

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

Company limited by guarantee 10876876 Registered Charity 1180787

Date:	13/12/2023	Venue:	Holiday Inn, Jt 25
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																										
1	<p>Present</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Louise Bainbridge (LB)</td> <td>Board member</td> </tr> <tr> <td>Sarah Fowler (SF)</td> <td>Board member</td> </tr> <tr> <td>Carol Hart (CH)</td> <td>Board member</td> </tr> <tr> <td>Chris Hassell (CHs)</td> <td>Board member</td> </tr> <tr> <td>Derek Higton (DH)</td> <td>Board member</td> </tr> <tr> <td>Jane Laughton (JL)</td> <td>Board member</td> </tr> <tr> <td>Mark Shardlow (MS)</td> <td>Board member</td> </tr> </table>	Louise Bainbridge (LB)	Board member	Sarah Fowler (SF)	Board member	Carol Hart (CH)	Board member	Chris Hassell (CHs)	Board member	Derek Higton (DH)	Board member	Jane Laughton (JL)	Board member	Mark Shardlow (MS)	Board member	<p>In attendance</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Ilana Freestone (IF)</td> <td>CEO</td> </tr> <tr> <td>Kerryn Chamberlin (KRC)</td> <td>Strategic Director</td> </tr> <tr> <td>Stuart Batchelor (SB)</td> <td>Strategic Director</td> </tr> <tr> <td>Michelle Skinner (MS)</td> <td>Strategic Director</td> </tr> <tr> <td>Margaret Blount (MBI)</td> <td>Head of Ops</td> </tr> <tr> <td>Katie Crockett (KC)</td> <td>Strategic Lead M&C</td> </tr> </table>	Ilana Freestone (IF)	CEO	Kerryn Chamberlin (KRC)	Strategic Director	Stuart Batchelor (SB)	Strategic Director	Michelle Skinner (MS)	Strategic Director	Margaret Blount (MBI)	Head of Ops	Katie Crockett (KC)	Strategic Lead M&C
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2	<p>Apologies</p> <p>Danny Bouckley (DB), Graham Feek (GF)</p>																											
3	<p>Declarations of interest</p> <p>No declarations of interest received relevant to the agenda items.</p>																											
AGM																												
4	<p>Trustee Report and Financial Statements April 22 - March 23</p> <p>The Finance, Audit and Risk (FAR) committee had reviewed the APT Annual Report and Financial Statements 01 April 2022 - 31 March 2023 in detail, with the auditor, at their meeting in September 2022. The minor changes requested at this meeting, have been made and this is the version now presented to the Board for approval.</p> <p>The Board approved the APT Annual Report and Financial Statements 01 April 2022 - 31 March 2023.</p> <p>The FAR committee also reviewed, at the same meeting, the Management Report of the Auditors. The FAR committee were happy that adequate controls are in place and recommended its approval.</p> <p>The Board approved Management Report of the Auditors.</p> <p>MBI to send copies of the APT Annual Report and Financial Statements 01 April 2022 - 31 March 2023 to Companies House and the Charity Commission by their respective deadline dates.</p>	MBI																										
5	<p>Appointment of Trustees</p> <p>The Ordinary Resolution in Writing was considered. The Board approved the following re-appointments:</p>																											

Sarah Fowler was confirmed as the resident Director from Derbyshire, which position includes responsibility as Chair of the Active Derbyshire Panel, for a term of office ending at the APT AGM in autumn 2025;

Louise Bainbridge was confirmed as Senior Independent Director for a term of office ending at the APT AGM in autumn 2026.

Graham Feek was confirmed as the resident Director from Nottinghamshire which position includes responsibility as Chair of the Active Notts Panel, for a term of office ending at the APT AGM in autumn 2026;

It was noted that the board has the following vacancies:

Resident Director from Derbyshire for a term of office of a maximum of 3 years;
2 Independent Directors for a term of office of a maximum of 3 years.

The chairs and memberships of the board committees was reviewed and confirmed.

