

<b>Meeting</b>	<b>Active Kent and Medway Partnership Board</b>	<b>Date</b>	<b>Tuesday 4<sup>th</sup> July 2023</b>
<b>Location</b>	<b>Online via Teams</b>	<b>Time</b>	<b>1.30pm – 3.30pm</b>
<b>Board Members</b>	<b>Graham Razey</b> (Chair), <b>Natalie Curtis</b> (Equalities Champion), <b>John Taylor</b> (Senior Independent Member), <b>Adam Lawrence</b> , <b>Karen West</b> , <b>Liu Batchelor</b> , <b>Gurvinder Sandher</b> , <b>Tom Marchant</b> (Kent County Council – Host Representative), <b>Liz Davidson</b> (AP Director)		
<b>Board Members Present</b>	Graham Razey (GR), Karen West (KW), John Taylor (JT), Liu Batchelor (LB), Tom Marchant (TM), Liz Davidson (LD)		
<b>Attendees Present</b>	Andrea Murphy (AM), Sophie Ward (SW), Louisa Arnold(LA), Elise Rendall (ER), and Karen Bird (KB) (Active Kent and Medway – Notes)		
<b>Item No</b>	<b>Item</b>	<b>Comments</b>	<b>Action Lead</b>
1.	Apologies	Apologies were received from Gurvinder Sandher, Adam Lawrence, Natalie Curtis	
2.	Declarations of Interest	There were no declarations of interest.	
3./4.	Notes of previous meetings and Matters arising from last meeting	There were no matters arising not covered in the agenda. Members approved the notes from the meeting in May 2023.	
5.	Update Reports - Chair	<b><u>Chairman’s Report</u></b> GR meets regularly with LD. Current focus is making sure governance arrangements with KCC are in place and the action plan linked to Code for Sports Governance is being delivered on.	



		<p>LD confirmed that the information is confidential but will share what she can. Kent Analytics may already have some of the information. TM to meet LD outside of the meeting to discuss what information is available within KCC.</p> <p>GR – In the light of the recent EDI Report into cricket and the possibility more reports will be published in the next 6-12 months in relation to other sports, what are we doing to support other organisations around this agenda?</p> <p>LD – On a practical level we have used the Together Fund to target under-represented minority groups, to support both the delivery of activity and to gather and share learning in this space. We have good relationships with NGBs across the county and continue to speak with them regarding both community engagement and governance challenges faced by the sector.</p> <p>Discussions agreed what we, as the Board, can do is more about leading by example, but also being able to challenge.</p> <p>The Kent Cricket website had the following response to the EDI Report <a href="#">Club Statement: ICEC Report   Kent Cricket</a> which includes EDI action Plan.</p>	LD/TM
7.	<p>Health and Wellbeing – progress and future direction of travel</p> <p>Link to ER presentation <a href="#">Health and Wellbeing Presentation</a></p>	<p>ER presentation is to update the Board on the progress of health and wellbeing strand but also direction of travel.</p> <p>£300k received from Public Health this year, which is the third year of a three-year agreement. All staff contribute in this area. During this agreement, we have</p> <ul style="list-style-type: none"> <li>- Recruited a Health and Wellbeing post.</li> <li>- Expanded the Live Longer Better programme. There are now 90 members of the network – all working to support older people to live long, healthy and independent lives. Being physically active being a key element of this.</li> <li>- Increased the numbers of EDA Champions. These now total 8 but there is the possibility of another 1 to take the number to 9.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Held really positive meetings with stakeholders which has enabled routes into patient groups.</li> <li>- Included in the Kent &amp; Medway ICS action plan to support better mental health.</li> <li>- Good work around Release the Pressure campaign, creating a digital toolkit and raising awareness of support available.</li> <li>- Upskilling 200 front line workforce – including - social prescribers, One You advisors</li> <li>- Embedding information regarding EDA.</li> <li>- Supported 40 partners working with people with LTHC through the Together Fund and EDA grants.</li> <li>- Plans to reinstate KALT (Kent Association of Leisure Trusts) local network. Now more collaboration working together with Health Action teams in districts.</li> </ul> <p>The action plan for 6 – 12 months including universal offer (Every Day Active) and targeted offers are summarised in ER presentation.</p> <p>The priority is to agree the MOU and secure funding going forward. How to evidence impact is a challenge. ER has talked to Sport England and other Active Partnerships but would welcome Board Member advice and guidance. Are board members supportive of approach and how Board can help?</p> <p>TM – the re-establishment KALT seems to be a significant opportunity and wanted to know more about our role. ER the ambition is that the Leisure Trust would chair the meetings, but our initial role is around felicitating and bringing the leisure trusts together, including joint bids. Membership is open to any provider, deliverer, or operator of leisure centres in county.</p> <p>All Board members were supportive.</p> <p>LB can offer support around communications, looking at what’s working and what the possible challenges are. ER said newsletters and social media seems to be working but hard copies are also useful for healthcare professionals to give to service users.</p>	
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8.	Supporting Sport – influencing, supporting and delivering community engagement and wider social impact	<p>Interviews were held for the Community Development Officer role on Friday and an appointment has been made. The role is along the lines of traditional club development but to reflect the Move Together strategy will focus on connecting traditional sports clubs with the community and community organisations.</p> <p>How can the Board help to improve our relationship with sport and physical activity providers in relation to tackling inequalities and add value to the work already being done.</p> <p>Celebrating local volunteers on the website and through social media to continue. LA to do podcasts regarding conversations with coaches going forward. See link to website and webpage with volunteers’ stories. <a href="#">Recognising Local Volunteers</a></p>	SW/LA

