

Active Devon Board

Notes of the meeting held on 27th April 2023 at 4.45pm via Teams

Board Members Present:

Jim Nye, Simon Kitchen, Andy Martin, Hannah MacDonald, Steve Brown, Charlotte Burrows, John Bougeard.

Also in attendance:

Matt Evans (Chief Executive), Gareth Dix, Claire Beney and Hannah Worth (Directors) and Claire Colman (Business Support Officer)

1. Welcome and Apologies for absence

Apologies had been received from Kay Brennan and Angie Scott

2. Declaration of Interests

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

3. Note of the Meetings held on 23rd February 2023

The minutes of meeting were agreed as an accurate record. There were no matters arising or outstanding actions.

Ref:	Decisions
230427 ADB A	<i>The Board approved the minutes of the meeting held on 23 February 2023</i>

4. People Plan

A copy of the latest People Plan had been previously circulated. CB recapped on the work that had been completed to compile the People Plan, bringing together the existing People Strategy & Action Plan and Workforce Strategy & Action Plan. She also thanked Board Members who had provided feedback. This would be reflected in the final plan to be published. She then gave a short presentation and facilitated a discussion and Q&A which focused on the importance of the plan, strategic intent and future priorities. SK highlighted the opportunity to cross-reference against DCC's emerging People First Strategy when it was published.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare & safety, environmental impact and Active Devon's values, the Board:</i>		
230427 ADB B	<i>Approved the updated People Plan</i>		
Ref:	Actions	Who	Date
230427 ADB-01	<i>Ensure that the People Plan links to the DCC People First strategy when released later this year</i>	CB	Sep 23

5. Governance Matters

JB fed back on the earlier sub-committee discussions where the draft Terms of Reference for the new sub-committees and associated changes to the Delegations of Authority had been considered in detail. The group considered that further clarity was required about how risk would be dealt with in the proposed structure. Options were discussed and the Board concluded that further updates should be made before its approval was sought. JN would meet with ME next week to discuss the detail and amend the Terms of Reference which would then be recirculated via email for Board approval.

ME also summarised the progress made in respect of Sport England's ongoing assessment of compliance with the UK Governance Code for Sport. In view of the findings of the December 2022 Governance Audit a declaration of full compliance was recommended

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare & safety, environmental impact and Active Devon's values, the Board:</i>		
230427 ADB F	<i>Agreed that it should make a declaration of full compliance to Sport England in respect of its compliance with pre-2022 UK Governance Code requirements</i>		
Ref:	Actions	Who	Date
230427 ADB-02	<i>Review and refine sub-committee Terms of Reference to ensure risk is addressed to the Board's satisfaction</i>	ME/JN	5 th May

6. AOB

There was no other business

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 27th April 2023.



11th May 2023

Chair, Active Devon

Future Meeting Dates

Board

- 11 May 2023 4.00-6.00pm (Teams)
- 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

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

Active Devon Audit Sub-Committee

Notes of the meeting held on 27th April 2023 at 4.15pm via Teams

Board Members Present:

John Bougeard, Simon Kitchen, Andy Martin, , Charlotte Burrows

Also in attendance:

Claire Beney (Director)

1. Welcome, apologies and declaration of interests

Apologies had been received from Kay Brennan and Angie Scott. CB also explained that she was covering for ME. He was unable to attend since he was now involved in a meeting with DCMS about future Government Sport Strategy. There were no new interests held, beyond those held on the register. JB chaired the meeting.

2. Q4 Finance Reports

The Q4 finance reports had been previously circulated. CB reported that the provisional year end position was a small surplus of £7k. This was improved from the £4k deficit forecast at Q3. It was provisional, subject to audit in May 2023. Regarding the FY24+ budget, the position in respect of CAN closure and Heritage Lottery timescales was discussed. SK queried how liabilities were calculated for the reserves statement. CB summarised the approach and agreed that ME would follow up.

Amendments to the 4 year forecast and the reserves statements were noted and agreed. It was agreed that ME should liaise with JB in respect of finalising the profiling of the FY24-25 net income contribution targets in order that performance could be effectively monitored.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare & safety, environmental impact and Active Devon's values, the Audit sub-committee:</i>		
230427 ASC A	<i>Noted the contents of the Q4 finance reports and associated updates to the FY24+ forecast and reserves statements</i>		
Ref:	Actions	Who	Date
230427 ASC 01	<i>Review forecasting of FY24-25 Net Income Contribution targets</i>	ME & JB	Apr 23

2. Sub-committee terms of reference and Delegations of Authority

CB highlighted the feedback that had been received in respect of the draft Sub-Committee Terms of Reference. Discussions focussed on the proposal for risk to form part of the new Performance and Risk sub committee's remit. It was felt that there was the potential for confusion and/or duplication with this proposed approach. Having considered the changes proposed, Board Members considered that further clarification on ownership of risk was required before they could recommend the draft ToR and Delegations of Authority to the Board for approval.

