

# Kent and Medway Active Partnership Board - January 2021 meeting

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## Meeting details

Date: Wednesday 13 January 2021

Time: 11am to 1pm

Location: Virtual meeting via Teams

## 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
- Buge 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)
- Buge Apampa (BA)
- Tom Marchant (TM)
- Louise Milne (LM)

## Attendees present

- Elise Rendall (ER)
- Andrea Murphy (AM)
- Karen Bird (KB) (Kent Sport – Notes)

## Item 1 – Apologies

Apologies were received from Adam Lawrence (AL), Martin Guyton (MG), Natalie Curtis (NC) and Sarah Westerbeek (SW).

Regretfully MG has had to stand down from the Board for personal reasons. Members asked DF to pass on their thanks to MG for his contribution to the Board and send him their best wishes in what is a difficult time.

## Item 2 – Declarations of interest

There were no declarations of interest.

## Item 3 - Notes of previous meetings and matters arising from last meeting

Members approved the notes from the meeting in October 2020.

There were no outstanding matters arising.

## Item 4 - Update reports

### Chairman's report

DF thanked everyone for completing the Board Appraisal questionnaire. The survey highlighted no training or other significant issues and Members were happy to complete their terms of office as planned. Members feel that the Team is coping well with Covid-19 and staff have adapted well to keep the service going. Board members found that virtual meetings are sometimes easier than physical ones which for some involved lengthy travel.

DF will share a summary report from the survey in due course.

### Director's report

The Director's Report had been circulated, LM highlighted the following key points:

- a) Sporting Memories project has won two national industry awards.
- b) Everyday Active Conference – The conference was held via virtual format which went well. There was good engagement and feedback from those who attended, although meeting face to face was preferable.
- c) Young Coaches Academy – has now been postponed until April due to the participants having online lessons for school and the concern over delivering more online learning through the Academy.
- d) National Daily Mile Day has moved from early February to the end of April due to school facilities remaining closed for the majority of pupils.

- e) Local Authority Meeting is due to take place on 28th January which will update on national and local issues but will also discuss what support is needed. 11 of the 13 districts have booked and notes will be circulated to those who can't attend.
- f) The S11 Safeguarding Audit for the Kent Safeguarding Children Multi-Agency Partnership has been completed, thanks to Jo Winkler for her support.
- g) Primary PE Conference has been moved to the 25th February. This will be a virtual conference which will be recorded and available online for one month after the event.

JW – have any of the staff been furloughed?

Local Authorities and Sport England funded projects are not expected to furlough staff. Some members of the team have been used to support KCC Resilience. The team are constantly adapting and re-prioritising giving their support to where it is needed. Sport England have also revised their expectations because of COVID-19.

The Board thanked all the staff for their efforts during the pandemic.

## Item 5 - Kent Sport and Physical Activity Service review

TM updated the meeting that Bavester Associates had completed a very thorough and well-informed piece of work.

Since the finalisation of the report there have been further discussions and agreed immediate actions are the appointment of a new director and implementation of the new governance model.

- New Director – no progress has been made in recruitment due to COVID-19, transition arrangements and Christmas.
- KCC Report – TM is preparing a report to be considered by Mike Hill's Cabinet Committee in early March 2021.

DF has had initial discussions with Sport England who are content with the move towards option 4. As in the first recommendation in the final report.

Recommendation 2 - KCC budget is under significant revenue pressures, although the local government settlement was slightly more positive than expected. Final budget book will be signed off in February 21. TM is cautiously optimistic there will be little or no significant change, but this will become much clearer by the April Board Meeting. KCC Public Health is likely to start to contribute towards the Partnership and this is an important move going forward.

LM confirmed that Recommendations 5, 6 and 7 are already in hand. These are things that would be done in the normal course of business.

All Board Members agree actions from other recommendations to include:

- Adopting Option 4 as the future operating model.
- Recruit a new director as soon as possible to enable the full plan to be driven forward.
- Set up a group to implement recommendations.
- Re-visit the Campbell Tickell review and recommendations.
- Re-brand must start asap, the recommendation is to consult on it so it needs to be in place when the new format is in place.
- Communications between KCC, Sport England, stakeholders and all partners must be maintained.

## Item 6 - Sport England strategy

The new Sport England Strategy will be launched on 26 January and LM can share the link to the event if any board member is interested in attending. It is anticipated there will be no real surprises because the consultation process has been extensive. A one-year action plan to implement the new strategy will be in place by March. Active Partnerships are seen as key players in delivering / implementing the new strategy. A new 3-year plan will be in place by June / July and future funding arrangements are expected to be confirmed later in the year, possibly by September.

