

Meeting	Kent and Medway Active Partnership Board	Date	Wednesday 15th July 2020
Location	Virtual Meeting via Teams	Time	11am – 1pm
Board Members	Dick Fedorcio (Chairman), Bill Fearon (Senior Independent Member), Kevin Day (CSP Director), Natalie Curtis (Equalities Champion), Jo Winkler (Safeguarding Champion), Tom Marchant (Kent County Council – Host Representative), John Taylor , Sharon Gradwell , Jennie Jordan , Adam Lawrence , Martin Guyton , Bugew Apampa , Sarah Westerbeek		
Board Members Present	Dick Fedorcio (DF), Adam Lawrence (AL), Bill Fearon (BF), John Taylor (JT), Jo Winkler (JW), Jennie Jordan (JJ), Sharon Gradwell (SG), Tom Marchant (TM), Andrea Murphy (AM), Louise Milne (LM)		
Attendees Present	Karen Bird (KB) (Kent Sport – Notes)		

Item No	Item	Comments	Action Lead
1.	Apologies	Apologies were received from Martin Guyton (MG), Natalie Curtis (NC), Bugew Apampa (BA) and Sarah Westerbeek (SW)	
2.	Declarations of Interest	DF declared interest in item 6e as a member of Maidstone Tennis Club which had received a small capital grant.	
3.	Matters Arising	There were no outstanding Matters Arising. DF confirmed the re-appointment of MG and JT.	
4.	Update Reports - Chairman - Directors	<u>Chairman's Report</u> DF has been in discussion with KCC representatives including Mike Hill (Cabinet Member, KCC) regarding various matters including the name of the Board. Staff have also been consulted and	

various ideas suggested for the name of the Active Partnership. The name of the Active Partnership may be discussed as part of the service review but until that happens, to avoid confusion, the Board will be called the Kent & Medway Active Partnership Board. KCC are likely to be struggling financially for the rest of this year and there may be a reduction in funding when a revised budget is announced in September 2020. Sport England funding has been confirmed for an extra year until March 2022. DF has been appointed a Member / Trustee of the Active Partnership Board and intends to be the local voice for the South East region. All members offered their congratulations.

Director's Report

The Director's report had been circulated with the Board papers and gives an update on activities, events and priority areas.

Most live events have been cancelled for this year, but some have been adapted for online use. The team have responded really well with the recent challenges and an increased workload. A good example of this was Volunteer week, which due to the excellent response, was extended to a 1 month long. Open Golf has been postponed to 2021 but work is continuing, and this will pick up later this year.

Service review – has thrown some uncertainty amongst the staff.

AL questioned whether any staff have been on furlough. KD confirmed that KCC had been fortunate and no-one had been furloughed.

The Board offered their best wishes to Natalie who is going on maternity leave in July returning mid-February. Areas of Natalie's work will be spread across 4 or 5 other members of staff.

BF – asked what the extent of the service review was. KD confirmed it was across sport and physical activity service only.

SG – congratulations to KD and the rest of the staff on their response to covid-19 adapting and innovating.

Sport England have confirmed extension funding until 2022. Active Partnerships are at the heart of the new strategy, but the level of funding is unclear. JW is aware that PE & School Sport funding confirmed until 2022, which is good news for schools.

5.	Sport England's Strategy Direction – Shaping Our Future	<p>The draft strategy has been delayed by Covid-19 but has allowed an opportunity to check it before Sport England release the full strategy in March 21. It will be a 10 year strategy, rather than the usual 4 years.</p> <p>Sport England survey results showed</p> <ul style="list-style-type: none"> - covid-19 had a positive effect with increased rates of physical activity during the early part of lockdown, but this reduced as lockdown eased and people returned to work. - the inequalities gap has grown. <p>Sport England have identified the BIG Issues as:</p> <ul style="list-style-type: none"> - Active environments - Climate emergency - Connecting with health and well-being - Digital and date - Diminishing local resources and capacity - School experiences - Tackling inequalities - Workforce <p>Is there anything missing from this list or is anything wrong?</p> <p>Members were asked for feedback which can be done individually or as a group which will be sent to Sport England. Initial comments included:</p> <ul style="list-style-type: none"> - Safeguarding – is key and needs to be included - strategy is philosophical and does not deliver the practical help the people on the ground need - Covid-19 – new innovations have been tried and tested, these should be adopted into the strategy going forward. Lots of change has happened, it would be a wasted opportunity not to use it positively. - 10 year strategy is a strong move, but what is the impact on the team and what are the consequence for the team. 	
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6.	<p>Funding Update:</p> <ul style="list-style-type: none"> a) Everyday Active Small Grants b) Sport England Community Emergency Fund c) Sport England Tackling Inequalities funding d) Sport England Extension funding 2021 – 2022 e) KCC Small Capital Grants 	<p>The team has been busy with new grants programmes</p> <ul style="list-style-type: none"> a) EDA is supported by the Board and Kent Trust for Youth Sport. Infographic on grants given shows a breakdown of applications received and successful. At the beginning of the lock down there was an influx of applications. This has slowed down but is expected to pick up as more people return from being on furlough b) Community Emergency fund – not something we administer but £750,000 worth of funding has been received in Kent. c) Tackling Inequalities (£110,000). We have been able to make quick recommendations for grants with Sport England confirming within a few days. If successful, further funding may be available. d) Extension funding has been approved to March 2022 e) Also administered by the team. 	
7.	Everyday Active Update	Progress on the Every Day Active campaign is detailed in the Board Report. AM highlighted the main areas of progress:	

