key elements of the KPI report.

- Sport England funding submission 2022-2025. Phase 1 application submitted in August which used the Quest groups. Decision is imminent. KT to add to Sharepoint the final submission from AN for reference (Complete – saved in 15.09.21 Board Papers folder [HERE](#)). Questions over support that will be offered to AP's, and the relationship between individual AP's, the AP Network and Sport England. Currently £75k pa for Extended Workforce (Simon Hamilton) - risk around this being stopped which is a concern. If this happens a joint East Region AP venture to fund a regional role might be an option.
- Local Authority progress – Locality Officers now in post. Missing West Norfolk and North Norfolk. West Norfolk – issues about proactive engagement with relevant partners. North Norfolk – issue around NN shifting the JD for the proposed co-funded role.
- NCC context. Funding gaps at NCC still an issue. Might have some impacts in the future over things that Active Norfolk would like to see happen.
- CCG effectively in special measures which may have some impact in the future over possible future project funding. However still positive such as closing in on 6 figure sum for a new exercise referral programme.
- HAF: Summer holiday delivery now complete. 83 providers. 49,000 places. 5,600 unique sign ups. Awaiting news on continuation of the programme. Sadly Steve Hulme who has co-ordinated HAF is now leaving.
- TIF – has been successful within only £22k left in current phase.
- OSF - £192k distributed to schools to allow opening of school facilities.
- BJ – thanked KT for impact of his work on governance and processes.
- IR – what is the situation on headcount. Strategic Lead for Population Health has been appointed and will start on 24th Oct. Kristen leaving (vacancy out for recruitment now), Gareth hours increased to help compensate plus handle capacity issues on Activity Finder. The 2 Locality Roles are the biggest 'miss' at present. BSO is also still vacant, but recruitment is progressing.

5 Sub-committee updates

Finance: IR –

*Progress has not been as fast as hoped. The hope is that going forward, more information will be available to the Board at meetings aligned to the new structure. BJ provided a basic finance report. **Next Board meeting will require a focus on finance - specific agenda item.***

Continuous Improvement: KR

Standard report mechanism now in place. New Safeguarding EID group now in place. Approved and adopted by the Board, along with James Heale as Board rep.

KR outlined other reports which are available on the Board Sharepoint (in the CI sub-committee folder)

Nominations committee:

	<p><i>GS – full meeting will convene in October. Actions to look at Board recruitment (3 vacancies) and ensuring Inclusion and Diversity as well as skills assessment.</i></p> <p>Strategy & Business Planning: <i>Currently a chairless group</i></p> <p>Places & Partnerships: <i>HM reported on meeting – clarified role and purpose of group for future meetings. Influencing decision making of the Board by partners and stakeholders. Partners will be identified to attend certain meetings. Next meeting to involve GY Locality.</i></p>
6	<p>AN restructure</p> <p><i>As per notes above in KPI report (4)</i></p> <p><i>Office return was mentioned, and processes discussed. HM recommended OWL system for hybrid conferencing.</i></p>
7	<p>Standing items:</p> <ol style="list-style-type: none"> <i>1. Risk register - needs complete overhaul to reflect new ways of working, strategy and structure</i> <i>2. Safeguarding. - as per SIDE report</i> <i>3. Equality. As per SIDE report. Jo Richardson contact at NCC (KT to initiate on behalf of SIDE group)</i>
8	<p>AOB</p> <p><i>GS – QUEST external reviews? BJ - Nothing to report at this stage</i> <i>MD – Business in the Community. Work on loneliness in Norwich. Any interest? BJ agreed that having this introduction would be useful.</i> <i>KR – asked again about the desire to see the return of the slides for the performance report.</i></p> <p><i>Date of next meeting: Wed 15th December 2021</i></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
16.06.21	Reintroduce slides to Performance Report	BJ	December meeting	In progress
16.06.21	Restructure of Budget / cost centres	BJ / KT / IR	December meeting	In progress

16.06.21	Partner satisfaction action plan shared with Directors	KR	30.07.21	Complete
16.06.21	ToR for all Continuous Improvement (CI) Groups – shared with all Directors	BJ	30.06.21	Complete
16.06.21	Ensure relevant CI groups meet before next Board meeting	KR / BJ	September meeting	Complete
16.06.21	Comments on Governance Framework to KR	ALL	30.06.21	Complete
16.06.21	NALC introductions for Locality Team	MD	30.07.21	Complete
16.06.21	Risk Register reviewed at next relevant CI meetings	KR / BJ	December meeting	In progress
15.09.21	Introduction to Business in the Community project on loneliness in Norwich (to BJ)	MD	30.10.21	Not started
15.09.21	Recruit Chair for Strategy & Business Planning s-c	GS	December meeting	Not started
15.09.21	Specific agenda item for Finance	KT	December meeting	Not started
15.09.21	NCC member briefing for AN Strategy.	MD / BJ	30.10.21	Not started
15.09.21	NCC Equality contact – Jo Richardson (for SIDE group work)	KT	15.10.21	Not started