

**Minutes**

**Active Norfolk Board Meeting**

**Wednesday 14th June 2023**

**Start: 10.00am End: 12 noon**

**Venue: Easton College Meeting Room**

Present: Eve Dewsnap (ED), Hayley Mace (HM), Kevin Revell (KR), Cllr Margaret Dewsbury (MD), Kieron Tuck (KT), Sadie Parker (SP), James Heale (JH), Ian Roberts (IR), Annie Hawkes (AH), Hannah Wooller (HW)

Apologies: Phil McSweeney (PM), James Hale (JM), Sheila Oxtoby (SO), Bob Rose (BR)

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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 Apologies: Phil McSweeney (PM), James Hale (JM), Sheila Oxtoby (SO), Bob Rose (BR) |
| 2  | Minutes of Last Meeting/Matters ArisingMinutes agreed, actions reviewed and updated.CC & HW ongoing discussions with Chamber of Commerce wrt climate sustainability – close action – HW to continue to feedback as appropriate |
| 3  | Nominations Committee ReportFormally noted SO & GS retirement from Board. SO nominated Natasha Hayes as her replacement. NoMs committee members agreed. The Board formally agreed. Proposer KR, seconder MD. Emeritus status for GS – formally agreed by BoardRecruitment: to confirm at next Board meeting. IR & BR due for retirement next year.MD available to assist with diversity aspect of recruitment campaignDirectors' insurance - liability is covered by NCC and KT has written confirmation. |
| 4  | Conflicts of InterestUp to date. No further questions raised.  |
| 5  | Policy, procedures & training updates / adoptionEnvironmental Policy – developed by Sustainability CI group. Supportive & advisory statement to deliver activities in a sustainable way.KR: potentially a statement of intent and principles rather than a policyBoard discussion & agreement to rename as Environmental Principles rather than PolicySuccession Plan – re-drafted to reflect new structure for AN team and the Board. Discussed and agreed at SMT JHe: future investment and development opportunities to be documented. Also, should Insight Role be added given its importance?IR: potentially combine succession & people plan into one document?KR: add names in the Succession Plan framework, possibly as live appendicesActive Norfolk Values – SD&W CI group updated and now more relevant to our current day to day workAll above agreed by Board with caveat of ongoing developmentEDI online learning to be completed by staff and Board. KT and EV chasing |
| 6  | Directors ReportReport sent in advance and taken as read.A. Update on delivery of AN StrategyJH: HAF increasing no of providers and level of funding to provideED: Easter to Sept 40% increase in application. Process not adapted quickly enough.Use insight on attendance to guide future fundingSP: Active NoW. Good level of referrals – see referrals by placeED: data of Active NoW to be developedSP: Research & Evaluation team to assist within ICB. ED to follow up B. Items for discussion at the Board1. Director's priorities (6–12-month plan)Staff development, marcomms resourcing challengeKR: focus on external approach after 6-month period; also need measures as next step – KR & ED to discussHM: choose external opportunities wisely, something that will have impact and consider capacity issues within the AN teamKT: Business Plan will help JH: good list of priorities but triage top 3 to focus on2. Review of CI GroupsProposals following discussions with both team and Board members.Groups to continue:Safeguarding, Inclusion & Diversity, SD&W & Investment, Fundraising & Business DevelopmentRe-focus:Partnerships & CollaborationTo end:Leadership, Management & Communications – communications to continue through the SD&W group2 new groups:Sustainability & environmentAdvocacy, Campaigns and ReputationBoard representation for CI groups.... proposal to attend quarterly meetings or by formal invitation when required.CI Sub-Committee no longer required, Director to feed information to the Board. CI groups to deliver presentations to the Board and propose a 12–24-month plan of objectives. Renew CI groups annually.AH: Training for Chairs of CI groups is an ongoing action3. Place Expansion UpdateApproach rather than a programme. Will be data insight led by SE.2 recent proposals looked at as preparation work for AN. Output of analysis to be shared by August with APs. |
| 7 | Sub-Committee UpdatesFinance: see item 8Nominations: see item 3CI Groups: SD&W –spotlight staff recognition in place. Wellbeing events continuing. Effectiveness of PDP plans being reviewed.IFBD – Dragon's Den initiative.SIDE – see item 10Strategy & Business Planning: Business Plan has been shared. Next step is to look at KPIs and how to measure impact.Places & Partnerships: Active Environments, CYP topics of discussion. Pause work until after the summer. |
| 8 | Finance ReportIssues of finance reporting from NCC.Year End: final details have not been sent through yet.Deficit is due to be less than anticipated circa £30k (had been forecasting approx. £60k, but some late income was forthcoming)Current Year: forecasting now complete. Overview of income & expenditure.Income exceptions: Commonwealth Games, Everymove, HAF, Dragon’s Den.Staff costs budgeted for 3.5% increase. However, one off payment has been outlined by NCC which has not been budgeted. Managable deficit, however.KR: Exception reporting & LT financial planning are important factors to be highlighted to the Board.LT Financial Plan: Executive summary now available. ED: link annual cycle of Business Plan & Financial Plan |
| 9 | Sport England audit report & actions and governance assuranceActions from audit are now in place. Audit action plan: finance aspect to re-formalise agreement with NCC. Being monitored by Finance & Risk CommitteeGovernance action plan: DCMS JDs with Board, appraisals of Board & Board effectiveness in progress.Will need to then re-submit governance assurance document to SE. Board approved change of submission from ‘compliant’ to ‘non-compliant’ as per discussion and Sport England request. KT – this is a similar position to most AP’s and we are fine if we complete actions. ED – spoken to G McPherson at Sport England and has his assurance that this does not compromise our position or reputation.  |
| 10 | Standing ItemsRisk register: to look at in detail at September Board meetingSafeguarding: ongoing actions through SIDE group. Diversity & Inclusion: currently being externally evaluated by consultants. Needs to be adopted to all aspects of AN workCompliance: BC test on HAF, successful and up to date. |
| 11 | AOBKR: Propose a longer session in September away day.GS & SO to be invited to for a farewell drink. |
| 12 | Date of Next Meeting13th Sept 2023 |

**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**   |
| 21.09.22 | Conversation of climate sustainability with Norfolk Chamber of Commerce | SH/HW | June meeting | Complete |
| 14.12.22 | CI group Chair training to be delivered plus Board members to attend and mentor those meetings | KR/ Group Reps | To review when ED is in post | ON HOLD |
| 15.03.23 | Board skills audit discussion & review | KT/SH/PM | June Meeting | Complete |
| 15.03.23 | Audit group to discuss & formally agree response to SE re audit | KT/SH/KR/IR | End of March | Complete |
| 14.06.23 | Environmental Policy to be amended to Environmental Principles |  |  |  |
| 20.06.23 | Create appendix of names for Succession Plan and consider adding Insight & Evaluation and Marcomms Lead as key roles | KT/ED | 13th Sept 2023 | In progress |
| 20.06.23 | EDI online learning to be completed | All | 30th June 2023 | In progress |
| 20.06.23 | Director’s quarterly report to be sent to AN team | ED | 30th June 2023 | In progress |
| 20.06.23 | Director’s priorities to be measured, discussed & reviewed | ED/KR | 13th Sept 2023 | Not Started |
| 20.06.23 | Look at population CI groups | KT/KR | 13th Sept 2023 | In progress |
| 20.06.23 | Priorities of localities team to be shared with the Board | KT/CA | 13th Sept 2023 | In progress |
| 20.06.23 | Exceptions listed as standing item in Finance report | KT | 13th Sept 2023 | In progress |