DF / LM will be meeting with Sport England in March to discuss priorities.

## Item 7 - Kent and Medway Strategic Framework for Sport and Physical Activity

AM presented a progress report on the Strategic Framework consultation, providing information on the background, context, key principles, priorities, under-pinning themes (catalyst for change) and initial feedback from the consultation.

Initial feedback from the consultation included:

- to keep the vision – More People, More Active, More Often,
- omit major events from priorities, but use them to encourage physical activities and volunteering opportunities,
- top three key priorities – supporting the inactive to become active, addressing inequalities in sport and physical activity engagement, maximising the benefits of sport and physical activity.

The consultation will help determine the duration of the Strategic Framework. Should it be in line with Sport England's 10 year strategy with regular updates and short term plans included?

The online consultation is open until 22nd January although this could be extended. 15 responses had been received so far but a bigger push is happening now people are returning from Christmas holidays. The next steps are to produce the draft framework in Jan/Feb, consult on the draft framework in Feb/Mar, finalise framework in Mar/April ready for final approval prior to launch, at the April Board Meeting.

BA – Is it possible to aggregate the levels of inactivity re social economic group by IMD scores? Communities and local areas can then be identified and specifically targeted. This also applies to black and minority ethnic groups which should also be broken down more specially.

AM – Unfortunately, there is a lack of specific data for Kent. This is a priority that has been identified going forwards. More research is needed to identify groups and where they are, to really make an impact.

Members were asked to complete survey if not already done so. **Action: ALL**

## Item 8 - Equalities and diversity update

ER presented an update report on equality and diversity.

Key points to note from the presentation were:

- Background is based on the 2011 census. A new census is due to take place in March and results will be available within 12 months.
- Place-based working – use new contacts to access information and insight about that specific place.
- Using mapping tools and participation data to build into future priorities and actions.
- In addition to wider communities, also consider workforce including staff and the Board.
- Listen to stakeholders and service users, building on Tackling Inequalities work.
- Importance of monitoring, evaluating and sharing learning.
- Equality Standard for Sport is undergoing a review and the revised framework is due shortly.
- The Sports Governance Code is being reviewed with particular focus on inclusion.
- Equality Action Plan – annual update to be produced at the end of the financial year.
- The Board Diversity Action plan is to be reviewed later this year.
- APN have developed three sessions around anti-racism and tackling racial inequality and produced some very useful resources.

JJ – thought it was a really useful read. JJ is working on a project which involves Sporting Equals and a charity called Belong. Belong has produced a toolkit called the Power of Sport, which JJ will send a copy to ER. **Action: JJ**

BA – understand the reasoning for changing the terminology from race to demographics, but race is still important and the need to talk about the history to understand different races.

Race & Respect and Faith & Culture are workshops that are run by Sporting Equals and there may be an opportunity to run these workshops in Kent.

DF - Easy to overlook disability - team to think about disabled / long Covid to get people back to being fit and healthy.

SG – ICS – to set up long Covid clinics, which could be an opportunity to work in partnership and signpost to website.

## Item 9 – Funding update

The funding update report had been circulated, LM highlighted the following points.

### Everyday Active Small Grants

The team are continuing to distribute funding including the Board's £10k. Great support has been received from the Kent Trust for Youth Sport who have funded £10k but there are also discussions regarding a longer-term agreement to distribute funds in the future.

LM agreed to update on the amount of funding remaining. Board to consider allocating more funds to the grant programme when required. **Action: LM**

### Sport England Tackling Inequalities Funding

SE have confirmed phase III of the Tackling Inequalities Funding (TIF) will be available but have requested phase II projects are reviewed and those which were face to face be adapted to virtual or put-on hold. The Tackling Inequalities and Everyday Active projects supported are providing very helpful insight into the impact on targeted communities. Successful projects will be highlighted on the website. People value the funding, and this helps in connecting with new partners. A report about what Tackling Inequalities Funding has done for Kent will be compiled and sent to Sport England to highlight the positive impact of the grants.

### KCC Small Capital Grants

Due to COVID-19 and the postponement of the Open Golf some projects have been put on hold and delayed until the new financial year meaning other projects have been funded.

## Item 10 - Everyday Active update

AM updated the meeting on the progress of the EDA campaign, including:

- Promotion of the website is continuing including the creation of a YouTube video on how to make the best use of the website. EDA - how to use the website
- Workshops have been run for nurses and clinical practitioners and have been very well received with future workshops being organised.
- A social media consultant has been appointed, initially for 6 months but likely to be extended to one year. Numbers for Twitter and Instagram interactions will be available at future Board Meetings.
- Local champions are in post and are promoting local information.



