

Minutes

Active Norfolk Board Meeting

Wed 15th December 2021

Start: 09.00 End: 10.30

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), James Heale (JM),

Apologies: Bob Rose (BR), Sadie Parker, Sheila Oxtoby (SO)

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

No.	Item
1	<p><u>Welcome & Apologies</u></p> <p>BR, SP & SO send their apologies. SO has a manager meeting at GY to attend. GS apologies for late arrival Welcome CF new BSO</p>
2	<p><u>Minutes of Last Meeting/Matters Arising</u></p> <p>Minutes of previous meeting on 15/09/21 were agreed BJ & MD Introduction to Business in the Community project on loneliness in Norwich to be discussed after Board meeting Board recruitment to carry forward to next meeting BJ & MD presented AN strategy to NCC committee Equality at NCC – open communication to continue to support in AN work</p>
3	<p><u>Active Norfolk Strategy Update</u></p> <p>Previous board meeting was 3 days prior to Strategy launch. Feedback of launch via facebook live q&a session. HM contributed with a couple of questions. Also drop-in session for members of the public & active partnerships - engagement and response to strategy was good. Next phase: bring strategy to life with a business plan in terms of operation and functionality. Support needed for practical implementation. New chief executive for Integrated Care System, Melanie Craig to be replaced.</p>

	<p>Climate change to be incorporated into Strategy and aware of financial challenges re local government.</p> <p>PM: low earners affected by economic factors.... increase in tax/NI contributions, financially more difficult. Will have an impact.</p> <p>BJ: Lockdown exacerbated inequalities. CCG has cancelled all non-critical business meetings. All assisting with vaccine rollout. Need to address inequalities and support communities.</p> <p>HM: shared Guardian link highlighting inequalities are deepening due to pandemic.</p> <p>BJ: Board performance report.</p> <p>Sport England could fund up to £600,000 – case put forward for justification of funds. Another £500,000 to then be funded from elsewhere (staffing cost £1.1 million per annum)</p> <p>KT has been working with Karen Blyth to develop financial framework</p> <p>BJ working with Childrens Services 'Prevention & Early Help' Board to promote our strategy.</p> <p>GS: AN office long term options? KT liaising with Easton & NPS. BJ certainly keep office for the next financial year</p> <p>GS: KT done a great job giving access to sharepoint</p>
4	<p><u>Restructure & Staffing Update</u></p> <p>GS again welcomed CF to the team. New Business Support Officer.</p> <p>KT: Fiona Roberts leaving Breckland Locality post. Project Manager post filled, Rose Waterman starting in Jan 2022. MarComms Officer role interviews today & tomorrow. Hopefully start late Jan/early Feb 2022. Strategic Lead, Anna Skipper is now in post.</p> <p>BJ: Rich Hoey (Development Manager Active Travel) currently FT but from Jan transferring to PT hours and leaving AN end of March.</p> <p>CYP Strategic Lead post still vacant. Re-written JD liaising with Childrens Services. Awaiting grading from NCC and will then advertise.</p> <p>JH: from an outside perspective seems a lot of good people have left. Ensure exit interviews are carried out.</p> <p>BJ: changes are positive. Combination of factors for those leaving but none are a result of the organisation. Conducted exit interviews for all AN employees. KT has produced (and will use) a formalised exit interview, spot any trends etc.</p> <p>KT: Always support AN staff to ensure they keep focused and motivated with their work.</p> <p>KR: any gaps with SMT? BJ only CYP vacancy, waiting for grading from NCC</p>
5	<p><u>Sub-committee updates</u></p> <ul style="list-style-type: none"> ● Continuous Improvement - Chair, Kevin Revell <p>All meeting regularly & progress forms are being filled in.</p> <p>Leadership, Management & Communication – staff satisfaction survey</p> <p>Insight & Learning – RC recommending Katala to the AN team</p> <p>Partnership & Collaboration – strategy launch feedback (PM unable to attend last meeting).</p> <p>Safeguarding & Diversity – a new CI group. No report to board last quarter.</p> <p>Safeguarding & action plan being driven by KT & EV</p> <ul style="list-style-type: none"> ● Finance - Chair, Ian Roberts

	<p>GS: Move finance into agenda 6.</p> <ul style="list-style-type: none"> • Nominations Committee - Chair, Greg Smith <p>Starting process of Board recruitment. Will audit the skills already on the Board & from that ensure a diverse & inclusive representation is attained GS to step down and there will be a new Chairman for AN in 2022 IR: BR & IR to leave at the same time. Will require someone else with financial experience. MD: Jo Richardson can point you in the right governance direction. KR: BJ framework review is strongly influenced by diversity. Follow these guidelines and look at a skills audit for recruitment. Board Performance review to pick up after meeting.</p> <ul style="list-style-type: none"> • Strategy & Business Planning - <i>Chair, vacant (no meeting)</i> • Places & Partnerships - Chair, Hayley Mace <p>End of November the Partnerships engaged with the Board</p>
6	<p><u>Finance Reporting & Restructure (inc Sport England funding)</u></p> <p>IR: New structure of how to show financial tracking to the Board. Created by KT. KT: Restructured cost centres and recoded all transactions from the start of the financial year. Manual input to show cost & expenditure until new Oracle system is installed April 2022. Funding tracker spreadsheet created. Chasing debtors in coming days. Budgets aligned to new AN structure. Main cost is salaries. BJ: Financial clarity is making good progress. IR: Thank you to KT. IR & BR agree it is a great step forward. GS: Great progress. It is a good baseline to understand the costs and income. KR: KT plan for financial presentation on a monthly basis? KT: Once new system available in April 2022 it will be much easier to do monthly financial reporting.</p>
7	<p>Standing items:</p> <ul style="list-style-type: none"> • Risk Register <p>BJ: Processes are working. No internal issues. IR: Look at document in more detail for next meeting</p> <ul style="list-style-type: none"> • Safeguarding <p>PM: Have the safeguarding document attached to the next agenda? List & set out all types of abuse in document.</p> <ul style="list-style-type: none"> • Equality

	GS: Policy reviews – flag up where those policies sit. KT on his to do list.
8	<u>AOB</u> Date of next meeting is 16 th March GS: Thank you for all your hard work at AN & Merry Christmas.

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
15.09.21	Introduction to Business in the Community project on loneliness in Norwich (to BJ)	MD	March meeting	In progress
15.09.21	Recruit Chair for Strategy & Business Planning s-c	GS	March meeting	In progress
15.09.21	Specific agenda item for Finance	KT	December meeting	Complete
15.09.21	NCC member briefing for AN Strategy.	MD / BJ	30.10.21	Complete
15.09.21	NCC Equality contact – Jo Richardson (for SIDE group work)	KT	15.10.21	Complete
15.12.21	Safeguarding document – define types of abuse	KT	March meeting	Not started
15.12.21	Policy reviews – flag up where those policies sit	KT	March meeting	Not started
15.12.21	Board performance review to pick up after meeting	GS	March meeting	In progress