

MINUTES OF THE ACTIVE PARTERS TRUST (APT) AGM and BOARD MEETING

Company limited by guarantee 10876876 Registered Charity 1180787

Date:	27/06/2023	Venue:	Holiday Inn, NG10 5NJ
In the chair:	Derek Higton	Minute recorder:	Margaret Blount

Working together, we will address inequality and empower everyone to be active in a way that works for them		Action
Present Danny Bouckley (DB) Board member Graham Feek (GF) Board member Chris Hassell (CHs) Board member Derek Higton (DH) Board member Jane Laughton (JL) Board member	In attendance Ilana Freestone (IF) CEO Kerryn Chamberlin (KRC) Strategic Director Stuart Batchelor (SB) Strategic Director Margaret Blount (MB) Head of Ops Craig Homer (CHo) Strategic Lead Duncan Radley (DR) Leeds Beckett Univ Rebecca Sutton (RS) Leeds Beckett Univ	
2	Apologies Louise Bainbridge, Sarah Fowler, Carol Hart	
3	Declarations of interest No new declarations of interest received relevant to the agenda items. Any declarations of interest declared and recorded at previous meetings or on the trustee's annual declaration form are still live until withdrawn therefore no need to declare again.	
4	Minutes of the last board meeting held on 16/03/2023 The minutes of the board meeting held on 16 March 2023 were approved.	
5	Matters Arising Safeguarding training for the board is still to be arranged. The focus should be on what are the safeguarding responsibilities of board members. All board members asked to submit missing information for board member bios on website site. Photographs required for LB, JL, CHs. Photograph and bio required for Mark Shardlow (to be followed up after September).	MB LB, JL, CHs
6	Insight and evaluation partnerships CHo introduced this presentation with an explanation of why good insight and understanding underpins delivery of Making our Move by the APT team and system partners. APT have agreed a further five year contract with Press Red to be our insight partner. Details of the contract specification were shared and an example provided about how walking data and insight provided by Press Red has positively influenced how Walk Derbyshire is rolling out in the county.	

	<p>The specification for the five year contract with Leeds Beckett University (LBU) as APT's evaluation partner was also shared.</p> <p>DR introduced the work of the Leeds Beckett team. A copy of the presentation can be shared. Key points made in the presentation are as follows.</p> <ul style="list-style-type: none"> • This evaluation partnership is working to understand what is and what isn't working regarding the overall vision and shared aims outlined in Making our Move. To do this, the LBU team will proactively capture insight on how the 'ways of working' detailed in the plan are operationalised by APT and system partners. Are we working the ways we agreed we needed to work, to bring about the changes we agreed we needed to see? • We are looking to make changes in a complex system(s) so linear cause and effect evaluation models are not suitable. • The approach taken must be focused on learning in real time and be iterative, constantly feeding in the learning as the work progresses, to influence the next process or action. • The evaluators do not sit outside, observe and make recommendations at the end but are embedded within the work and work with the 'deliverers' to collectively understand as change does or doesn't happen. • To do this, as well as the LBU core team, three full time PHD students will be recruited as embedded researchers. RS is the first of these PHD students. • As well as doing the research, the LBU team will teach the APT team and system partners, evaluation tools we can use locally. • Work is currently underway to co-develop the right evaluation framework and questions/appropriate lines of enquiry, based on the shared ways of working outlined in Making our Move, and the activities of the team and system partners that evidence these ways of working. <p>RS illustrated how this evaluation process is and will work by describing her work to date, as one of the three embedded PHD students, focusing on Walk Derbyshire. RS is working to understand the impact of a systematic approach to increase walking participation levels in the county. She is considering what is going into the system (inflow), providing feedback on this iteratively, capturing the learning together and feeding this back into the system. She described how the consortiums that have formed from district stakeholder events, held at the beginning of 2023, are visibly moving from solution focused discussions to more person centred thinking, how to support behaviour change.</p> <p>Points raised in the discussion included:</p> <ul style="list-style-type: none"> • The evaluation approach described is exciting, feels rigorous and innovative. Include updates on future board agendas. • In Derbyshire, discussions about the health benefits of walking and therefore the need to support it, resonates with districts partners far more than any discussions about exercise or sport. • Assuming the evaluation of Walk Derbyshire shows that this way of working is bringing about the changes we hope to see, this learning needs to be shared nationally and regionally to generate further funding for this work to continue in both Derbyshire and Nottinghamshire. 	IF
7	<p>Work in High Peak</p> <p>CHo gave a brief presentation on his work in High Peak district. There is a long history in the district of partners coming together to talk about sport and physical activity however in recent years, this group has widened and they have worked hard to</p>	

