

Meeting	Kent and Medway Active Partnership Board	Date	Wednesday 7th October 2020
Location	Virtual Meeting via Teams	Time	11am – 1pm
Board Members	Dick Fedorcio (Chairman), Bill Fearon (Senior Independent Member), , Natalie Curtis (Equalities Champion), Jo Winkler (Safeguarding Champion), John Taylor , Sharon Gradwell , Jennie Jordan , Adam Lawrence , Martin Guyton , Bugew Apampa , Sarah Westerbeek , Tom Marchant (Kent County Council – Host Representative), Louise Milne (AP Manager)		
Board Members Present	Dick Fedorcio (DF), Bill Fearon (BF), John Taylor (JT), Jo Winkler (JW), Jennie Jordan (JJ), Sharon Gradwell (SG), Martin Guyton (MG), Natalie Curtis (NC), Bugew Apampa (BA), Sarah Westerbeek (SW), Tom Marchant (TM), Chris Walker (CW) and Louise Milne (LM)		
Attendees Present	Karen Bird (KB) (Kent Sport – Notes)		

Item No	Item	Comments	Action Lead
1.	Apologies	Apologies were received from Adam Lawrence (AL)	
2.	Declarations of Interest	There were no declarations of interest	
3.	Notes of previous meetings and	Members approved the Notes from the Meetings in January and July 2020.	
4.	Matters arising from last meeting	There were no outstanding matters arising.	
5.	Update Reports - Chairman - Directors	<u>Chairman's Report</u> Sport England strategy consultation has been extended due to the impact of Covid-19. The Strategy is now a 10-year plan with, potentially, annual action plans. The main focus is now on	

	<p>equality to allow everyone the opportunity to access physical activity. DF is now the Active Partnership Network link to Sussex and Surrey Active Partnerships.</p> <p><u>Director's Report</u></p> <p>The Director's Report had been circulated, LM highlighted the following key points:</p> <ul style="list-style-type: none">- Sport England have produced a 2-page draft summary of their emerging strategy and have invited AP Chairs and Directors to take part in discussions.- EDA Conference due to be held at the end of November 2020 and will be a one-day event. Sport England have been invited to present about the Strategy. <p>The question was asked about how staff had adapted and how staff feel about their medium-term future. LM said staff were working hard and had adapted well to working from home. Primarily staff were home working, but safe office space is available when and if needed. A Team priority is Tackling Inequalities and a number of staff have pulled together to work on this project. Sport England funding confirmed for another year until 2022. Staff have weekly update meetings every Wednesday and line managers are in contact with their staff every week.</p> <p>The security of the Daily Mile project was raised. The project officer has been told the funding and therefore the role will finish at the end of the financial year and she is being supported to find an alternative position. The Daily Mile will continue to be promoted to schools, but the project will continue.</p> <p>LM gave an update on the AP Directors Black Lives Matters meeting, which was attended by our equality lead, Elise Rendall (ER). Initial discussions were about what the Active Partnerships should be doing going forward. This information is being pulled together and will be reported on in due course. The results will also be built into the updated sports governance code. LM confirmed any information and reports received will be circulated to Board Members.</p> <p>Members felt it was very important to be clear about diversity and race and what it means as well as understanding the historical relevance. Future meetings have been planned and any</p>	LM
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		<p>information, support and advice members could offer would be welcomed. BA was happy to offer assistance in these matters.</p> <p>JJ reported Sporting Equals are also a part of the Sport England working group looking at equality and diversity across sport, specifically with BAME communities. JJ will share information she has received from Sporting Equals.</p>	<p>BA</p> <p>JJ</p>
6.	Kent Sport and Physical Activity Service Review	<p>TM updated the meeting that, following a protracted procurement process, Bavister Associates were appointed in August as consultants to complete the service review. Katie Bavister and Tanya Gray are the principle leads for the review.</p> <p>There have been initial inception meetings and all staff attended one of three two-hour workshops over Teams. The feedback from these workshops has generally been positive and everyone was engaged with the process.</p> <p>The Consultants have also spoken to other stakeholders and have conducted interviews with DF and other Board members (MG, DF, AL, JW). These interviews have gone well and according to plan. The scope of the review was previously circulated to Board Members.</p> <p>The debrief will take place with SHC/TM early next week. The report will focus on recommendations, time scales and next steps. More will be known following the debrief meeting and further discussions will be arranged.</p> <p>Feedback from the Members interviewed included:</p> <ul style="list-style-type: none"> - MG - not a fan of consultants but felt it was a productive hour and the consultants were very knowledgeable. - JW was able to provide history and background information around KCC and Sport & Physical Activity. - DF has suggested the consultants contact Mel Clewlow, Director of Sport at the University of Kent where three members of staff are hosted. 	

