

# Active Devon Performance Sub Committee

19 October 2023, 5.20pm, via Teams

Agenda		Recommendations
1. <b>FY24 Q2 Performance Report</b> (HW & Strategy Leads)	25 mins (for scrutiny)	To note the contents
2. <b>Safeguarding Reviews and Management Response</b> (AH)	15 mins (for discussion and to note)	To note the updates in respect safeguarding and to approve the proposed Safeguarding Action Plan.
3. <b>Impact Report Content</b> (VR)	10 mins (for approval)	To approve the proposed approach and copy for the 2022-23 Impact Report
4. <b>AOB &amp; Summary</b>		Are there any matters for action/elevation with the Board or other sub-committees

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

**EDI:** Strong examples of EDI alignment and impact across Q2 performance (item 1). Dedicated section to be included in Annual Impact Report to uplift EDI (item 3).

**Welfare & Safety:** Good performance on staff satisfaction and morale metrics in Performance report (item 1); Dedicated focus (item 2) on safeguarding adult and CYP reviews, proposal of detailed action plans and update on creation of 2x FTE specialist capacity.

**Environmental:** Highlighted commitment in proposed Annual Impact Report (item 3)

**Values:** Commitment to values evident across all performance themes (item 1) and throughout Annual Impact Review (item 3).

## For Info (Additional context that is not covered by agenda discussions)

**Staffing Risks** – The Q2 risk report (which is under the remit of the Finance, Governance & Risk Sub-committee) outlines continuing risks around team capacity. Central support challenges have eased slightly as a consequence of mitigations put in place but 2x Partnerships Officer resignations are likely to impact work into Q3

**Financial Outlook** – Slower than anticipated release of Sport England Place Partnerships investment and in year cost pressures. Current year and FY25+ forecast situation is being closely managed.

## Supporting Information for the Agenda

### Agenda Item 1: [FY24 Q2 Performance Report](#)

The Performance Report is Included in appendices for Board Members' consideration and scrutiny. Changes have been made to consolidate narrative reports alongside indicator dashboard metrics, in line with feedback from the previous Performance Sub-Committee meeting. In addition, to improve visibility of progress against the Diversity & Inclusion Action Plan, a dedicated section has been included in the report.

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### Agenda Item 2: **Safeguarding Reviews and Management Response**

#### **Introduction**

This report provides updates on our response to the Adult Safeguarding review and the CYP Safeguarding review which took place on 5th October. Finally, it summarises next steps and includes the proposed action plan for the sub-committee's consideration and approval.

#### **Safeguarding Adults Work – Ann Craft Trust 2023 Framework Review**

Following the 'Not Met' assessment which we reported to the Board in July, the planned meeting with Anne Craft Trust took place. They responded to queries and gave detailed advice on what our 12 month improvement priorities should be. This concurred with our view that a focus on policy refinements and training were the main priorities. These are now reflected in the proposed action plan shared below.

#### **Safeguarding Children and Young People Work – CPSU Annual Review 2023**

We made our scheduled evidence submission in September and our review meeting with the NSPCC / Child Protection and Sport Unit (CPSU) took place on Thursday 5th October. The formal outcome of the review is pending.

Our self-assessment suggested the main priorities for development over the next 12 months as summarised below. CPSU's response in the meeting was positive:

- Separate our current single safeguarding policy document so that there is a separate policy and procedure document for both adults and CYP
- Increase the amount and variety of training that is given to Active Devon staff and also improve the way in which all training is recorded and planned
- Develop our relationships further with local statutory safeguarding teams and organisations
- Continue to explore ways to consult with CYP on our safeguarding work

#### **Proposed Action Plan**

Members will note there are many common themes/cross-overs between our Adult and CYP Safeguarding priorities. We have reflected these in a single Safeguarding Action Plan and we have taken the opportunity to make improvements to formatting to improve overall visibility of our safeguarding work. It effectively represents the 'Management Response' to the above Framework Reviews (subject to amendment pending formal outcome of CYP review).

A copy of the [detailed Action Plan proposed](#), is in the appendices pack, but the table below summarises headline priorities.

High Level Actions	Start date	Planned completion date
Create separate CYP and Adult safeguarding policies and procedure documents	October 23	November 23
Creation of a new central training log	October 23	October 23
Plan safeguarding training for 2024	December 23	December 23
Develop our relationships further with local statutory safeguarding teams and organisations	January 23	On going
Pull together improved evidence and new safeguarding documentation to re-submit to the Ann Craft Trust	December 23	January 23
Continue to explore ways to consult with CYP on our safeguarding work	December 23	On going

### Next Steps

It is intended to complete the policy separation work in October 2023, with the aim of bringing it to the full Board for consideration and approval at its November meeting.

### Regional/Local Welfare Officers Project

We submitted our application for 2x Welfare Officers in September. Verbal feedback from the grant assessor has been positive but a formal outcome is awaited. Assuming a successful outcome, we are aiming to recruit for a Jan 2024 start date.

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### Agenda Item 3: Annual Impact Report

Each year we publish an Annual Review reflecting on key achievements and future priorities. It sits alongside our Annual Governance Statement which publishes more governance related information for public transparency. Previously the Annual Review has been published as a plain pdf report, being treated more as a compliance 'must do' rather than a proactive publicity tool.

In line with the new Corporate Communications strategy, which Vicky Radcliffe presented at the last meeting we are planning to take a different approach in the future. The intention is to produce a professionally designed report which is more visually appealing and can be used for promotional purposes. As well as pdf format it will be available through dedicated webpages online. A short video intro will help to promote on social channels.

The 2022-23 report has been delayed as a consequence of the capacity challenges we have been managing in the central support team, but will be produced by the e/o October. For next year publication will be more timely (by June 2024). The [draft content can be seen here](#) and gives a helpful sense of the report's broad structure and contents.

Members will also note the intention to 'draw out' a specific section relating to EDI to give greater visibility to some of our work and achievements in this important area.

Members are asked to note this update and approve the approach outlined.