	<p>develop a shared vision and a collective plan 'Move More High Peak' based on the framework of Making our Move. He feels that members of the group are genuinely committed to this plan and to working collaboratively.</p> <p>An example of this is that a number of partners pooled funding to allow the appointment of a Move More High Peak Young People Coordinator who is managed by the School Sports Partnership Manager and the High Peak Bureau (CVS). This officer is targeting specific schools in focus communities, agreed by the group. He is capturing valuable insight from the young people in these schools and feeding this learning back into the group meetings.</p> <p>The presentation includes two embedded videos, one being about the impact of a Together Fund award for 'Our Gang' - a autistic and neurodivergent youth group in Glossop. A copy of the presentation can be shared.</p>											
8	<p>CEO's report Due to limited time, Board members were asked to feedback any comments or questions to IF outside the meeting.</p>	All										
9	<p>EDI Action Plan The EDI action plan was approved.</p> <p>It was suggested that one way to assess whether we are seen to be achieving the ambitions stated in this plan is to include a question in the next partners' survey.</p> <p>Due to the number and depth of the actions in the plan, the board stressed the need to prioritise actions, particularly considering the time limited contract of Deja Jones (due to end March 2025).</p>	IF										
10	<p>County Panels The planned face to face Active Notts panel meeting (13 June) was cancelled due to a major incident in Nottingham.</p> <p>The Active Derbyshire panel meeting was held on Teams on 12 June.</p>											
11	<p>Finance, Audit and Risk Committee update MB reported back on the discussions and decisions made at the FAR committee meeting held on 12 June 2023.</p> <p>The committee had reviewed the management accounts for 22/23 and the draft end of year figure for 31 March 2023. It was noted that the external audit started 26 June and final 2022/23 year end figures will be agreed following this.</p> <table border="1" data-bbox="229 1653 1265 1906"> <thead> <tr> <th></th> <th>31/03/23 figures on Quickbooks</th> </tr> </thead> <tbody> <tr> <td>Net Income/(Expenditure)</td> <td>£2,180,114</td> </tr> <tr> <td>Restricted</td> <td>£1,007,279</td> </tr> <tr> <td>Committed/designated</td> <td>£1,006,769</td> </tr> <tr> <td>Unrestricted</td> <td>£166,067</td> </tr> </tbody> </table>		31/03/23 figures on Quickbooks	Net Income/(Expenditure)	£2,180,114	Restricted	£1,007,279	Committed/designated	£1,006,769	Unrestricted	£166,067	
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	<p>Cash in APT bank accounts as of 08/06/23</p> <table border="1" data-bbox="229 259 1270 427"> <tr> <td>Natwest current account</td> <td>£1,644,006</td> </tr> <tr> <td>Nationwide 95 Day Saver account</td> <td>£924,157</td> </tr> <tr> <td>PayPal</td> <td>£693</td> </tr> <tr> <td>Total</td> <td>£2,568,856</td> </tr> </table> <p>The main item of discussion at the meeting was the revised 2023/24 budget and year end projections for 24/25 onwards if an increased salary award of 5% is made, back dated to 01/04/23. The board at the last meeting (16/03/23) had asked for this to be explored.</p> <p>The FAR committee considered that a 5% pay award is affordable thus recommended approval of this increase and the revised 2023/24 budget to the Board.</p> <p>The Board approved the 5% salary increase for 23/24 and the 23/24 budget.</p> <p>Whilst the board were comfortable with the projections for 24/25 to 26/27 based on annual 1% salary increases, they asked that this be reviewed later in 23/24 to see if APT is in a better position financially to match cost of living increases. As so much of what the team do is about developing and maintaining trusted relationships, the board not want to lose team members for financial reasons.</p> <p>Following the recommendations of FAR:</p> <p>The APT Risk Management Policy was approved.</p> <p>The APT Business Continuity Plan was approved.</p> <p>Due to timings, it was agreed to carry forward the review of the risk register to a future board meeting.</p>	Natwest current account	£1,644,006	Nationwide 95 Day Saver account	£924,157	PayPal	£693	Total	£2,568,856	MB
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12	<p>HR policies</p> <p>APT Family Friendly Policy Following initial discussions at the last board meeting about potential changes to the APT's enhanced maternity/adoption pay, a paper was circulated prior to the meeting including the costs of three other options. Due to the lack of time, it was agreed that this agenda item would be brought back to the next board meeting but also that a fourth option of statutory maternity pay be included.</p> <p>APT Working Practices Policy MB explained the main changes in the proposed Working Practices Policy from the Agile Working Policy, which it is proposed it replaces.</p> <p>This revised policy has been produced with the support of an external HR consultant, to provide more clarity about ways of working of the team going forward. It is based on the learnings since March 2020, when our ways of working changed significantly.</p> <p>The two most significant changes are: New team members will be employed on an office based or hybrid contract. Home based contracts will no longer be an option for new employees.</p>	MB								

	<p>Current team members, who are on home based contracts, will be will be offered the opportunity to move to a hybrid contract but can choose to stay on their home based contract.</p> <p>We will no longer pay 100% of travel expenses from home for employees with a home working element to their contract (ie home or hybrid workers). Employees, with a homeworking element, will be responsible for funding the equivalent of travel costs to their allocated APT office for 2 days per week if employed full time or 1 day per week if employed part time. Beyond this, travel expenses are payable. Current employees who live a long way from either the Derby or Nottingham office (more than 15 miles) will be able to claim for anything above 15 miles on the days they travel to the office or equivalent.</p> <p>The board agreed with the principle of these changes but MB was asked to explore whether there was an easier way to recompense employees for their travel costs, e.g. increased salary payment. MB was asked to consider alternatives and circulate to board members electronically.</p> <p>The pros and cons of an additional salary increase was investigated further. The conclusion was that the procedure proposed in the revised policy would be the best option for APT and team members. This information was circulated and the board electronically approved the APT Working Practices Policy as presented at the meeting.</p>	
	<p>AOB MB to review the order of future agendas to ensure the board members have the time to consider the required business items</p>	<p>MB</p>
	<p>Dates of future meetings</p> <p>Thursday 21 September 2023 5-7:45pm Wednesday 13 December 2023 5-7:45pm AGM Tuesday 19 March 2024 5-7:45pm</p> <p>Dates of Making our Move celebration events</p> <p>Notts Making our Move Celebration Event Tuesday 03 October 6 - 8.30pm Lakeside Arts, Nottingham</p> <p>Derbyshire Making our Move Celebration Event Tuesday 10 October 6 - 8.30pm The Museum of Making, Derby</p>	