

Kent and Medway Active Partnership Board - April 2021 meeting

Contents

Meeting details.....	3
Board Members.....	3
Board members present.....	3
Attendees present.....	3
Item 1 – Apologies.....	3
Item 2 – Declarations of interest.....	3
Item 3 - Notes of previous meetings and matters arising from last meeting.....	4
Item 4 - Update reports.....	4
Chairman’s report	4
Director’s report.....	4
Item 5 - Strategic Review of Service	4
Item 6 - Sport England strategy – Uniting the Movement	5
Item 7 - Strategic Framework – Review Update.....	5
Item 8 - Annual Interim Business Plan.....	6
Item 9 – Equalities and Diversity Update	7
Item 10 - Safeguarding	7
Item 11 – Funding Update.....	8
Everyday Active Small Grants, KT4YS and KCC contribution	8
Tackling Inequalities Funding – Phase 3 plus updates RE phases 1 & 2	8
KCC Small Capital Grants	8
Opening Schools Facilities	8

Kent and Medway Active Partnership Board - April 2021 meeting

Project 500	8
Item 12 - Everyday Active Update	8
Item 13 - Performance Monitoring (fourth quarter report and improvement workshop)	9
Item 14 - Finance reporting – 2020/21 and 2021/22 Budget	9
Item 15 – Committee Reports	10
Nomination Committee (DF)	10
Audit & Governance Committee (AL)	10
Risk Register	10
Governance Action Plan	10
Item 16: Proposed dates of future meetings for 2021	10
Item 17: Any other business	10

Meeting details

Date: Wednesday 21 April 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
- Jennie Jordan
- Adam Lawrence
- Buge Apampa
- Sarah Westerbeek
- Tom Marchant (Kent County Council – Host Representative)
- Louise Milne (AP Manager)

Board members present

- Dick Fedorcio (DF)
- Bill Fearon (BF)
- Jo Winkler (JW)
- Natalie Curtis (NC)
- Tom Marchant (TM)
- Louise Milne (LM)

Attendees present

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

Item 1 – Apologies

Apologies were received from Adam Lawrence (AL), John Taylor (JT), Jennie Jordan (JJ) and Buge Apampa (BA).

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 January 2021.

All actions were completed and there were no outstanding matters arising not covered elsewhere in the meeting.

Item 4 - Update reports

Chairman's report

The main focus over the last few months has been on Sport England Strategy, Kent & Medway Framework for Sport and Physical Activity and the Kent Sport service review, which are agenda items.

The Active Partnership Network review of their approach for the future is ongoing and an announcement is expected shortly.

Director's report

LM highlighted the following from the Directors Report

- PE Conference – The virtual conference was a success with 120 delegates compared to 171 last year with a slightly higher percentage of senior staff. There were 101 schools against 154 last year. Having listened to feedback from delegates and other partners we aim to hold a face-to-face conference in 2022, but also plan to facilitate termly update/network sessions, to be held online after-school.
- Satellite Clubs – will end in July but will keep some of the project running (those hitting the targets) with the underspend from last year.
- Sporting Memories – the book has now been published and will be available in libraries and an e-book is currently being finalised. A link to the e-book will be shared with Board Members when finalised. Further stories are publicly available on Kent's Sporting Memories (omeka.net). We are also looking to undertake some work with the Sporting Memories Foundation charity and older people from ethnically diverse communities in Medway later in the year.
- Workforce – Stuart Butler is currently speaking to clubs currently in the process of preparing to open to see what support they need.

Item 5 - Strategic Review of Service

DF had circulated, as recommended in the strategic service review, the Principles of Responsibility and Accountability summarising how the Active Partnership will operate. DF clarified the Chairman's responsibilities as signing the Hosting Agreement and signing of contracts. Board Members approved.

Initial conversations have started taking place with KCC to understand what they want for their investment in the new contractual arrangements. This includes TM / ER having discussion with Andrew Scott-Clark of Public Health. AS-C retires in June, TM has an interim contact until AS-C is replaced, which may give access to other opportunities. The future may include further involvement from Public Health.