- A film company has been appointed to create a promotional video to enhance flash video on the website and case studies using tackling inequalities projects, however, filming has been delayed until the end of lockdown.
- Medway Public Health have appointed and fully funded a new champion for Medway.
- There may also be the opportunity for another local champion in Dover.
- The finance report shows £111.5k of £250k has been spent. The remaining amount will be spent by March 2022 as agreed at the last Board meeting.
- The M&E procurement is currently on hold because of delays within KCC procurement, caused by the pandemic.
- More user testing will take place.
- There is a potential underspend of £17.5k, and decision will need to be taken on how this should be spent.

SG – following on from the workshops for the CCU nursing students, SG suggested also linking with physios and OT undergraduates, specifically year 3 students.

EDA is an important piece of work, integral to what the Active Partnership does and going forward should be built into the budget. It is a long-term project which will evolve over time and key to this is feedback from health and other partners.

The finance report is attached to the meeting notes.

## Item 11 – Performance monitoring

### COVID-19 response and activities

Most information on the Covid-19 response is contained in the Director's report.

KPI information collection is still being maintained during the pandemic. This shows that things are still going on but in different ways, which is very positive, including:

- Online coach development workshops with very good attendance.
- The additional funding has had a very positive impact and is helping to reach new partners.
- School Games activity is still going ahead but the levels are low as they are online and mainly at home due to the ongoing lockdown.
- 12 new online Satellite Clubs have been developed which is an approach that may continue to suit some young people after lockdown has ended.
- Workplace Challenge has achieved high levels of participation as people are taking part in the monthly challenges as a way of motivating themselves to be active during lockdown.

The information and feedback will be used to consider how things will be organised in the future to meet the differing needs of people. For example, this could include continuing to run some on-line workshops and online activity sessions for children because they are easy to access.

Board Member comments included:

- Thanks to the team for good results from the activities that have been delivered and the adaptability and flexibility to create new opportunities.
- How do we measure strategic effects/impact? Sport England is focussing more on the impact to organisations and individuals. The team are capturing both quantitative and qualitative feedback.

## Improvement workshop - 3 February 2021

The Improvement Workshop is being facilitated by a Quest Assessor and attended by a member of the national Active Partnership Network. The agenda includes a review of progress and a discussion around the future priorities for the team, taking into account the recommendations from the Service review, to help in the production of the new Operating Plan.

## Item 12 - Finance reporting (quarter 3)

Income & expenditure, cashflow and finance reports to the end of December 2020 had been circulated to Board members. KB highlighted the following points:

- Seven months funding for Children and Young People was received in November 2020.
- Seven districts have not yet paid their contributions for 2020-21. Contacts will be emailed next week to give information on benefits of working with AP and request contribution. Future consideration needs to be given to what is done if they do not pay. Funding is not significant, but connections are important.
- Income generation – PayPal and interest payments have greatly reduced in first nine months of 2020-21 financial year due to Covid-19.
- Expenditure across Sport England funded projects has 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.

Questions included:

JW queried the costs of the PE Conference? The costs are in the region of £10k, but the online conference will allow additional facilities that a physical conference does not offer.

## Item 13 - Committee Reports

### Nomination Committee (DF)

The Nomination Committee has not met since the last meeting but has previously discussed succession planning. DF and BF are both reaching the end of their second terms. There will be a delay in recruitment until the recommendations from the Service Review have been implemented.

The Board will be kept with the current membership until after the implementation of the service review recommendations and will probably start recruitment in the summer. The Nomination Committee will be involved in the recruitment of the new Director which DF is keen to start asap.

### Audit & Governance Committee (AL)

#### Risk Register

The Committee noted the issues with the local authority contributions and would continue to monitor the situation. A working group will be set up to update the risk register as a result of the service review and the publication of the new Sport England strategy, but would continue to review and monitor the risks.

#### Governance Action Plan

The Action Plan will be updated after the implementation of the service review recommendations, but this will need to be agreed by the Board.

## Item 14 - Proposed dates of future meetings for 2021

- 21 April 2021, 14 July 2021, 13 October 2021. Members agreed the proposed dates. Meetings will initially be virtual but will change to face to face when possible.
- Calendar invites have been sent to Members. **Action: KB**

## Item 15 – Any other business

DF will send letter of thanks and best wishes to MG. His vast experience will be greatly missed.

This will be SG's last meeting and DF expressed the thanks of the Board and team for her excellent work in creating new contacts with health over the last four years.

SG – is happy for staff and Board Members to keep in contact via her work email [sgradwell@nhs.net](mailto:sgradwell@nhs.net).