

Active Devon Performance Sub-Committee Meeting

Notes of the meeting held on 20th July 2023 at 5.10pm via Teams

Board Members Present:

Steve Brown, Charlotte Burrows, Andy Martin, Jim Nye

Also in attendance:

Matt Evans (Chief Executive), Gareth Dix and Hannah Worth (Directors), Rebecca Skinner, Tom Mack, Tim Howard (Partnerships Managers) and Claire Colman (Business Support Officer)

Welcome, apologies and declaration of interests

Apologies were received from Hannah McDonald, Claire Beney and Aaron Harverson

There were no new interests held, beyond those held on the register.

1. FY24 Q1 Performance Report

HW presented the report which has previously been circulated. Queries were discussed relating to a number of aspects of the report, including:

Torbay Mental Health work - further detail about what the work involved ie bringing the mental health workforce together and raising confidence to work with physical activity.

Updated Evaluation Dashboard – suggested refinements to bring metric ratings more closely in line with narrative reports and RAG adjustments to assist Board Members to interpret which areas of performance were highest priority for their consideration, challenge and support.

SE Place Partnerships expansion – ME responded to queries about how much of a concern continued lack of momentum should be for us? He highlighted the 1-1 review taking place with Sport England in July and it was agreed that this was an important matter for the Board to discuss at its September meeting.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the PSC:</i>		
230720 PSC A	<i>Noted the contents of the FY24 Q1 performance report</i>		
Ref:	Actions	Who	Date
230720 PSC 01	<i>Review presentation of data and make suggested refinements</i>	<i>HW & TH</i>	<i>Oct 23</i>
230720 PSC 02	<i>Add agenda item to September Board meeting on Sport England Place Partnership expansion</i>	<i>ME</i>	<i>Sep 23</i>

2. Safeguarding update

ME led the discussion in AH's absence. He outlined the outcome of the adult safeguarding review, recently received from Ann Craft Trust (ACT) and the background to their work to support this agenda in the sport and physical activity sector. There were a number of areas judged as 'not met' against ACT's improvement framework. He confirmed that having reviewed the report, we are satisfied that there is no immediate risk to staff, partner or participant safety and no safety concerns have been raised in the report.

We have the opportunity to work with ACT over the next 12 months to make necessary changes. AH would be leading the work and was in communication with ACT for guidance about which aspects were highest priority. In her role as Safety and Welfare champion, Hannah MacDonald has been updated and seen the full report. She would be assisting with next steps and supporting our response.

Board noted the update and it was agreed that an update should be made to the November meeting so that progress can be monitored.

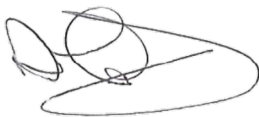
Ref:	Decisions – Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the PSC:		
230720 PSC B	Noted the contents of the safeguarding update		
Ref:	Actions	Who	Date
230720 PSC 03	Add agenda item to November Board meeting to update on progress	ME & AH	Nov 23

3. Policy Reviews

Updated versions of: **(a) Succession Policy and (b) Business Continuity Plan** had been circulated for the group's consideration. There were no material changes to either document and both were therefore approved.

Ref:	Decisions – Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the PSC:		
230720 PSC C	Approved the updated Business Continuity Plan and Succession Policy		

I agree these minutes are an accurate and true reflection of the Active Devon Performance and Risk meeting held on 20th July 2023.



Andy Martin, Chair

Future Meeting Dates

Board

- 7 Sept 2023 4.30-7.00pm
- 23 Nov 2023 4.00-6.30pm (Teams)
- 22 Feb 2024 4.30pm-7.00pm
- 9 May 2024 4.00-6.30pm (Teams)

Sub-Committees (all via Teams)

Diary hold 4.00-6.00pm, specific times TBC

- 19 Oct 2023
- 25 Jan 2024
- 18 Apr 2024
- 18 Jul 2024