

Active Herefordshire and Worcestershire Board Meeting

Tuesday 28th April 2020

6pm to 8:45pm

ZOOM

1. Present:

Jem Teal (JT), (Chair)
 Steve Brewster (SB), Chief Executive Officer, Sports Partnership H&W
 Susie Scriven (SS) – Independent Director
 Denise Strutt (DS) (Stakeholder and Staff Lead) Independent Director
 Alan Gilmour – (AG) Independent Director
 Jim O’Toole (JO) – (Business Development Lead) Independent Director
 Simon Thomas (ST) Deputy CEO, AHW
 Laura Fish – (LF) Independent Director
 Frances Howie (FH), (Vice-chair) Independent Director
 Rebecca Widdowson (RW) – (Governance and Finance Lead) Independent Director
 Pete Sugg (PS) – Independent Director
 Sarah Blackburn (SBL), (SPHW) Minute Taker

Apologies:

Item	Discussion Points	Action
1.	Present & Apologies – see above	
2.	<p>Declarations of interest Jim – Governor at Tudor Grange academy Frances – Governor at North Leigh Primary school Laura – left Parkwood leisure now independent consultant</p> <p>Minutes from previous meeting – 28th January Minutes accepted All agreed OK to publish</p> <p>Standing items H&S – Discussion regarding staff well-being during isolation and home working (see point 4) Safeguarding – Nothing to report Data Protection – Nothing to report</p>	
3.	<p>Operational Update ST was introduced as the new DCE who started on 6th April Highlights:</p> <ol style="list-style-type: none"> 1. The profit from courses was up on last year’s figures 2. Satellite clubs – we funded 23 new clubs, 8 clubs received sustainability funding 3. Strong & Steady – County Council will still pay contractual payments as long as instructor try and engage with participants at least once a week on the phone. 4. Macmillan programme now known as Move More – Di Fox is doing video referrals and activity with services users online. 5. KPI dashboard will need to be reviewed in light of the national situation and covid-19. Priorities and measurements will be vastly different during this period and in the near future. 	

4.	<p>Staffing Update:</p> <ol style="list-style-type: none"> 1. Rosie Williams has been appointed as the new Workforce Co-ordinator and will be line managed by ST 2. Beth Roberts has been promoted to PM Community Engagement and will line manage the officer for Our Community Can 3. GoVox (Mental Health wellbeing tool) is being used to survey staff every week. This is a conversation starter and asks simple questions that may prompt some friendly support from colleagues. 4. An email has been sent to staff with relevant websites and resources that they can access and there is an occupational health company that staff can access for professional counselling as well. 5. Lorea (PM Adults) does daily energiser activities on Zoom and also does a weekly functional fitness session on Zoom. 6. Weekly staff meetings are held on Zoom and line managers are in regular contact with staff. Staff are also regularly in contact via Whatsapp and phone and staff check up on each other regularly. 7. We are looking at what activities can be done that will provide safe social distancing measures, and how current programmes can be moved online or delivered virtually. We are also looking at how we measure success during this time. 8. SB confirmed that we are unable to furlough staff because we are funded primarily through government pots – including Sport England funding, PSI contract funding, PCC funding (awaiting) and Our Community Can funding. The only 2 posts currently not funded this way have enough work and are contributing significantly to the way we deliver our programmes now and moving forward. 9. Our income generation is being impeded so this will require some innovation and thought. 	
5.	<p>Update from Sport England</p> <ol style="list-style-type: none"> 1. All KPIs have been suspended 2. As we are unable to furlough staff, SE has confirmed that there will be flexibility with the funding we currently have for programmes 3. The Primary core funding will automatically be rolled forward to 20-21, although certain conditions will be attached to this. More information still to be provided by SE. 4. The Performance Improvement Workshops, originally scheduled for June, have now been postponed. 5. Active Lives (CYP) will now be optional for schools to complete. 6. An emergency fund for clubs and organisation has been released – 21 applications have been received from Herefordshire clubs. 7. The SE campaign #StayinWorkOut has been launched. 	
6.	<p>Budget 2019/20</p> <ol style="list-style-type: none"> 1. SB presented the current position. 2. Covid-19 will have a negligible effect on March figures. 3. Accounts have been submitted to accountant. 4. Small profit of +/- £2000 is expected 5. In light of being successful with the falls prevention contract with WCC and the Community lottery project (Our Community Can), neither of which was budgeted for in terms of income and expenditure, we will go over budget against salaries 	

	<p>and PSI expenditure, but this will be offset by an increase in income.</p> <p>6. AG complimented staff on acquiring the additional sources of funding.</p> <p>Budget 2020/21</p> <p>7. There were a number of requests made regarding the presentation: the commitment column should be removed so that the variance column only reflect the difference between income and expenditure, and only negative variances should be in red.</p> <p>8. The budget should be set and fluidity reflected in Q1 to Q4 forecasts.</p> <p>9. SB will made the amendments and email to LF for approval.</p> <p>10. United that the £40k Innovation fund could be used to positively impact on income</p> <p>11. There are more longer term grants in the system</p> <p>12. We are still waiting for PCC funding</p> <p>13. No Workplace Challenges, courses or Strong and Steady classes are running in order to generate income, so the grants are simply replacing funding rather than adding to it.</p> <p>14. There was some discussion about still setting income targets but it was agreed that this would be counter-productive during this uncertain period of quarantine and social distancing. It was agreed that we would still be ambitious in striving to achieve additional income.</p> <p>15. The budget presented was signed off.</p> <p>16. FH mentioned that the Business Continuity Plan and Risk Register need to be updated and include a section on pandemics. We need to review, what we did, how we did it, did it work, and take into account mitigating factors. RW, FH and SB would review.</p> <p>17. The team will review what we are doing on a weekly basis as the landscape changes and keep looking of opportunities to fill any gaps.</p>	<p>SB</p> <p>SB,RW FH</p>
7.	<p>A.O.B:</p> <p>1. DS thanked staff for their efforts during this period.</p> <p>2. It was agreed that the Board should have more regular contact during this period (every 5 weeks) so the next meeting will be the end of May.</p>	
	<p>Date of Next Meeting: End of May – TBC – on ZOOM</p>	