TM updated the meeting on the progress of the recruitment of Director. The job description and person specification have been discussed at length and approved by Sport England, the role has been evaluated and graded by KCC.

The advertisement and recruitment pack will be uploaded to the KCC recruitment website by the end of this week. The closing date for applications will be 27th May and interviews will be in the week commencing 7th June. This will enable the new Director to be in place by the end of August /early September, allowing for notice periods. The recruitment pack will be circulated to Board Members ([Active Partnership Director | Jobs and careers with Kent County Council](#)) and they are encouraged to share via their networks and contacts. This and other possible advertising placements will make sure the opportunity is spread far and wide.
Action: ALL

DF / TM, a Sport England representative and one other Board Member will be on the interview panel. DF will email Board Members to ask for interest. The panel will recommend their selection and the Board will be asked to approve. **Action: DF**

A discussion also took place about possibly utilising the blind shortlisting method if possible.

Item 6 - Sport England strategy – Uniting the Movement

The Sport England strategy ‘Uniting the Movement’ was launched on 26th January 2021. There are no significant changes to the previous draft which was reported to the Board at the last meeting. The full report plus a short film about the strategy can be found on the [Sport England website](#).

This is a critical document in aligning what we do to the Sport England strategy. It is directly linked to the funding we will receive from them in the future. The Strategy is complete and now Sport England are consulting on the details, focussing on the big five issues. Members can add to the consultation on the Sport England website.

Sport England is now clarifying what is needed from Active Partnerships, which will determine the level of funding due to be announced in September. The change of Sport England leadership has meant a more positive emphasis on the role of Active Partnerships in its delivery, which is encouraging.

Item 7 - Strategic Framework – Review Update

The Report was prepared by Andrea Murphy and ER highlighted the issues still to be finalised.

The consultation process was started at the Conference last year and has continued with an online survey. 33 responses were received, and the summary is contained in the report. This

was a good response to the consultation. Although more would be better, the responses received were good with lots of detail.

The meeting noted the progress made to date and accepted the consultees view that the Framework should be 10 years with fixed regular review points either three or four years. This will make sure the Framework remains relevant and will reflect any changes by Sport England. The new Director will finalise report and bring the final draft to the Board for approval at a later date.

(Additional note: Unfortunately, there was an error in the report in that the preferred length of the Framework by the majority of consultees was four years not ten, which in fact is aligned to the preference of the Board).

Item 8 - Annual Interim Business Plan

The Interim business plan is for 2021-2022 and has been developed to respond to the new Sport England Strategy, the KCC priorities and the draft Kent & Medway Strategic Framework. It is an interim document until the Strategic Framework and the agreement with KCC are finalised. Once the new Director is in post the business plan will be finalised and circulated to the Board for final approval.

Staff have been consulted and their individual action plans are aligned with the business plan.

BA comments regarding acronyms and Tackling Inequalities were noted and will be actioned.

2.4 Daily Mile end of project report for Sport England and the Daily Mile Foundation, DF asked for it to be circulated to the Board. LM to include as an item on the next agenda.

Action: LM

2.11 - Opening School Facilities – DF – as this project has capacity spend, is it possible to use this on Active Partnership staff or will it be given out to partners? LM confirmed that the funding will be going to partners but if the funding was for a longer-term project it would have been possible to recruit an additional post. **Action: LM**

LM to check if there is the possibility of using some of the capacity on Active Partnership Staff.

3.3 DF - With the support and advice offered is there an opportunity for income generation? LM confirmed that previously this was possible, but capacity was the issue. Organisations are directed to Funding for All for bid writing support. **Action: LM**

5.1 LM confirmed advice and support is offered to districts, town and parish councils. TM to provide contact details Kent Association of Local Councils. Terry Martin (Chief Executive) chief.executive@kentalc.gov.uk

5.4 Commitment to the Environment. This is a growing area of focus in the sport & physical activity sector and one the Board is keen to support. One of the actions involves Natalie Harris (NH) exploring the possibility of running the school games in a carbon neutral way.

