

**Minutes**

**Active Norfolk Board & Away Day Meeting**

**Wednesday 13th December 2023**

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

**Venue: Easton College Meeting Room & Microsoft Teams**

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

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| No. | Item |
| 1 | Welcome & Apologies  Present: Eve Dewsnap (ED), Kevin Revell (KR), Cllr Margaret Dewsbury (MD), Kieron Tuck (KT), Sadie Parker (SP), James Heale (JH), Ian Roberts (IR), Phil McSweeney (PM), Annie Hawkes (AH), Claire Ford (CF)  Present for agenda item 8 only: Joel Matthews (JM), Sian Keeping-Lawrence (SK)  Apologies: Bob Rose (BR), James Hale (JHa), Hayley Mace (HM), Natasha Hayes (NH), Hannah Wooller (HW)  Observing: Mark Madden (MM) |
| 2 | Minutes of Last Meeting/Matters Arising  Minutes agreed, actions reviewed and updated. |
| 3 | Conflicts of Interest (relating to agenda items)  No conflicts raised from the floor |
| 4 | Sub-Committee Updates   * Finance report (including 2024-25 budget draft):   Challenging discussions at finance sub-committee meeting. Income and expenditure gap has widened significantly. Potentially one post at risk at present.  KT: budget forecast looks at worst case scenario. Usually, last-minute end of year funding streams become available, however, this is not guaranteed.  SMT action plan has been created – sequence of events based on various factors.  KR: need a plan for each scenario ranging from best to worst case scenario.  IR: budget to be based as deficit on worst case scenario.  ED: currently working on increased funding from Public Health (PH) & Adult Social Care (ASC). PH paper to be submitted before Christmas. Neither are guaranteed funding but worth pursuing.  ED: there is a freeze on the marcomms assistant post. Education Officer post is live as from a strategic point of view, this is an essential role.  PM: what are the internal processes to apply for grants?  ED: there is not a specific role in place, but all staff are aware of the need to apply for grants and pro-actively look for opportunities. This is an area for CI Business Development group to work on.  IR: idea of hiring an independent accountant to view our finances will need to be put on hold.  JH: given our difficult financial situation, is there a need for ongoing decision making prior to the next Board meeting?  ED: if the funding streams from PH & ASC do not materialise, then that is when an additional Board meeting prior to Q4 will be necessary.  Budget agreed: Proposer KR, Seconder IR. |
|  | * Nominations Committee Report:   2 x finance NEDs to join the Board. MM observing today and Ian Castle (IC) to observe at next Board meeting.   * Strategy & Business Planning:   PM: Meeting held last week. Discussion around School Games (to be highlighted in Director’s report), ICB & partnership work, business planning, place expansion and financial situation of AN.   * Places & Partnerships:   No update. |
| 5 | Policy Reviews  6 policies brought forward to the Board, summarising proposed changes, including a red flag process for the reserves policy. All changes agreed.  Proposer KR, Seconder JH. |
| 6 | Sport England Audit Actions  Partner Mapping – CC (Active Environments Lead) has capacity to assist ED with this work  NCC Hosting Agreement – agreement to highlight lines of accountability and a clause to protect SE funding and other external funds from NCC  The working group (ED, MD, KR & KT) are in the process of finalising the draft agreement which will then be sent to NP Law. |
| 7 | Standing Items  CPSU safeguarding review completed.  Aaron Roberts (AR) to take on the role as interim Safeguarding Lead for AN |
| 8 | Directors Report  Comments re section A & B:  SP: Is Public Health funding for Active NoW analysis & evaluation?  ED: Yes, out of £75K covid recovery fund, £15K will be used to create a 3-month insight & impact role  Comments re section C:  Main Director priorities for the next quarter are focused on financial sustainability, business planning and place expansion.  KR: re-focus priorities to a strategic rather than operational level in the new financial year.  School Games (JM)  Capacity pressure for CYP team responding to commitments of the School Games contract. It is a small Sport England investment with significant demands and not necessarily meeting strategic priorities.  Potential actions have been drawn up:  Option 1: Do nothing, continue as normal  Option 2: Commission out delivery elements of the plan  Option 3: Commission out £45K contract to an external organisation  Option 4: Overhaul local governance  Proposal is for the Board to approve option 3.  SP: could the decision affect the reputation of AN?  PM: contract out as suggested but hold some money back for AN to cover the time of sourcing an external organisation.  JM: Issue is both local and national, not just AN. Potential risks are highlighted in the report.  Vote issued: Option 3 unanimous  Proposer: KR  Seconder: IR  Everymove (SK)  Following the liquidation of Error, our hosting platform for Everymove, a diligent reviewing process of how to move forward has been discussed.  The Everymove working group has drawn up the following potential actions:  Option 1: Continuity of the website in its current form  Option 2: Rebuild of website on a new platform  Option 3: Use an off the shelf product called ‘Played’  Option 4: Do nothing  The working group unanimously agreed on option 3. Proposal is for the Board to approve.  ‘Played’ can take bookings and create separate platforms which will work in alignment with the BNHF. It is a yearly subscription & already in use by Active Essex, Active Hertfordshire & London Sport.  PM: is this a financially robust system?  SK: yes as ‘Played’ commit to keeping the website available should they fall into liquidation. Also, it is a 12-month rolling contract so there are no long-term commitments. Relatively low risk.  AH: are issues dealt with specifically through ‘Played’ support team? Also is there a map feature to view activities?  SK: yes, to both. AN marcomms team will have access to resolve back-office issues but there is also a dedicated support team through ‘Played’.  Option 3 approval: Proposer KR  Seconder JH |
| 9 | AOB  KR: open meeting invitation to go through hosting options in detail. Currently not an option but worth discussing  PM: incorporate a discussion around AI at next Board meeting |
| 10 | Date of Next Meeting  13th March 2024 |

