

## MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876 Registered Charity 1180787

<b>Date:</b>	23.09.2022	<b>Venue:</b>	Air IT Offices - Sandiacre
<b>In the chair:</b>	Derek Higton	<b>Minute recorder:</b>	Kerryn Chamberlin

Working together, we will address inequality and empower everyone to be active in a way that works for them		Action
<p><b>Present</b></p> <p>Danny Bouckley (DB) Board member            Sarah Fowler (SF) Board member            Carol Hart (CH) Board member            Derek Higton (DH) Board member            Richard Irons (RI) Board member</p>	<p><b>In attendance</b></p> <p>Ilana Freestone (IF) APT CEO            Kerryn Chamberlin (KRC) Strategic Director            Stuart Batchelor (SB) Strategic Director            Michelle Skinner (MS) Strategic Director            Deja Jones (DJ) Diversity &amp; Inclusion Lead            (left after item 7)</p>	
2	<p><b>Apologies</b></p> <p>Louise Bainbridge, Jane Laughton, Graham Feek, Mark Shardlow, Margaret Blount</p>	
3	<p><b>Minutes of the last meeting held on 07/07/2022</b></p> <p>The minutes of the Board meeting held on 7<sup>th</sup> July 2022 were approved for accuracy.</p>	
4	<p><b>Matters arising</b></p> <p>Devolution deal has been signed for Nottinghamshire and Derbyshire, not referred to as East Midlands due to the absence of Leicestershire. Still referred to as the Combined Authority (£38m per year). Many aspects still to be decided over the next year or two.</p>	
5	<p><b>Declarations of interest</b></p> <p>None</p>	
6	<p><b>People &amp; Resources Committee</b></p> <p>DB updated on most recent P&amp;R meeting and the minutes were noted.</p>	
7	<p><b>Equity, Diversity and Inclusion discussion</b></p> <p>DB introduced this agenda item following on from an initial discussion at the P&amp;R committee.</p> <p>Two frames for this work which have informed the draft ambitions:</p> <ul style="list-style-type: none"> <li>• requirements set out in the Code of Sport Governance</li> <li>• recent review by the whole APT team of the journey together so far.</li> </ul> <p>Once ambitions agreed, these will inform the framework for ED&amp;I plan.</p> <p>DJ and IF introduced the ED&amp;I Ambitions. The ambitions:</p>	

	<ul style="list-style-type: none"> <li>• are drafted as position statements as to what we are aiming for.</li> <li>• will provide the structure for the EDI action plan which will detail what we will do to achieve them.</li> <li>• internal ambitions - focus on our organisation</li> <li>• external ambitions - will guide our work, who we work with and how we engage with partners across the system, relevant to people who experience the greatest inequalities</li> </ul> <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> <li>• Ambitions probably close enough to form the basis of an action plan.</li> <li>• How to turn statements into actions to achieve them.</li> <li>• Internal and external ambitions reflect the priorities set out in our organisational business plan and our shared plan, Making Our Move.</li> <li>• Need to ensure we are putting in the time and resources to support our own inclusive culture.</li> <li>• Recruitment of board members and internal recruitment are key aspects of this.</li> </ul> <p>The Board approved the EDI ambitions.</p> <p>Input from interested board members from own experience or own development would be welcome in helping to develop the actions to achieve the ambitions. The aim is to bring back a draft action plan to the next board meeting in December for discussion.</p> <p>Key points to consider:</p> <ul style="list-style-type: none"> <li>• Re: recruitment - Need to sense check whether the practices and processes we have in place discourage applicants from more diverse backgrounds. We need to encourage, not discourage and may need to find different ways to elicit information from candidates.</li> <li>• Diverse thinking brings diverse outcomes.</li> <li>• A focus on our inclusive practices will lead to greater diversity</li> <li>• Could external support and challenge be helpful when we are developing the action plan? Better to involve a range of organisations/people for a wide range of views. DB has some suggestions of consultants that may be able to help.</li> <li>• We need to give ourselves permission not to get it right the first time. We'll be on a journey with multiple iterations. We need to be ambitious, but don't need to punish ourselves along the way.</li> </ul> <p>IF explained that, as the next step, she will send out a baseline survey to all board members to complete. It covers 3 areas:</p> <ul style="list-style-type: none"> <li>• importance of EDI,</li> <li>• inclusive practices and cultures,</li> <li>• inclusive behaviours from a personal perspective.</li> </ul>	<p>DJ/IF/ MB</p> <p>IF ALL</p>
8.	<p><b>CEO Update - presentation slides attached</b></p> <p>IF gave a verbal update on developments in the team and recent key work areas.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>• Recruitment of seven new team members since March has identified several real and potential issues that we need to consider and learn from in relation to</li> </ul>	