Explore Kent are moving within KCC from Growth & Communities to Environment & Waste, a different division but within the same Directorate. Discussions need to be had regarding the relationship and funding of Explore Kent in the future.

Going forward TM is keen to embed Sport across the directorate and wider KCC using scheme similar to Active Travel Scheme.

The Board approved the Interim Business Plan subject to the inclusion of the amendments agreed. LM will recirculate the final version. **Action: LM**

Item 9 – Equalities and Diversity Update

As part of the e-Convention the Active Partnership Network launched a statement of commitment for Active Partnerships to be anti-racist and proactively tackle racial inequalities. The next steps are to develop our own action plan and working with our partners to create positive change. This will include the establishment of a small group to take this area of work forward, to which Board involvement is welcomed. NC and JJ have already expressed an interest in supporting this area of work. ER would welcome other Board Member involvement and has invited BA who expressed an interest at a previous meeting.

BA – There is a need to define what an ‘anti-racist ally’ means to the Active Partnership. Is there a plan for positive action being considered regarding diversifying recruitment? ER – These are things that will be picked up in the action plan. The next steps will be to look at the six focus areas, assess where we are now and where we want to get to.

Item 10 - Safeguarding

The CPSU (Child Protection in Sport Unit) Annual Review is due to take place in May 2021.

Safeguarding consultation – JW/BL have only had three responses. The Board consultation is only five questions and Members are asked to send any comments to Bianca Logronio with a cc JW. The deadline for the consultation is the end of this month. **Action: ALL**

The Board confirms the following:

- Endorses the safeguarding action plan and policies
- Board Members received training and updates regarding organisational safeguarding responsibilities
- There is a Board safeguarding champion
- Safeguarding is included in the risk register
- The Board receives regular updates on progress against the safeguarding action plan

The Active Partnership’s only direct delivery is the school games. The team provide information and guidance to providers of sport and physical activity. Part of all funding agreements require signed safeguarding policies to be in place before any funding is released. Spot checks on policies and practices are also carried out.

The Board thanked JW and BL for all the work involved in this very important area.

Item 11 – Funding Update

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

Everyday Active Small Grants, KT4YS and KCC contribution

KT4YS have committed £60k plus £3k for talented individuals to be used over the next two years. There is a signed SLA and KCC have committed £10k. LM asked for possible Board involvement in funding panel – it is a simple process, reading a summary of the applications and meeting to discuss and agree level of grant. DF to include request in email to Board Members to enable those not in attendance to consider. **Action: DF**

Tackling Inequalities Funding – Phase 3 plus updates RE phases 1 & 2

Phase III funding of £121,000 has been confirmed, but this must be spent by year end.

TI Phases I and II – The funding is aimed at targeted group who are likely to be inactive which has meant we have been able to work with 70 new organisations. Members can be involved in the local process prior to submission of applications to Sport England for the final decision.

KCC Small Capital Grants

Capital – KCC confirmed a budget of £75,000 for 2021/22. Applications are reviewed by funding team and Mike Hill, Cabinet Member gives final approval.

Opening Schools Facilities

The time scales involved may be an issue. To mitigate this, a process is being set up to work with the SGOs who have the links with the schools. Good contacts are being made through JW and the Education People involved in the holiday and food activity fund. There is also a new KCC funding stream called Reconnect which we are going to work with to possibly joint fund projects where appropriate.

Project 500

This is a programme to encourage and retain women into coaching leadership. Seven counties across the South East are involved in the project and Louisa Arnold is the regional lead. The £90k will be divided between each Active Partnership which has its own project. Each project will feed in their results and if successful this may be rolled out nationally.