Chairs of committees and panels

Finance, Audit & Risk committee - Stephen Jackson
People & Resources committee - chair chosen at meeting
Nominations committee - chair chosen at meeting
Active Derbyshire Panel - Sarah Fowler
Active Notts Panel - Graham Feek

Membership of committees and panels

Finance, Audit & Risk committee
Louise Bainbridge
Chris Hassell
Stephen Jackson (external expert)
Martin Firbank (external expert)

People & Resources committee
Danny Bouckley
Jane Laughton
1 vacancy

Nominations committee
Danny Bouckley
Jane Laughton
Derek Higton (when recruiting)

Active Derbyshire panel
Sarah Fowler
Carol Hart

Active Notts panel
Graham Feek
Chris Hassell

Trustee lead responsibilities were reviewed and confirmed
Derek Higton confirmed as Safeguarding Lead (young people and adults)
Derek Higton confirmed as Welfare and Safety Lead

	<p>Trustee succession plan The Trustee succession plan was approved.</p> <p>It was also noted that Derek Higton will have served his maximum term of 3x3 years on the board by the AGM 2024 and will stand down from the board sometime in 2024 once a new chair has been identified.</p>	
	Board Meeting	
6	<p>Minutes of the last board meeting held on 21/09/2023 The minutes of the board meeting held on 21 September 2023 were approved.</p>	
7	<p>Matters Arising No matters arising not covered by the agenda.</p>	
8	<p>Review of partner feedback in 2023 Katie Crockett presented the background to and results of the most recent partner survey. This was sent out to c.300 contacts in May 2023 and 135 responses were received. The collective conclusion of responses was summarized as follows:</p> <p>What are we doing well?</p> <ul style="list-style-type: none"> • Collaboration • Sharing, learning and insight • Expertise • Support • Innovation • Honest and trusted relationships <p>What could we do better?</p> <ul style="list-style-type: none"> • Develop further understanding of other's priorities • More support and challenge strategically to align priorities • Partner communications - more information for partners on the different areas of work. <p>We proactively chased responses from specific partner organisations who we wanted to hear from and we followed up more critical comments to make sure we understood the issue and to discuss with the partner concerned how it could have been better. Overall the responses from the partner's survey were very positive.</p> <p>In addition to the partner survey, throughout the year we ask for feedback and calculate NPS score on all events and learning/training sessions organised including the systems leadership training programme, Talking Spaces sessions and the two county celebration events. Generally again the feedback is very positive and when it dips e.g. a particular Talking Spaces session or a particular systems leadership session, we understand why.</p> <p>In addition to the above, Leeds Beckett University, our evaluation partner will be focusing on evaluating the impact of all of the above.</p> <p>KC to circulate the detailed evaluation of the celebration events.</p> <p>IF to investigate setting up a session with Debbie Sorkin from the Leadership Centre for the board.</p>	<p>KC</p> <p>IF</p>

9	<p>CEO report IF drew out key points from the CEO report.</p> <p>Sport England Place Expansion funding to 4 places in our patch is a great opportunity. It will lead to changes for partners and for us as an organisation but an issue at the moment is managing the uncertainty whilst we, partners and Sport England work out what this will look like. It may result in a need to increase our administrative and or our place team capacity but as yet this is not known. IF will bring this back to the board as decisions need to be made.</p> <p>She briefly drew attention to some work underway with young people and Naomi Bennett-Jones who is the Strategic Lead for Young People will come along to the next board meeting to do an update.</p> <p>The latest Active Lives survey results have been released (for people 16+) and a summary of and analysis of these for each county and city have been produced and are available on our website. IF to arrange an online session with Scott Hartley from Press Red, our insight partner, for board and panel members to go through the latest results and what they mean for our work.</p>	<p>IF</p> <p>NJB</p> <p>IF</p>												
10	<p>Financial report LB gave an update on the FAR committee meeting held on 20 November 2023. FAR were happy with the 23/24 management accounts and the projected end of year figure.</p> <table border="1" data-bbox="308 1021 1182 1274"> <thead> <tr> <th></th> <th>31/03/24 projections</th> </tr> </thead> <tbody> <tr> <td>Net Income/(Expenditure)</td> <td>£1,646,317</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Restricted</td> <td>£534,182</td> </tr> <tr> <td>Committed/designated</td> <td>£753,614</td> </tr> <tr> <td>Unrestricted</td> <td>£358,522</td> </tr> </tbody> </table> <p>Key point raised:</p> <ul style="list-style-type: none"> The management accounts are showing an increase in overall reserves, primarily as a result of the annual funding from Derbyshire and Derby local authorities with no significant spend plans in 23/24 (although provisional plans are in place for 24/25). There is no certainty that Derby and Derbyshire local authorities will continue to make these annual contributions, due to the financial pressures they are facing, however as yet we are not hearing that they are going to withdraw. <p>FAR committee reviewed the APT Reserves policy and agreed the sinking fund should be increased from £400k to £425k. With this amendment, they recommend board approval.</p> <p>The updated APT Reserves policy was approved.</p>		31/03/24 projections	Net Income/(Expenditure)	£1,646,317			Restricted	£534,182	Committed/designated	£753,614	Unrestricted	£358,522	
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11	<p>People & Resources/Nominations Committee JL fed back from the meeting of the People & Resources committee held on 21 September 2023.</p>													

