

## **Minutes**

### **Active Norfolk Board Meeting**

**Wednesday 21<sup>st</sup> September 2022**

**Start: 2.00pm End: 4.00pm**

**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), Bob  
Rose (BR), James Hale (JM)

Observing: Joel Matthews (JM), Max Armstrong (MA) BDO Auditor

Apologies: Sheila Oxtoby (SO), Ian Roberts (IR), Greg Smith (GS)

<b>Chairperson:</b>	Kevin Revell (KR)
<b>Minute Taker:</b>	Claire Ford (CF)
<b>Actions:</b>	Highlighted in yellow. Actions & Matters Arising status listed at end of minutes

No.	Item
1	<u>Welcome &amp; Apologies</u>  Welcome JM & MA observing via teams. MA auditor for finance & governance review

2	<p><u>Minutes of Last Meeting/Matters Arising + Away Day Review</u></p> <p>Minutes agreed. Actions reviewed and updated.</p> <p>Away Day – agreed annual meeting is beneficial</p>
3	<p><u>Election of James Hale</u></p> <p>Formally welcome JH. Nominations committee approved appointment. N.B. 2<sup>nd</sup> candidate Gabriella Harvey Mobbs has withdrawn</p>
4	<p><u>Policy Updates / Adoption</u></p> <p>Policies have gone through relevant CI and/or sub committee groups before reaching the Board.</p> <p>Conflicts of interest – CF check all Board members have completed</p> <p>Financial reserves policy – all agreed</p> <p>Code of conduct &amp; responsibility of Board members – all signed &amp; agreed</p> <p>Safeguarding policy - minor updates. KT to include flowchart for both adults and children</p> <p>PM: Equality policy? No reference to gender identity?</p> <p>BR: Legal guidelines with this?</p> <p>MD: Equality team at NCC can assist</p> <p>KT to review Equality policy</p> <p>People Plan: PM integrate performance and appraisals into this. KT &amp; BJ to action (check wording with PM)</p> <p>JH: timescale of how often policies should be reviewed? Annual/ two years?</p> <p>KT: CF &amp; KT proposed annual reviewal timescales. Agreed to establish policy review schedule.</p>
5	<p><u>Governing Framework – adoption of updated document</u></p>

	<p>Categories of change:</p> <ul style="list-style-type: none"> <li>• Amendments of best practice</li> <li>• Duplications removed</li> <li>• Areas of compliance for DCMS Tier 3</li> </ul>
6	<p><u>Conflicts of Interest (relating to agenda items)</u></p> <p>All agreed.</p> <p>PM: declared interest in group that receive HAF funding, however not relevant for this meeting.</p> <p>NEDs to follow policy in terms of changing interests – KR &amp; KT (&amp; CF) will cross check future agendas against Register of Interests</p>
7	<p><u>Performance Report (exceptions) &amp; KPIs, including HAF</u></p> <p><u>HAF</u></p> <p>Delivery of HAF, challenging with resource limitations. Actions implemented for Winter programme. System issue reaching all children</p> <p><b>SP to contact Rebecca Hulme</b></p> <p>BR: need to understand the views of young people</p> <p>BJ: HAF Co-ordinator starting next week, can focus on the operational side of HAF, EVD to focus on the strategic approach</p> <p><u>Active Environments</u></p> <p>Challenges facing work around climate change. Working with Environments Team at NCC. Need to establish internal/external priorities.</p> <p>PM: Norfolk Chamber of Commerce can assist – work on climate and sustainability</p> <p><b>BJ to have conversation with Norfolk Chamber of Commerce</b></p> <p><u>Locality Work</u></p> <p>Norwich CC funding has been provisionally agreed for the Norwich Locality Officer post. Caused issues with other LAs that have been funding these posts already. Final budget sign off by Norwich CC in early 2023.</p>

8	<p><u>Sub Committee Updates</u></p> <ul style="list-style-type: none"> <li>• Continuous Improvement - Chair, Kevin Revell – refreshing terms of reference in past quarter. KT: change of groups etc has improved engagement, staff can see the value in their work</li> <li>• Finance – see point 9</li> <li>• Nominations Committee - Chair, Greg Smith – communications of KR election in coming months. <b>Specific roles to be approved at Dec meeting</b></li> <li>• Strategy &amp; Business Planning – Phil McSweeney – terms of reference drafted by BJ. Membership of the group will be decided, and the first meeting convened before the next Board meeting</li> <li>• Places &amp; Partnerships - Chair, Hayley Mace – meeting postponed until mid Oct due to passing of the Queen. Focus is active environments – all welcome.</li> </ul>
9	<p><u>Finance Report (KT)</u></p> <p>Debtors – Sport England £270K has been signed-off and PARTs funding has been processed</p> <p>Narrative report on expenditure &amp; income exceptions for current FY:</p> <ul style="list-style-type: none"> <li>• Expenditure – potential £50k unbudgeted spend as a consequence of proposed £2k pay rise for all NCC staff</li> </ul> <p>BJ: Thank you to KT for getting funds in</p> <p>KR: financial narrative report is very helpful</p> <p>KT: working on LT forecast of funding</p>
10	<p><u>Standing Items</u></p> <ul style="list-style-type: none"> <li>• Risk Register – SP &amp; KT working collaboratively. Streamlined and updated. Amber risks include IT and HAF. Processes in place ie BCP. SP each risk needs a target level</li> <li>• Safeguarding – training on 9<sup>th</sup> Nov by EV &amp; KT</li> </ul>

	<ul style="list-style-type: none"> <li>• Diversity &amp; Inclusion – plan approved</li> <li>• Director appointments / re-elections / retirements <ul style="list-style-type: none"> <li>○ Vice-Chair of the board – JH from 1<sup>st</sup> Jan</li> <li>○ Senior Independent Director – HM immediate start</li> <li>○ Inclusion, Diversity &amp; Equality Champion - SP</li> <li>○ One further board member on the Finance , Risk &amp; Audit Sub-committee - JHa</li> <li>○ Forthcoming re-elections (Dec 2022 for Mar 2023) - KT will contact three members whose term will expire to check if they wish to stand for another term</li> </ul> </li> </ul> <p>All agreed</p> <ul style="list-style-type: none"> <li>• DCMS Tier 3 compliance – 5 point action plan. Still one or two items to sort hedging into the audit but most is complete as per agenda items</li> </ul>
11	<u>AOB</u>  None
12	<u>Date of Next Meeting</u>  14 <sup>th</sup> Dec 2022 10am-12noon

### **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
15.06.22	Appoint Vice Chairman by end of the year	All	Dec meeting	Complete

15.06.22	Training for the role of chair in each CI group (BJ contact Nigel Cushion re advice)	GS/KT	Sept Meeting	In progress
15.06.22	Find out reserve policies with regional partners and report at next meeting	KT/BJ	Sept meeting	Complete
21.09.22	Ensure all Conflicts of Interest forms have been completed	CF	Dec meeting	In progress
21.09.22	Flowchart for children & adults to be included in safeguarding policy	KT	Dec meeting	In progress
21.09.22	Review wording on Equality policy	KT	Dec meeting	In progress
21.09.22	Integrate performance/appraisals etc into People Plan	BJ/KT	Dec meeting	In progress
21.09.22	Contact Rebecca Hulme re ICB governance	SP	Dec meeting	In progress
21.09.22	Conversation of climate sustainability with Norfolk Chamber of Commerce	BJ	Dec meeting	In progress
21.09.22	Nominations committee roles to be approved	All	Dec meeting	In progress