7.	Children and Young People Strategy	<p>The draft CYP strategy consultation document had been circulated to Members for consideration and feedback. Sport England have confirmed funding for 2020 / 2022. The CYP funding is now consolidated and how this is spent is locally led using national and local insight.</p> <p>Feedback is requested on the draft strategy before 31st October, which will allow enough time for the strategy to be finalised by December. This will then be used to create a one-year plan ready for January 2021 submission to Sport England.</p> <p>Board Members, existing partners and new partners have been asked to feedback via email, webinars/meeting and online survey.</p> <p>Comments from members included:</p> <ul style="list-style-type: none"> - The challenge is how we bring all strategies together - How does it link with mental health support? - Needs to have a more memorable vision - Who is the strategy aimed at? - Too much text - needs more key stats and facts which could make it a more visual and appealing document - JW – There is a DfE project called Wellbeing for Education Return, which gives free training for schools and colleges for children from 5-19 year olds. JW leading and has linked with Karley Hubbard to provide local information on what activities are available to be included in the webinars. - SW – has recently been appointed as the clinical lead for West Kent Mental Health CCG. - JJ – YST has carried out research around schools and impact of covid-19 on mental health and wellbeing. JJ will share research paper and infographic - NC – KCFA has appointed ‘mental health champions’ across all football clubs with a focus on youth. Happy to link in NGB’s to provide an exit route. 	JJ
8.	Everyday Active Update	CW gave a progress report on the Every Day Active Campaign and explained the proposal to re-profile the remaining funding to March 2022.	

		<p>Re-profiled budget includes:</p> <ul style="list-style-type: none"> - Commission filming / photography to make site more representative of Kent's community - Social Media commissioning - PR Agency for media engagement - Developing a progressive web app to work on phones - Physical resources such as leaflets/posters for GPs and other health professionals to use - Extend current local delivery champions in Thanet, Swale and Tunbridge Wells to March 2022 - Reduce M&E budget as we have learnt as the project developed and through feedback from partners. <p>All Members agreed with the revised funding proposals.</p> <p>Comments from members included:</p> <ul style="list-style-type: none"> - DF – this was initially a 3-year project, but research took longer than anticipated and Covid-19 has had an impact. The proposal is to re-profile funding over 4 years rather than 3. - SW - Suggested targeting specific areas / health practitioners where groups will get the most benefit, such as diabetes or cardio-vascular. SW is happy to discuss further. - BA – had been involved in testing the website and felt it was a really good resource, but consideration needs to be given to those in digital poverty ie those people with no access to wifi, phones or data. - MG – Whilst connection with the health section has improved there is little connection with public leisure sector. Most people live within close proximity to leisure centre activities, but this does not feed through to the activity tracker. CW to investigate further why activities are not pulling through from the open active data. - BF – how do the Everyday Active and Kent Sport websites link? CW Explained there is the overarching Kent & Medway Active Partnership with links to the partner facing Kent Sport and public facing Everyday Active websites. There are further planned amendments to the website under phase 3. - SW – looking at accessibility asked if a translation is available? CW said the website had been looked at in terms of disability but not language. CW thought here may be a tool 	<p>SW</p> <p>CW</p>
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		already available such as Google translate which could be applied to the website would cover all languages. CW to investigate.	CW
9.	<p>Funding Update:</p> <ul style="list-style-type: none"> a) Everyday Active Small Grants b) Sport England Tackling Inequalities funding c) Sport England Extension funding 2021 – 2022 d) KCC Small Capital Grants 	<p>The funding update report had been circulated, LM highlighted the following points from the Tackling Inequalities programme:</p> <ul style="list-style-type: none"> - Tackling Inequalities – we have now received the second phase of £110k. - We have used community groups to access those groups which have been most affected by Covid-19 – disabled people, people with long term health conditions, Lower Socio-Economic Groups and Black Asian and Minority Ethnic groups. - It has been a good opportunity to build new relationships, targeted groups through KCC/ District contacts. SW suggested BAME contacts are made through religious centres. - Kent has funded a higher percentage of BAME projects than the national average. - Kent disability funding looks low in comparison with the national average but should be combined with the long-term health conditions figure. - The average grant Kent has given is higher than the national average – giving more funds per project. - Monitoring and evaluation of the projects is helping to assess the impact of the funding and checking that the funding is benefiting the targeted groups. - The Sport England process has been simplified to enable us to move the money more quickly to where it is most needed. - There may possibly be a Phase 3 but no confirmation yet. <p>A copy of the Tackling Inequalities Fund presentation is attached to these notes.</p>	
10.	<p>Performance Monitoring</p> <ul style="list-style-type: none"> a) Covid-19 response and activities b) Improvement workshop – 3rd February 2021 	<p>The Performance report had been circulated, LM highlighted the following points:</p> <ul style="list-style-type: none"> - Funds levered in £6.94m due mainly to one large project of £4m at Dartford Rugby Club. - Diversification 54% is a historical measure around income generation now less important to Sport England but important to Kent in light of potential budget cuts. - The alternative to School Games has been the Active Rainbow Challenge which is a wide- 	