	<p>The focus of the meeting had been reviewing updates to the DIAP based on feedback from the SE funded consultant. This was focused on providing more information on background and context rather than any suggested changes to actions.</p> <p>The committee also fed back on the latest version of the People Plan. Both documents need to be sent to SE early in 2024.</p> <p>The committee was confident that both were, bar a few tweaks, ready to be sent.</p> <p>The need to pull together a Nominations Committee meeting was agreed to develop a plan to recruit new trustees. A meeting is to be set up early 2024.</p>	IF
13	<p>Reports from Active Derbyshire and Active Notts panels</p> <p>Active Notts Panel KRC reported back on the last panel meeting 21 November 2023. Items discussed were:</p> <ul style="list-style-type: none"> • Areas of expertise/interest of panel members and their networks (where they could open doors). KRC has transferred this information to a Miro board to be shared with and updated by panel members as new members join. • Helen Davis, a Strategic Lead working in Nottinghamshire outlined the role she plays in specific districts with the local authority, with health partners, with community partners - often being the person that brings them altogether. • Mel Bennett from Sport England spoke about the SE Place Expansion programme in general and the next steps in Nottinghamshire. <p>Active Derbyshire Panel 20 November 2023 Items that were discussed were:</p> <ul style="list-style-type: none"> • The SE Place expansion programme and next steps in Derbyshire • Update on the development of a new way of commissioning physical activity opportunities in the county, funded by Derbyshire Public Health, with Active Derbyshire supporting a new county partnership. Progress around funding, governance, ways of working is being made and APT is close to signing a partnership agreement with Derbyshire Public Health for this work up to 2028. The partnership is to have a very different approach to commissioning future opportunities and this will challenge the traditional ways of working of health and leisure but presents exciting opportunities for both organisations and the residents of Derbyshire who take part. • Identified that there a couple of gaps in the makeup of the panel that they aim to fill; education experience and tier 2 local authority experience. 	
14	<p>Place Expansion IF presented an update on SE's Place Expansion programme which APT will be part of.</p> <p>She presented the national picture and background. SE have agreed to spend £250m over 5 years in 80-100 identified places. Places have been identified based on their physical inactivity rates and their IMD rating (Index of Multiple Deprivation). On this basis, 4 places in APT's patch have been identified in the first round:</p>	

	<p>Sutton Central & Leamington - Ashfield district</p> <p>Bulwell North, Broxtowe & Cinderhill, Aspley, Bilborough North, Bilborough South, Beechdale, St Ann's East, Clifton South, Top Valley East - Nottingham</p> <p>Kirk Hallam - Erewash district</p> <p>Chaddesden West, Rosehill & Castleward, Normanton North & Peartree, Normanton South, Allenton & Osmaston - Derby</p> <p>Whilst we fed in information about places to SE;</p> <ul style="list-style-type: none"> • where we are already working, • where there is or isn't the conditions in place to work this way, <p>the final decision about the places was made by SE.</p> <p>As yet an undefined amount of funding has now been allocated to these places. There is no competition with other Active Partnerships for this funding and there are no set deadlines to submit detailed proposals to SE. It is a new approach by SE. It is up to the partner groups, in each of these places, to agree what is needed in these places to support the residents to be more active and to agree how much funding is needed to do this.</p> <p>The first stage is we are setting up meetings with a small number of partners in each of the 4 places to introduce the programme and process.</p> <p>IF to update the board regularly on how this develops.</p>	IF
16	<p>AOB</p> <p>DH mentioned that now is a good time to start a conversation with partners involved in the development of the Combined Authority's Local Transport Plan/M1 corridor. DH to facilitate a meeting.</p> <p>MB requested that all board members complete and return the following forms: Declaration of Interest form Fit & Proper declaration Skills Matrix & Financial Skills Matrix</p>	DH All
	<p>Dates of future meetings</p> <p>Tuesday 19 March 2024 5-7:45pm Wednesday 19 June 2024 5-7:45pm Tuesday 17 September 2024 5-7:45pm Thursday 5 December 2024 (AGM) 5-7:45pm Tuesday 18 March 2025 5-7:45pm</p>	