

Active Devon Board

Notes of the meeting held on 1st November 2018

Board Members Present:

Holly Woodford, Karen Cook, Diana Crump, Simon Kitchen, Andy Martin, Jo Yelland, Jim Nye

Also in attendance:

Matt Evans (Chief Executive, Active Devon), Hannah Worth (Director - Tackling Inactivity, Active Devon), Claire Beney (Director - Operations and Core Programmes, Active Devon), Claire Colman (Business Support Officer, Active Devon), Michael Beechener (Devon County Council)

1. Apologies:

None

Chair's Welcome and Opening Remarks

HoW welcomed MB & explained his role in observing the Board meeting as part of the ongoing performance and development review and facilitating the discussion in item 8. She acknowledged that this was the first Board meeting since the restructure, noted her thanks to the team and in particular to ME and HaW for leading the team through the challenges of the process and subsequent transition.

2. Declaration of Interests

DC declared her standing interest in respect of the Deaf Get Active programme. There were no other DOIs

3. Notes of the meetings held on 3rd May 2018 and matters arising

There were no matters arising that would not be covered on the agenda.

Ref.	Decisions
180503 ADB A	<i>The notes of the meeting held on 3rd May 2018 were agreed as a correct record.</i>

4. Reports for noting - Performance and Finance (Hannah Worth and Matt Evans)

HaW introduced the performance report which had been previously circulated. She highlighted: the new format to more clearly show progress against overall strategic targets; overall on-target programme progress despite the disruptive recent period for the team; lags against digital & comms pending phase 2 website launch and primary age commercial offer; a significant potential commercial sponsorship relationship being developed; future intentions for improved performance reporting.

There was discussion about implications of the gap in reappointment of the Enterprise and Business Growth role, particularly in respect of digital/communications and enterprise & business growth strategies. The gap could now be several months and the actions which SLT could take to mitigate in the meantime were considered.

DC noted that although the report was much easier to interpret in new format, the impact against equality and diversity was now less visible and should be more explicit in future. Other members welcomed the new presentation of reports and further improvements were suggested around Active Lives trends and longer term position against the 125k strategic ambition.

The fit and focus of the new Strategic Relationships roles was discussed and the Board wished to have a more detailed understanding.

As a pre-cursor to the finance report ME advised that a phased handover to CB was planned over the remainder of the financial year. KC then introduced the report that had been previously circulated. The current year position was marginally improved from Q1 with a small surplus forecast. The 2-4 year forecasts remained less positive without clarity on likely impact of Enterprise & Business Growth strategy and other revenue generating plans. It was resolved that the SLT should conduct further modelling ahead of the January Board meeting and not wait for the re-appointment of the E&BG role which may be many months.

Ref:	Decisions	Who	Date
180503 ADB B	The Board noted the contents of the FY19 Q2 performance report		
180503 ADB C	The Board noted the contents of the FY19 Q2 finance report		
180503 ADB D	Detailed discussions on Enterprise & Business Growth plans and Strategic Relationships role at Jan 19 Board meeting		
Ref:	Actions	Who	Date
180503 ADB-01	Conduct further modelling of budget projections FY21+	SLT	Jan-19
180503 ADB-02	Make suggested refinements to new performance metrics report	HaW	Apr-19

5. Risk Report (Claire Beney)

CB presented the risk report which had been previously circulated. Work had commenced with the assistance of SK and JN to simplify the risk register. It now complied with the audit recommendations but she considered there was further work to do on simplifying control measures to ensure the team can better understand, own and embed risk management operationally.

ME expressed thanks to JN & SK and to CB for the work on the risk report to date.

Ref:	Decisions	Who	Date
180503 ADB E	The Board noted the contents of the FY19 Q2 risk report		
Ref:	Actions	Who	Date
180503 ADB-03	Further revisions to the risk register to simplify and update control measures	CB	Jan-19

6. SLT Introductions and Update - Oral Report (Matt Evans, Hannah Worth and Claire Beney)

ME, HaW and CB gave a brief introduction to each of their roles in the remodelled Senior Leadership Team. The importance of progressing a reappointment to the Director (Enterprise & Business Growth) was acknowledged.

7. AOB

(a) Sport England Performance & Improvement Framework - update and headline improvement priorities (Claire Beney)

CB outlined the new Performance Management and Improvement Framework (PMIF) arrangements which had been implemented by Sport England. In particular she focussed on the Board's involvement in the forthcoming external Quest assessment process and the proposed arrangements for Board Members to contribute to the draft Improvement Plan.

Ref:	Actions	Who	Date
180503 ADB-04	Circulate draft improvement plan for Board Member to feedback on	CB	Nov-18

8. Board / SLT future working and Board review (Facilitated by Michael Beechener)

MB facilitated an open discussion on Board / SLT future working as part of his independent review of the Board and in advance of the planned development and improvement session scheduled to take place in January 2019.

Future Meeting Dates

Thursday 24th January 2019

Thursday 14th March 2019

Thursday 25th April 2019

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 1st November 2018


Chair, Active Devon

24/01/19
Date