Item 12 - Everyday Active Update

ER highlighted the key points from the report:

- The website improvement is continuing with user testing by Kent Association for the Blind and Centre for Independent Living in Kent.
- EDA Champions to continue with SLAs signed to March 2022. Plus Medway are funding their own EDA Champion.
- Due to Covid the activity videos have been delayed but a short but very powerful film showing the impact of online projects has been produced with EDA projects. There will be the opportunity to create more films / footage once activities open-up as restrictions are eased. **Action: ALL**
- The University of Kent has just been appointed to carry out the evaluation of the EDA Campaign. An Evaluation Advisory group is being set up as soon as possible to decide how the evaluation process is undertaken. There is another opportunity for Board involvement with a commitment of eight hours over eight months. DF to do note to Members regarding Board involvement across various projects discussed at the meeting. The final report will be available early next year. **Action: DF**

DF – Are the numbers for social media for the period December to March good or bad? Has Caroline been given targets? Do we need to invest more or do we need to do things better? ER to speak to Andrea Murphy for more information to clarify. **Action: ER**

Item 13 - Performance Monitoring (fourth quarter report and improvement workshop)

LM highlighted the following key points:

- The KPIs show some figures higher than expected due to moving to online. The KPIs for 2021-22 onwards will need to be revised to align with the interim business plan.
- The AP staff survey was delayed so is still open. The results will be reported to the Board when available.
- The improvement workshop was a chance to reflect on progress throughout the year and discuss with the facilitators how we can improve. The report submitted to Sport England highlighted the strengths, one of which was the EDA Campaign, which the facilitator suggested sharing with other Active Partnerships.

DF on behalf of the Board thanked the whole team for adapting and keeping projects going in the current climate.

Item 14 - Finance reporting – 2020/21 and 2021/22 Budget

Income & expenditure, cashflow and finance reports to the end of March 2021 and draft budget for 2021/22 had been circulated to Board members.

The Board were happy with the draft year end reports as presented.

The 2021/22 budget was presented in a new format to reflect the new governance arrangements and therefore eliminate double counting. Some of the figures may need to be

tweaked after discussions with KCC / Public Health when there is confirmation of what is expected for the £311k. The budget does not currently include a £39k commitment to pension costs. The new format also give clarity on the figures for carry forward from reserves.

The Members were happy with the revised presentation of the documents.

Item 15 – Committee Reports

Nomination Committee (DF)

The Nomination Committee has not met since the last meeting but has previously discussed succession planning as DF and BF are both reaching the end of their second terms next summer. DF had emailed Members for expressions of interest as replacements but had not received any response. There is a need to identify new Board Members and to select the new Chair and Vice Chair with a time limit which will allow an adequate handover.

Audit & Governance Committee (AL)

Risk Register

A working group is needed to refresh and revise risk register following implementation of the service review once the new Partnership Director has been appointed.

Governance Action Plan

External audit plan has been agreed, but there are concerns over increased costs. LM / KB to find out if this can be integrated with the KCC main audit. **Action: LM/KB**

Item 16: Proposed dates of future meetings for 2021

- 14 July 2021, 13 October 2021 and 19 January 2022. Members agreed the proposed dates. Meetings will initially be virtual but will change to face to face when possible.

Dates for diary:

- Everyday Active Conference – October 2021 – TBC

Item 17: Any other business

BF raised the issue of new house building in the county which leaves minimal areas for sport, health and wellbeing. Although KCC does not have any authority over developments, that is the responsibility of the local planning authority, it does comment on local plan preparation and major planning applications as the statutory infrastructure provider. In the longer term the connection with Public Health may enable the Active Partnership to increase its influence

within districts and parishes. This is an area the Board are keen to look at in the future and will discuss with the new Partnership Director.

There have been good examples where this has happened, schemes where active travel included in the developers plans, consultation by the Ebbsfleet development and East Kent where Explore Kent are discussing the provision of information on walking and cycling routes and public rights of way to be included in the developer's new owners pack.