Ref:	Actions	Who	Date
230427 ASC 02	<i>Provide further clarity on responsibility for risk with new sub-committee structure</i>	ME	Apr 23

3. Audit Brief

The scope of the annual audit was discussed. In view of the extensive governance related external reviews that had taken place in last six months, and were ongoing, the proposal to limit scope to finance only was considered appropriate. The audit would return to its usual Finance and Governance scope in May 2024.

Ref:	Decisions
230427 ASC B	<i>The scope for the annual audit was agreed</i>

I agree these minutes are an accurate and true reflection of the Audit Sub-Committee held on 27th April 2023.

Chair

Future Meeting Dates

Board

- 11 May 2023 4.00-6.00pm (Teams)
- 7 Sept 2023 4.30-7.00pm
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Sub-Committees (all via Teams)

Diary hold 4.00-6.00pm, specific times TBC

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

Active Devon Performance & Risk Meeting

Notes of the meeting held on 27th April 2023 at 5.15pm via Teams

Board Members Present:

Steve Brown, Charlotte Burrows, Andy Martin, Jim Nye, Hannah MacDonald

Also in attendance:

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

1. Welcome, apologies and declaration of interests

No apologies had been received. There were no new interests held, beyond those held on the register. AM chaired the meeting and queried the whether the meeting should continue, following the Board's earlier discussion in respect of sub-committee terms of reference ME felt that it was important that risk and performance matters were given proper consideration and there were sufficient Board Members present to give adequate scrutiny and for quoracy. It was agreed that the meeting should continue.

2. Q4 Performance Report

HW presented the report which has previously been circulated. In addition to discussing the specifics of the quarterly performance further refinements to the presentation of the report were discussed which HW and TH would review, alongside the feedback on the new evaluation dashboard.

TH also provided further insight about the Active Lives data which had been recently released. Board Members agreed it was notable that many of Devon's local authorities were amongst the most active in the country, including South Hams ranked highest but that the significant gap between our most and least active areas was endorsement of strategic focus on place and inequality. ME confirmed that a news item was being release summarising the results. AM suggested a 'deep-dive' at a future meeting and HW confirmed that workshops were being for partners which Board members would be invited to attend.

AM concluded the discussion thanking the team for the reports and by suggesting that future discussions should be focussed on aspects where there were performance difficulties, those where the Board could provide support and highlights to be celebrated.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare & safety, environmental impact and Active Devon's values, Board Members:</i>		
230427 PR A	<i>Noted the contents of the Q4 performance report</i>		
Ref:	Actions	Who	Date
230427 PR 01	<i>Review presentation of data to refine further</i>	<i>HW & TH</i>	<i>Jul 23</i>

2. Draft Evaluation Dashboard

HW summarised the intent behind the new dashboard and highlighted the approach to producing 'quali-quantifiable' metrics (ie those where a metric value was applied to a qualitative indicator). Board Members felt it was important that actuals should be shown alongside quarterly targets. CB suggested that data around health inequalities should be

shown and HW responded by agreeing that it would be a helpful to include among the suite of longer term indicators. She put out a request for any Board members who may wish to assist in reviewing the longer term indicators and refining the dashboard. SB indicated that there was relevant public health intelligence which could be linked to and HM offered her assistance.

3. Q4 Risk Report

Board members were content with the report and there were no queries.

Ref:	Decisions
230427 PR B	<i>Board Members noted the contents of the Q4 risk report</i>

4. Policy Reviews

(a) FY24 Risk Register – TH outlined the key changes to the Risk Register arising from its annual review. There was a discussion about how 'positive' risks should be dealt with and agreement that we should continue the intent of seeking opportunity as well as managing risk. The updated register was approved.

(b) Business Continuity Plan – AH outlined how the plan sits alongside DCC business continuity plans and the rationale for strengthening it around core IT and data security. Board Members were content with the updates and approved the revised plan.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare & safety, environmental impact and Active Devon's values, Board Members:</i>
230427 PR C	<i>Approved the updates to the risk register for FY24</i>
230427 PR D	<i>Approved the updated Business Continuity Plan</i>

I agree these minutes are an accurate and true reflection of the Active Devon Performance and Risk meeting held on 27th April 2023.

Andy Martin, Chair

Future Meeting Dates

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- 11 May 2023 4.00-6.00pm (Teams)
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