	<p>how we recruit, induct and support new team members, now that the team primarily works remotely.</p> <ul style="list-style-type: none"> <li>• Work environment/office set up - linked to the point above we will be reviewing how well the current set up is working through the staff survey next quarter. As well as this we are also taking HR advice with respect to contracts, fairness and hybrid working options.</li> <li>• Team Development - the whole team took part in a bespoke line management training day (21/09/22). The focus was on engaging in growth conversations and feedback has been very positive. A training session on systems leadership development is due to take place in November (09/11/22 in the afternoon). Any Board members who are interested are invited to join us for this session. A separate session will be set up with the Board on to cover an introduction to Systems Leadership and Governing in Complexity.</li> <li>• Following an invitation to quote process, Leeds Beckett University have been appointed as our evaluation partner for Making our Move and Walk Derbyshire. The length of the partnership is for 5 years. It is proposed that Press Red are contracted again as our insight partner. Due to their unique expertise from working with a number of Active Partnerships and their detailed knowledge of APT's work, built up over the past years, this contract will be awarded through the preferred provider route. In line with our financial regulations, this has been agreed with Stephen Jackson, chair of the audit committee.</li> <li>• Together Fund - all funding has been allocated for this round.</li> </ul> <p>IF presented a six-monthly update on APT's performance against the performance reporting framework previously agreed with the board. The APT framework includes quantitative and qualitative information. Sport England are still to finalise their measurement framework for Active Partnerships, but we are confident that with the work we are doing to capture change and learning against the annual action plan, we will be able to provide the information that Sport England require. In addition to the data, IF shared three examples from our qualitative data capture that illustrate how the work is growing, impacting and progressing and the emerging themes. See the presentation for more detail.</p> <p>It is proposed that we use this format in future and was requested that the data in the performance report is shared in advance of the meeting.</p>	<p>IF</p> <p>IF</p>
<p>9</p>	<p><b>Audit Committee</b></p> <p>IR provided an update on the audit committee meeting which took place on 01/09/22. The main item of discussion was the draft trustees' report and financial statements for 21/22. The need for some minor edits were identified:</p> <ul style="list-style-type: none"> <li>• Redrafting the 'Policy on Reserves' to provide more clarity around the split in total reserves between restricted funding and committed funding.</li> <li>• Updating the Related Party Transactions</li> </ul> <p>The final version will be presented to the board at the December meeting for approval.</p> <p>Two issues identified by the auditors as management issues were also discussed:</p> <ul style="list-style-type: none"> <li>• That APT does not use a purchase order system. The audit committee discussed this and agreed an amendment to APT's financial regulations to specify that this is not currently required. The board approved this decision and the revised wording.</li> <li>• The need to introduce a monthly payroll journal on Quickbooks. MB is to discuss with CA Plus (which provide support with Quickbooks and process the monthly payroll) how to set this up.</li> </ul>	<p>MB/RI</p> <p>MB</p>

	<p>The audit committee also reviewed the 22/23 management accounts. Whilst currently the money in the bank is £2.2m, it is projected to be reduced to £1.5m by 31/03/23 and contracts are now in place to spend reserves as approved over the next 5 years.</p> <p>IF confirmed that a 2% consolidated increase has been awarded to the team for their performance in 21/22. This has been backdated to 01/04/22. Sport England funding has not increased to accommodate this. The increase in the cost of living is an issue for all Active Partnerships and has been raised with Sport England and we have a discussion scheduled with DCMS.</p>	
10.	<p><b>Nominations Committee</b> Following on from the board evaluation work in 2021, a decision was made by the board to increase the maximum number of trustees to 12. As part of this recruitment process the Nominations Committee reviewed and have revised the existing trustee knowledge and experience matrix. New areas have been added: systems thinking/leadership, community engagement, environmental, sustainability and equity, diversity and inclusion.</p> <p>Board members are asked to review this new template and feedback any comments to MB. It will then be circulated to all current trustees to complete so gaps can be identified, hopefully to be filled by new trustees recruited.</p>	ALL
11.	<p><b>Risk Register</b> Since the board meeting held on 27/04/22 the risk register has been reviewed by the Audit Committee, the People &amp; Resources Committee, both county panels and the senior management team. Risks have been updated and the accompanying paper outlines new risks or any significant changes.</p> <p>Board members were asked to consider this current version and feedback any additional comments to MB or IF.</p> <p>It will be on the agendas to be reviewed again by all the committees and panels early in 2023 and a revised version will come back to board in March 23.</p>	All  MB
12.	<p><b>County Panels</b> <b>Derbyshire</b> -The Active Derbyshire panel met on 1<sup>st</sup> September. Items which were discussed included Active Environments, Walk Derbyshire, work in Derby, risks allocated to panel on the risk register and the revised terms of reference for the panel.</p> <p><b>Nottinghamshire</b> - The meeting of the Active Notts panel was 30<sup>th</sup> August. The discussions focused on the draft ED&amp;I ambitions, the walking ambition for city and county and risk register responsibility.</p>	
	<p><b>AOB</b> No AOB Air IT thanked for hosting the meeting.</p>	
	<p><b>Dates of future meetings</b> 8th December, 5 -7pm &amp; AGM at Air IT 16<sup>th</sup> March 5-7pm - tbc</p>	