		<p>ranging set of challenges both creative and physical activities, completed individually at home. Certificates and medals were awarded as stages were completed. Promoted through schools, some have used it as an alternative to PE lessons.</p> <ul style="list-style-type: none"> - Virtual activities for the School Games are being used going forward ie rowing events where schools run their own events and submit scores online. - Improvement workshop - previously called Quest will take place on 3rd February, it will be a light touch review session. 	
11.	Finance reporting - Quarter 2	<p>Income & expenditure, cashflow and finance reports to the end of September 2020 had been circulated to Board members. KB highlighted the following points:</p> <ul style="list-style-type: none"> - Second phase Tackling Inequalities funding has been received. - Seven months funding for Children and Young People due to be claimed in October. - Income generation – Paypal and interest payments have greatly reduced in first six months of 2020-21 financial year due to Covid-19. - Expenditure across Sport England funded projects have greatly reduced due to Covid-19 which will result in an underspend in the current financial year. Sport England has agreed to these underspends being rolled forward to 2021/22. 	
12.	<p>Committee Reports</p> <ul style="list-style-type: none"> • Nomination Committee (DF) • Audit & Governance Committee (AL) 	<p><u>Nomination</u></p> <p>SG, AL, JJ – are all reaching the end of their first term. All have expressed an interest in continuing except SG who has decided to step down.</p> <p>The meeting agreed to extend AL and JJ for a further 4 year term.</p> <p><u>Audit & Governance</u></p> <p>Internal and External Audits have now been completed and no major issues have been found. The Statement of Accounts had been prepared. Members were happy for AL and DF to sign. The Report will be available online once the auditors have completed their final checks.</p> <p>MG – what comments did Auditors raise regarding going concern status in light of Covid-19? KB</p>	

		<p>explained Auditors were happy with the Sport England offer letters confirming funding until March 2022.</p> <p>Risk Register – Has not been updated since January. LM to update operational risk register and would welcome support from Board to update further. JJ to work with AL to assist LM to update risk register.</p> <p>Governance action plan to be discussed at January meeting – following Sport England update and service review.</p>	LM
13.	Proposed dates of future meetings for 2020/21	<ul style="list-style-type: none"> 13 January 2021, 21st April 2021, 14th July 2021, 13th October 2021. Members agreed the proposed dates. Meetings will initially be virtual but will change to face to face when possible. KB to send calendar invites to Members. <p>Dates for diary –</p> <ul style="list-style-type: none"> Everyday Active Conference – will be replaced with a day of virtual webinars – date confirmed – 19th November 2020 28th January 2021 – Primary PE Conference, Kent Event Centre (<i>subject to restrictions on large gatherings being lifted</i>) Improvement Workshop – 3rd February 2021 	KB ALL ALL
14.	Any other business	<p>JJ – Shepway Sports Park (skatepark, athletics track) funded by Roger de Haan, due to open in September 2020 will now open in July 2021.</p> <p>Shepway Sports Trust new name is F51 Sports Trust.</p> <p>NC / JT are due to attend Board Diversity Workshop. KB to circulate Agenda and workshop details.</p> <p>Members asked to send any comments or issues to be raised to NC.</p>	KB ALL