

Active Herefordshire and Worcestershire Board Meeting
 Tuesday 27th October 2020
 6.15pm to 7.45pm
 MS TEAMS

1. Present:

- Jem Teal (JT), (Chair)
- Steve Brewster (SB) Chief Executive Officer, AHW
- Denise Strutt (DS) (Stakeholder and Staff Lead) Independent Director
- Simon Thomas (ST) Deputy CEO, AHW
- Alan Gilmour (AG) Independent Director
- Susie Scriven (SS) Independent Director
- Laura Fish – (LF) Independent Director
- Pete Sugg (PS) – Independent Director
- Rebecca Widdowson (RW) (Governance and Finance Lead) Independent Director
- Sarah Blackburn (SBL) (AHW) Minute Taker

Technical issues:

- Jim O’Toole (JO) (Business Development Lead) Independent Director

Apologies:

- Frances Howie (FH), (Vice-chair) Independent Director

| Item | Discussion Points | Action |
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| 1. | Present & Apologies – see above | |
| 2. | <p>Declarations of interest: Standing items only Jim – Governor at Tudor Grange Academy Frances – Governor at North Leigh Primary school Laura – left Parkwood Leisure now independent consultant RW – Governor at Tudor Grange Academy (Chair) DS – Chair of Governors of John Kyrle High School</p> <p>Minutes from previous meeting – 18th August Terms of Office – DS agreed to stay on, SS and JOT have agreed to stay on. RW to confirm by end of week Annual Board Appraisals Minutes accepted (JT and AG) All agreed OK to publish</p> <p>Standing items H&S – NA</p> <p>Safeguarding – 1 issue in relation to Strong and Steady phone calls. Passed to social services to investigate.</p> <p>Data Protection – nothing to report</p> | <p>RW Board</p> |
| 3. | <p>Operational Update Office Return: 1. There is an attendance sheet that staff need to complete to indicate when they</p> | |

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| | <p>will be in the office. This helps us to manage numbers in accordance with the risk assessment. All staff need to confirm they are symptom free before going into the office.</p> <ol style="list-style-type: none"> The update was presented by Simon – please see his Power Point notes – appendix A (PDF link) There was some discussion about reviewing what programmes and initiatives are working well or not worked well. Can we get a more central platform and gain more visibility? We need one central point for easy access How do we measure success? We can see from analytics how many people have downloaded resources or watched videos but how do we measure activity levels etc. | |
| 4. | <p>Budgets:</p> <ol style="list-style-type: none"> Loss forecasted – approx. £18000 predominantly due to the withdrawal of the Children’s society funding as they decided to move the post in-house. However, the board felt this was not a significant loss in light of covid events and the current climate. There will be a significant underspend against SGames budgets. LF will discuss with SB how this is rolled forward and presented in the budgets. Pending grants: WWW £5000, Children first £5000 Not included in the budget was the unrestricted reserves of £240k. As previously agreed, £50k has been ringfenced to support some posts. This does not reflect in the P&L – but hopefully if not fully utilised, will bring us to break-even point Any questions or queries – please email Steve. | SB/LF |
| 5. | <p>Sport England Strategy:</p> <ol style="list-style-type: none"> The Tim Hollingworth webinar and background papers were sent to the board for scrutiny prior to the meeting. Key headlines are: <ul style="list-style-type: none"> Building Back Better – coming back stronger Connecting Sport to Health – get closer to the health agenda Under-represented groups – tackling inequalities Next Generation – ensure positive engagement Comments from the board were that the SE papers were quite vague, but the key headlines had provided some clarity. The primary role of Active Partnerships is still to be determined. | |
| 6. | <p>Balance Score Card:</p> <ul style="list-style-type: none"> The board reviewed the score card presented. The score card needed to provide an opportunity for the board to see that the charity was being well run and achieving goals There was some discussion about how do performance across projects and KPIs could be measured and possibly having a drive towards outcomes rather than output The score card needed to reflect trends, but also give an accurate picture of where we are in real time in terms of achieving goals It should measure activity levels, confidence, health, impacts, engagement across social media, and also measure the percentage of target groups being engaged. Our KPIs in terms of target groups needs to be realistic i.e. inclusion is very intensive so targets must be realistic against what we can deliver AG happy to advise. | |

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| 6. | A.O.B: <ol style="list-style-type: none"> 1. DS – diversity course update. The board has a good spread of gender and district representation but the next recruitment drive needs to drive and get different voices around the table i.e. BAME and disability 2. Board members have been requested to look for people we engage with in our networks and potentially approach people directly. Names to JT. Although the need to recruit isn't urgent. 3. DS to circulate example recruitment pack 4. A suggestion was made that we may need to consider different formats for applications such as videos and podcasts etc. 5. SB mentioned Active Lives for Adults survey which showed that at this stage there has not been a decrease in activity levels. This may change to better reflect the impact of Covid-19 in later surveys. 6. Some national partners have also been given funding i.e. Sported, StreetGames, so we need to be aware of this when dealing with TIF applications. 7. A Leisure centre funding package of £100mil has been made available across England. 8. Board members were reminded to respond about the TIF Meeting 16th November | DS |
| | Date of Next Meeting: 26 th January 6.15 to 7.45 TEAMS (TBC) | |

Appendix A: Operation Update PDF

Click on the Yellow Speech Bubble in the Left hand top corner to read the presenter's notes.



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