

Minutes

Active Norfolk Board Meeting

Wednesday 14th December 2022

Start: 10.00am End: 12 noon

Venue: Easton College Meeting Room

Present: Ben Jones (BJ), Hayley Mace (HM), Kevin Revell (KR), Phil McSweeney (PM), Cllr Margaret Dewsbury (MD), Kieron Tuck (KT), Sadie Parker (SP), James Heale (JH), James Hale (JM), Greg Smith (GS), Ian Roberts (IR), Sheila Oxtoby (SO), Simon Hamilton (SH)

Observing: Annie Hawkes (AH), Hannah Wooller (HW), Ryan Hughes (RH)

Apologies: Bob Rose (BR)

Chairperson:	Greg Smith (GS)
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> Potential NEDs AH & HW observing. RH AN Health Lead Observing. Welcome to SH, currently working with BJ to act as Interim Director

2	<p><u>Minutes of Last Meeting/Matters Arising</u></p> <p>Minutes agreed, actions reviewed and updated</p>
3	<p><u>Conflicts of Interest</u></p> <p>PM to complete Conflicts of Interest form</p>
4	<p><u>Policy Updates / Adoption</u></p> <p>No updates required for this meeting. Review schedule created by KT/CF</p>
5	<p><u>Director Recruitment</u></p> <p>GS: Announcement of BJ departure. Thank you to all Board members for your support</p> <p>KR & GS working with executive recruitment team at NCC. SH selected as Interim Director</p> <p>Application deadline Mon 12th Dec.</p> <p>50+ applicants, long listing process Tues 13th Dec & short-listing process Thurs 15th Dec.</p> <p>Short-listed applicants will have psychometric tests prior to Christmas. 4th, 5th & 6th Jan panel interviews followed by final interview on 9th Jan</p>
6	<p><u>Performance Report (key exceptions/issues) & KPIs</u></p> <p>Details can be read here Director's report.pptx (sharepoint.com)</p> <p>Awarded 3-year OSF project funding (Opening Schools Facilities)</p> <p>Budgeting challenges: AN has a hosting arrangement with NCC but currently a recruitment freeze & regrading not available</p> <p>IR: AN could become independent as constrained by NCC</p> <p>BJ: currently review the hosting relationship between NCC & AN annually</p>

	<p>KR: to review hosting relationship mid-way through 2023 after the appointment of the new Director</p> <p>Red RAGS locality funding agreement issues. Important to have funding conversations with the correct people, MD to approach Jamie Sutterby at Broadland & South Norfolk District Council & GS/KR to liaise with Alan Waters.</p>
7	<p><u>Sub Committee Updates</u></p> <p>Continuous Improvement:</p> <ul style="list-style-type: none"> Details can be read here Active Norfolk Board Papers - AN CIL update Dec 2022.pdf - All Documents (sharepoint.com) ACTION look at effectiveness of the Leadership, Management & Communication CI group and the Staff Development & Well-being CI group – KR with appropriate Board leads <p>NOMs:</p> <ul style="list-style-type: none"> Active Norfolk Nominations sub-committee report Nov 2022.docx (sharepoint.com) Potential new NEDs – Annie Hawkes & Hannah Wooler. Process of election, recommendations to be presented to NOMs committee. Review and monitor Board membership – re-elections of JH, SP & PM upcoming. All have agreed to continue. SO to remain on the Board until mid 2023 GS to actively continue with AN until new Director is in post KR Chairman, JH Vice Chairman SH acting as Interim Director <p>Strategy & Business Planning:</p> <ul style="list-style-type: none"> Draft terms of reference have been outlined. PH & KT meeting on 16th Jan. Update at next Board meeting. <p>Places & Partnerships:</p> <ul style="list-style-type: none"> Active Norfolk Places and partnerships sub committee 1710.docx (sharepoint.com)
8	<p><u>Finance Report</u></p> <p>Finance report (AN Board) Dec 2022.docx (sharepoint.com)</p> <p>Meeting on 7th Dec.</p> <p>Budget deficit: agreed to reduce reserves and create a 3-year plan to phase out financial deficit</p>

	<p>BJ: Budgeting doesn't account for project funding that will come in throughout the year. ACTION BJ to formally identify funding opportunities prior to departure</p> <p>SP: Recurrent underlying deficits are a concern. ACTION KT Add to the risk register & reserves policy</p> <p>Unanimously agreed formal approval of budget (IR proposer, KR seconder)</p>
9	<p><u>Standing Items</u></p> <p>Risk Register:</p> <ul style="list-style-type: none"> To review every 6 months <p>Safeguarding:</p> <ul style="list-style-type: none"> Annual review of Child Protection & Sport Unit (CPSU), waiting for full review Training for Board took place on 9th November JH & JT to set up regular safeguarding meetings <p>Diversity & Inclusion:</p> <ul style="list-style-type: none"> Online training for AN team & Board in new year EV developing focus group sessions every quarter. Disability focus group session carried out on 1st Dec <p>Director appointments / re-elections / retirements:</p> <ul style="list-style-type: none"> See NOMs update, agenda item 7 <p>DCMS Tier 3 compliance / audit:</p> <ul style="list-style-type: none"> Board effectiveness review – draft report from audit to be available in the new year. Closing audit meeting held this week. Thank you to KT & CF for their time and effort to assist with the audit
10	<p><u>AOB</u></p> <p>GS: Health & Safety to be added to the agenda?</p> <p>ACTION KT add an agenda item around compliance for next meeting</p> <p>GS: Thank you to BJ for all the hard work at AN</p> <p>KR: BJ contribution is invaluable</p> <p>GS formally acknowledges KR to take on the role of Chair for the new year</p>

	KR on behalf of all present, thanked GS for his years of service as Chair of the Board
11	<u>Date of Next Meeting</u> Wednesday 15 th March 2pm

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
21.09.22	Check Conflicts of Interest forms have been fully completed	KT/CF	March meeting	Ongoing
21.09.22	Flowchart for adults to be included in safeguarding policy	KT/JT	Dec meeting	In progress
21.09.22	Review wording on Equality policy	KT	Dec meeting	Complete
21.09.22	Integrate performance/appraisals etc into People Plan	BJ/KT	Dec meeting	Complete
21.09.22	Rebecca Hulme re ICB governance needs follow up	SP	March meeting	Incomplete
21.09.22	Conversation of climate sustainability with Norfolk Chamber of Commerce	BJ/SH/ HW	March meeting	Ongoing
21.09.22	Nominations committee roles to be approved	All	Dec meeting	Complete
14.12.22	Locality funding discussions (ref Broadland & South Norfolk DC)	MD/GS/ KR	March meeting	Not started
14.12.22	CI group Chair training to be delivered plus Board members to attend and mentor those meetings	KR/ Group Reps	March meeting	In progress

14.12.22	Formally identify funding opportunities (part of Director handover process)	BJ	Jan 23	In progress
14.12.22	Budget deficit – add to Risk Register & Reserves Policy	KT	March Meeting	In progress
14.12.22	Compliance agenda item to be added	KT	March meeting	In progress
14.12.22	Safeguarding Implementation Plan to be in Board papers in prep for next meeting	JH/JT	March meeting	In progress