

Board Meeting

23 November 2023, 4.45pm

Virtual via Teams

Staff Awards

The latest staff award recipients were:

Claire Colman (Finance Officer) for her exceptional event support in preparing for our two conferences in September.

Vicky Radcliffe (Marketing and Communications Manager) for her exceptional work on the corporate comms strategy and putting Active Devon's work firmly on the map.

Hannah Shackleton (Partnerships Officer) for the great impact she's having in Northern Devon since she started in her role, and making sure she captures case studies and imagery to promote our work.

Agenda	Purpose / Recommendations
1. Preliminary matters Apologies, Declarations of interest, notes of previous meetings and matters arising	10 mins <i>(for approval)</i> To approve the notes of the Board meetings held on 19 Oct 23 and 7 Sep 23 <i>(click links for notes)</i>
2. Policy Review : Safeguarding (adults and CYP policies) (Aaron Harverson)	15 mins <i>(for approval)</i> To approve the updated Adults and CYP Safeguarding Policies <i>(see supporting info)</i>
3. Equality, Diversity & Inclusion – Policy ambitions and action plan (Matt Evans)	20 mins <i>(for approval)</i> To consider revised proposals for EDI policy ambitions and associated targets To approve the updated Equality Policy and DIAP <i>(see supporting info)</i>
4. Place Deep Dive - Torbay (Claire Beney, Louise Marshall)	45 mins <i>(for discussion and understanding)</i> Facilitated discussion to build understanding of local strategic system / place based working
5. Context for FY25+ Business Planning (Matt Evans)	45 mins <i>(for discussion and update)</i> On the day briefing to understand short and medium term strategic context and implications ahead of annual business planning
6. AOB	

Implications relating to equality, diversity & inclusion (EDI), welfare & safety, environmental impact and Active Devon's values:

EDI: Safeguarding policies have specific reference to vulnerable people which correlates closely to protected characteristics groups and other marginalised communities (item 2); Key decision sought on policy position, action plan and targets with regards to EDI (item 3); Focus on tackling inequality fundamental in place based work in Torbay (item 4) and future Place expansion investment (item 5)

Welfare & Safety: Approval sought on Adults and CYP Safeguarding Policies (item 2).

Environmental: No direct implications.

Values: Inclusion central across all agenda items; Trust and collaboration are central for items 4 & 5; Innovative approaches being proposed within DIAP (item 3) and delivered within Torbay focused work (item 4)

Supporting Information

Agenda Item 2: **Policy Review : Safeguarding (adults and CYP policies)**

It is recommended that the Board approves the updated Safeguarding Adults and Safeguarding CYP Policies

Introduction

Following the external reviews of our Adult and CYP safeguarding work, the Performance Sub Committee agreed a Safeguarding Action Plan at its October meeting. A key element therein was the intention to split our combined Safeguarding Policy and Procedures into separate Adult and CYP documents. This was a key recommendation from Ann Craft Trust's Adult Safeguarding Review. It is recommended that the Board now approves the two new policies that have been created.

The amendments made are summarised below. Full copies of the revised documents can be found in the appendices pack or by clicking individually for [CYP Safeguarding Policy](#) or [Adults Safeguarding Policy](#).

Updates made to across both policies, before separation

Material changes:

- Guidance improved on Bullying and Harassment and link added to DCC 'Bullying and Harassment' policy
- Guidance added on 'Positions of Trusts'
- Guidance added on 'Flagging Providers in the CRM'

Other changes:

- Updates to reflect personnel changes (safeguarding team and Chair)
- Adult and CYP 'Reporting Concerns' flowcharts updated to update language
- Minor language and contact detail amends
- All hyperlinks tested to ensure they are still active and correct

Children and young people policy updates

No material changes:

- Policy Monitoring – Wording added to highlight new policy separation

Adult policy updates

Material changes:

- Updated guidance on information sharing (p.11)
- Procedure guidance added for Adults at Risk (p.13)
- Updated definition of Adult at Risk on Definitions page (p.13)
- Procedure guidance added on 'A Person Centred Safeguarding Approach' (p.13)
- Updated guidance on 'mental capacity and decision making' (p.13)
- Update guidance on abuse and neglect (p.21)
- Definitions added for Safeguarding Adults Board, Safeguarding Adults Team (p.23)

Other changes:

- Policy Monitoring – Wording added to highlight new policy separation (p.9)
- Updated Incident reporting form (p.26)
- Updated 'Other useful contacts table (p.47)

Summary

Hannah MacDonald, the Board's Welfare and Safety Champion, has supported the approach being taken and has reviewed the proposed documents. It is considered that the changes in the Adults' Policy address the feedback raised by Ann Craft Trust in its review but it has not been possible to share the draft with them to date.