		<p>Member Comments / Questions:</p> <p>KW – Diversifying the offer to clubs and supporting clubs to increase income, are we doing enough, do we need more capacity? Are there things we are not doing because of lack of capacity?</p> <ul style="list-style-type: none"> <li>- Supporting traditional sports to understand they won't continue if they don't have a pipeline to bring on younger participants.</li> <li>- Is there an opportunity to support those sports to grow? Business planning – trying to capture the real priority and potential we have within clubs to expand and grow to show latent demand. Do we understand the priorities and potentials of clubs to grow? How would we go about doing that? Suggestion to draw up a target list of top 10 clubs to influence/speak to and bring on board.</li> </ul> <p>LB – like the celebrating volunteers, simple but effective. It gives the clubs a platform. Ask the clubs what impact was seen, then promote their numbers and stories. Clubs are struggling with how they get themselves out there and promote. How can we help clubs showcase their activities and to promote their offer more widely?</p> <p>JT – Can we make more use of the Kent Ambassadors? Connection going back from AKM to ambassadors. Possible presentation to them how they can help influence on our behalf.</p> <p>TM – Make more use of the volunteers' stories not just the statistics.</p> <ul style="list-style-type: none"> <li>- Significant current projects in west Kent involving London Golf Club / Millwall Football Club and Brands Hatch – use the opportunities to build links. TM to make introductions for LD.</li> </ul> <p>GR - Focus on raising the profile and increasing the number of volunteers to help sports clubs.</p>	TM
9.	Finance reporting – Quarter Q1-2023/24	KB presented finance report including management accounts and cash flow and highlighted	

		<ul style="list-style-type: none"> <li>- Sport England first payments due shortly now annual reconciliations have been submitted.</li> <li>- Concern regarding cost-of-living crisis and District contributions. 2 of 13 Districts have indicated they will not contribute to AKM this year, but discussions are continuing.</li> <li>- Concerns as we are in year 3 of 3 for Public Health funding.</li> <li>- Higher pay increases than anticipated were awarded for 2023/24 which can be absorbed this year but may have a longer-term financial impact.</li> </ul>	
10.	KPI Progress Report	<p>AM Report includes the latest available Active Lives data which shows we have improved according to base line but not significant year on year.</p> <p>Initially Power BI was considered to present KPIs but following an AP training session a dashboard using excel provides a better fit for our purposes. A template is currently being developed.</p> <p>A discussion took place regarding targets and whether a percentage increase or a number for active adults was appropriate.</p> <p>The KPIs could show how many new people have become active. This could be achieved by asking the questions in monitoring for our interventions by capturing the number of people who have become active because of our work. AM to look at what the comparative numerical target would be.</p> <p>The Move Together sign-up target has been set at 80. There will be a six-month review and annual review to include impact in light of strategy.</p> <p>Annual targets to be set to reach the proposed overall targets for March 2027.</p>	<p>AM</p> <p>AM</p>

11.	Nomination committee / Board Recruitment update	<p><u>Nomination Committee</u>  Thank you to Board Members for filling in skills matrix.  Looking to fill 3 spaces on the Board and have identified health, finance, and governance as the top skills areas for recruitment.  LD to prepare Board Recruitment pack ready for September 2023 and requested Members to proactively suggest potential new members.</p> <p>JT is also due to finish within the next 12 months.</p> <p><u>Audit &amp; Governance</u>  Looked at governance action plan, and main areas of focus which are:-</p> <ul style="list-style-type: none"> <li>- public health funding and local council budget cuts. Last year of PH funding. MTFP to be discussed shortly. LD to speak to Anjan Ghosh as a priority. This was deemed high risk.</li> <li>- Capital Grants - £75k – last year of capital allocation. In order to minimise borrowing, commitment for next year may be funded by revenue. TM, LD and SW to discuss.</li> </ul> <p>GR, TM and LD to discuss. Board involvement may be needed to support conversation re Health Funding. LD and ER working on value proposition and supporting documentation. LD will also work up recommendations paper based on different funding scenarios and the implications of these for the Board.</p> <p>Longer term consideration may also need to be given to where the AP sits within KCC structure. There are political dimension that need to be navigated through.</p>	<p>LD ALL</p> <p>LD</p> <p>TM/LD/SW</p> <p>GR/TM/LD</p>
12.	Any other business		
13.	Matters Considered Confidential		



14.	Date and time of next meeting	KB to circulate some possible dates and when finalised add to Teams site.  Dates for diary: <ul style="list-style-type: none"><li>• Everyday Active Conference – 18<sup>th</sup> October 2023 - to be held at Kent Event Centre, Detling</li><li>• Active environment planning- 26<sup>th</sup> September 2023 - To be held at the Orchards, East Malling</li></ul>	
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