		<ul style="list-style-type: none"> - Website - Cyber Media Solutions have been appointed. They are new to KCC but are very experience in health, wellbeing and social prescribing. Building the website is a three-stage process. The basic design is in place, filtering will be going live shortly and activity mapping should be finalised by September. We are looking to integrate the work-place activity tracker we currently use. The website will be tested over the next few months. - Three a Day activity flyer – which has been very well received by health practitioners. This have been developed further and has been localised to give local opportunities. - Finalising a Practitioners guide. Comments are requested from the health practitioners on the Board on whether it is at the right level and if the information is appropriate. - The evaluation specification has been finalised, but procurement is currently on hold - New partner opportunities have arisen from covid-19 and the focus on physical activity for both physical and mental health. One of which is in West Kent where the priority is mental health / inequalities. Another project is the Power care project (Interreg funded) through KCC Adult Social Care – supporting older people to use technology to improve wellbeing. <p>The website is currently being tested by staff and Champions. Mike Potter will contact Board Members for assistance in further testing. AM showed example of the home page and explained the information available, including the activity finder and local pages, all are continuing to be further developed following testing. Please see a link to the website www.everydayactivekent.org.uk</p> <p>The soft launch will be in September.</p> <p>DF – There is another company called Everyone Active. It is a leisure provider but may have an impact because of the similarity in name.</p> <p>The project is running behind schedule partly due to covid-19. Local capacity could be affected with Champions funding ending in March. Discussions have taken place with local partners and Sport England to see if there are other funding opportunities to expand the work.</p> <p>DF raised concerns about the structure of the local pages focussing on Districts. AM explained the</p>	MP
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		<p>general activity finder allows a search by post code.</p> <p>BF – the website looks good and asked whether it be possible to ask Kent celebrities to endorse the website, such as Gloria Hunniford, Greg Wallace, Dame Kelly Holmes, Lizzy Yarnold. They could be asked to provide items to include in ‘Their stories’.</p>	
8.	<p>Performance Monitoring</p> <p>a. Covid-19 response and activities</p> <p>b. Facilitated Reflective Session (Improvement workshop) – Jan/Feb 2021</p>	<p>a) A paper for performance monitoring has been circulated which is in a new format. There are less KPIs which is more response to current situation. The staff satisfaction survey has showed a slightly lower NPS from previous but still in line with the national average. It was run at the start of lockdown which may have had an impact. The team has taken part in a workshop and from the discussions an action plan has been created.</p> <p>JJ – YST has completed a lot of research around covid-19 and the impact on children and has produced a public facing report on the findings which JJ will circulate to Members.</p> <p>b) Facilitated Reflective Session originally planned for June has now been re-scheduled for January / February 2021. This will be used to reflect on the primary role, covid-19, every day active and hopefully build into the future.</p>	JJ
9.	Finance reporting - Quarter 1	The report is in a new format report which provides more clarity but also tries to show the breakdown between KCC / AP funding pots. The report tries to bring the two funding streams together, but it is not possible to completely merge them because of cross-charging.	
10.	<p>Committee Reports</p> <ul style="list-style-type: none"> Nomination Committee (DF) 	<p><u>Nomination</u></p> <p>The Nomination Committee met just before lockdown and the key discussion point was resilience of the Board. Looking ahead two years when DF and BF will finish and making sure it is the right size and composition. The Board needs to be thinking about who and how to find a new Chairman of this Board. It may become clearer as part of the review, but the Board will need to look at this again in future meetings.</p>	

	<ul style="list-style-type: none"> Audit & Governance Committee (AL) 	<p><u>Audit & Governance</u></p> <p>The internal audit started on Monday. All documentation previously requested has been submitted. The Auditor has sent through sample expenditure requests. KB working through the lists gathering evidence and requesting copy invoices from KCC Accounts Payable where necessary and expense claims from staff.</p> <p>A meeting has been arranged for Thursday 10th July between KB and Auditor. KB will then circulate audit report and arrange further meetings with KD and AL if required.</p>	KB
11.	Proposed dates of future meetings for 2020/21	<ul style="list-style-type: none"> 7 October 2020 13 January 2021 <p>Dates for diary –</p> <ul style="list-style-type: none"> 7 October 2020 – Everyday Active Conference – will be replaced with a week of scheduled webinars, similar to the AP conference. 28th January 2021 – Primary PE Conference, Kent Event Centre (<i>subject to restrictions on large gatherings being lifted</i>) 	ALL ALL
12.	Any other business	<p>Service Review</p> <p>Tom Marchant joined the meeting and explained KD was leaving at the end of the August. Details of interim arrangements covering key roles was circulated to the team inviting expressions of interest by mid-July. Initially these arrangements will be for a short-term interim basis starting on 1st September 2020. Announcements will be notified in due course.</p> <p>The review had been delayed by KCC Procurement focussing on covid-19 arrangements. The consultant’s brief has now been completed and the tender process started. The Board will be involved as a critical consultee as will Sport England and the Active Partnership Network. DF fully supports the review and it is important this is completed before the next funding bid to Sport England. There cannot be a direct replacement of KD’s role. KCC reduced funding for KD</p>	

		<p>post from 100% to 15%. The Kent Sport team have been protected in the past, but this cannot be guaranteed in the future.</p> <p>The Board supports this course of action but was cautious of the future steps and is trying to support staff. The team is not immune from the effects of financial restrictions due to covid-19.</p>	
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