Agenda Item 3: EDI Policy ambitions and action plan

It is recommended that the Board

- **Approves the revised policy statement (or agrees an alternative form) and other updates to the Equality Policy.**
- **Approves the associated targets proposed in addition to the other additions to the Diversity & Inclusion Action Plan (DIAP).**

At its October meeting the Board decided that the previous gender related policy ambition statement should be replaced by one reflecting a more wide ranging ambition (as per the new Governance Code Requirements). In doing so there was concern that removing the specific target for gender parity may reduce accountability in this important area.

The CEO was tasked with proposing a suitable form of words for the new statement, which could be used in the Equality Policy, DIAP and Annual Governance Statement. The proposal is to replace:

Active Devon is committed to maintaining gender parity on the Board, by ensuring that at least 30% of Board Members are male and at least 30% female.

With:

Active Devon is committed to:

- Representing, reflecting and understanding the diversity of Devon in our team, Board Membership, organisational leadership and decision making.
- Setting measurable targets that enable us to assess how well we represent, reflect and understand the diversity of Devon.

Supplementary to the policy ambitions proposed above, the following draft targets are also proposed for the Board's consideration. They have been framed having regard to the small size of the Active Devon Board and SLT which mitigates against a straight percentage target when proportions of overall population are very low eg *ethnically diverse and LGBTQ+ each make up less than 5% of population according to latest census data*. If considered appropriate these targets will be included in the revised DIAP:

1. For the collective profile of the Board and SLT to better reflect those elements of the Devon population where inequalities in participation are greatest, so that:
 - a. At least 40% are female and 40% are male
(NB this is a stretch on our current target of 30%)
 - b. At least 15% are people with lived experience of disability or long term health condition.
(NB this is a new target being proposed since we have traditionally tracked at between 0-10%)
 - c. If the Board & SLT membership does not include anyone with ethnically diverse or LGBTQ+ backgrounds, it will take explicit actions to ensure that our work and understanding is informed with lived experience.
(NB this is a new target being proposed to ensure that awareness of the barriers facing people from these groups is not overlooked because they represent a small proportion of Devon's population)
2. To increase Board and SLTs collective understanding of the barriers and needs of those key protected characteristics groups where it lacks lived experience
3. Develop and introduce a Developmental Board Member Scheme aimed at increasing accessibility and exposure to Board opportunities for people with diverse experience to offer but who may otherwise be excluded from opportunity to be part of the Active Devon Board.

The [Equality Policy has been reviewed and a tracked change version can be accessed by clicking this link](#). Other than changing the policy statement to reflect that proposed above, only limited changes have been considered necessary:

- Page 4, para 1b - addition of 'care experience' to the protected characteristics groups listed
- Page 5, para 3a – addition of lived and socio-economic experiences
- Page 7, para 7e – commitment to maintain website Accessibility Statement

The [DIAP has also been updated and a tracked changes version can be accessed by clicking this link](#). It has also been updated to reflect both the proposed new policy statement and targets outlined above.

In addition, it has been updated to reflect the feedback provided by the EDI consultant assigned by Sport England to review and provide support for our DIAP. The other material changes include:

- Page 1 (Foreword), page 2 (Introduction) and Page 4 (Principles) – explicitly highlighting our approach to embed EDI so that it is 'everyone's business'
- Page 2 – added context section to summarise the nature of Devon in EDI terms
- Page 3 (Leadership and Operations) – embedded new policy commitments proposed above
- Page 5 (Action Plan Priorities) – included new Board diversity targets proposed above
- Page 6 (Action Plan Priorities) – included new Performance / Comms target to increase visibility of EDI throughout planning, delivery and review stages

Once the revised DIAP is approved then it can be submitted to Sport England for review in line with Governance Code compliance standards.