**Actions / Matters arising**

May be carried forward with agreement

Completed items will be removed after 1 meeting

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| **Initial meeting date** | **Action** | **Who** | **By when** | **Status** |
| 14.12.22 | CI group Chair training to be delivered plus Board members to attend and mentor those meetings | KR/ Group Reps | 13th Dec 2023 | In progress |
| 20.06.23 | Create appendix of names for Succession Plan and consider adding Insight & Evaluation and Marcomms Lead as key roles – UPDATE: to wrap up in People Plan | KT/ED | 13th Mar 2024 | In progress |
| 20.06.23 | Priorities of localities team to be shared with the Board | KT/CA | 13th Sept 2023 | Complete |
| 13.09.23 | Plan for presentation of accounts – loss/profit balance sheet | KT/IR | 13th Dec 2023 | In progress |
| 13.09.23 | Amend reserves policy to account for alert levels. | KT | 13th Dec 2023 | Complete |
| 13.09.23 | Environmental policy to be finalised and approved | KT/CC | 13th Dec 2023 | Complete |
| 13.09.23 | Individual staff accountability to be added to safeguarding policy | KT | 13th Dec 2023 | Complete |
| 13.12.23 | Strategy & Business Planning sub-committee discuss funding processes & opportunities | PM/ED/KT | 13th March 2024 | In progress |
| 13.12.23 | Arrange monthly meeting updates with Finance sub-committee | KT/CF | 13th March 2024 | In progress |
| 13.12.23 | Funding application papers to be submitted to PH & ASC | ED | 13th March 2024 | In progress |

**Away Day Actions from 13.09.23**

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| **Topic** | **Action** | **Who** | **By When** | **Status** |
| Business Planning | SMT draft of 2024-25 Business Plan to be shared with Strategy & Business Planning sub-committee as soon as practicable. | KT / ED | 15th Nov 2023 | Complete |
| Skills Audit & EDI Monitoring | Ensure that identified characteristics & skills gaps are emphasised in Finance NED recruitment | KT | Oct 2023 | Complete |
| Board self-assessment | Self-assessment questionnaire to be issued and report compiled on results (as per supplied recommended questionnaire) | KT | Nov 2023 | Complete |
| Board self-assessment | Chair to conduct NED reviews in autumn based on provided questions | KR | Dec 2023 | In Progress |
| Board self-assessment | SID to conduct review of Chair’s performance | HM | Dec 2023 | In Progress |
| NCC hosting | Director to provide initial scoping exercise on options and live examples for any move away from hosting arrangement | ED | Dec 2023 | Complete |