

Meeting	Active Kent and Medway Partnership Board	Date	Monday 6th November 2023
Location	Hybrid – Online via Teams, & F2F @ Guru Nanak Gurdwara, Gravesend	Time	10.30am – 12.30pm
Board Members	Graham Razey (Chair), Natalie Curtis (Equalities Champion), Adam Lawrence , Karen West , Liu Batchelor , Gurvinder Sandher , John Taylor , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director),		
Board Members Present	Graham Razey (GR), Karen West (KW), Liu Batchelor (LB), Tom Marchant (TM), Liz Davidson (LD), Natalie Curtis (NC), Adam Lawrence (AL), Gurvinder Sandher(GS)		
Attendees Present	Andrea Murphy (AM), Karley Hubbard (KH), Lucy Rout (Active Kent and Medway – Notes)		
Item No	Item	Comments	Action Lead
1.	Apologies	Apologies were received from John Taylor.	
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 for the meeting held in July 2023.	
5.	Update Reports - Chair	<u>Chairman's Report</u> GR relayed how impressed he was with the Annual Move Together Conference. He attended both the breakfast briefing and the conference. There was a diverse representation of	

		<p>organisations at the conference and the breakfast briefing was well attended by District Councils, with the exception of TMBC and TW – with whom we will look to follow up separately. GR has also met with Anjan Ghosh, KCC Director of Public Health re our future funding and discussions were positive. Graham has also met with Cllr Clair Bell in her capacity as Cabinet Member for Growth and Communities.</p> <p>Board recruitment is moving forward. There have been initial conversations taken forward with three individuals. One with experience in Corporate Governance, one Health and one Sport and Education. Board recruitment to be picked up under later agenda item. (Nominations Committee). We are still looking for someone with a finance background and need to succession plan given the duration left on John and Natalie’s terms.</p>	<p>GR GR</p>
6.	<p>Update Reports - Directors</p>	<p><u>Director’s Report</u> LD covered highlights from the Director’s Report:</p> <ul style="list-style-type: none"> - 180 delegates attended the conference – record numbers. Keynote speakers and workshop speakers were very well received. Thank you to GR for speaking at the conference and breakfast briefing. - 9 additional Move Together pledges submitted since the conference. Districts are keen to pledge. LD to follow up with them. - Code for Sports Governance – one point is outstanding in relation to ensuring the appropriate skills set across team and Board to deliver on our commitments year on year. Members agreed we should address this not only through the strengthening of the Board from a finance skills perspective (currently out to recruit) and previously agreed amends to A&G ToR. We should also build into Q4 actions in the Operating Plan a requirement to review the skill set (not just from a financial perspective) as part of the forward plan for following year. LD to update operating plan to reflect and link to People plan. - Place Based Working – Sport England is investing £250m with a focus on working in Place, funding decisions to be informed through Place Needs Classification index. A number of areas within Kent have been identified as possible areas for funding and 	<p>LD LD/AM</p>

		<p>conversations with Sport England are underway. (All wards in Thanet, x3 Swale, x2 Medway, x2 Gravesham, x1 Maidstone). Investment will be based on Place Needs Classification and readiness of place. LD/AM are working on a needs matrix to ascertain where to focus, so we can work at pace and make a difference. We will continue to engage the Board in the process and how best we can ensure a system wide approach to addressing inactivity and tackling inequalities.</p> <ul style="list-style-type: none"> - GS suggested linking with local schools and liaising with parents, as well as working with local places of worship i.e. temples/mosques/churches. 	
7.	Diversity and Inclusion Action Plan – discuss and ratify for submission as part of Code for Sports Governance.	<p>As part of the Sports Governance Code, we are required to produce a Diversity and Inclusion Action Plan. We have three separate plans from an EDI perspective, focused on the Board and Team, our wider work and more specifically on race equality. As part of our work in this space, we have reviewed and amalgamated these three plans. This was shared at the meeting.</p> <p>GR questioned if the plan was ambitious enough and that it could be the plan of any organisation; not specifically AKM. The Members felt it was too wordy and could be reduced to a succinct overview focussing on what AKM are trying to achieve. It was agreed we would create a public facing document setting our ambitions alongside a more functional plan to guide the day-to-day delivery by the team.</p>	LD
8.	System Parter Investment Update	<p>The paper shared in advance of the meeting highlighted the breakdown of the Sport England investment for the 2022 – 27 period. When and what is drawn down each year, what the investment covers, what is expected of us and how we report progress against the agreed goals and development priorities detailed. Highlights from year one were also shared.</p> <p>The Board was asked to note that although we have profiled investment spend over the five year period it covers, we need to be aware that the cost-of-living crisis and our hosting by KCC has already had implications for spend on salaries – which the Sport England investment</p>	LD/KB

		<p>primarily covers. We had budgeted for 3% year on year and in year 1 this was significantly exceeded due to our requirement to align with KCC. We need to be mindful of this moving forwards. Whilst currently it can be absorbed, there may be challenging conversations to be had moving forwards. LD and a number of other Active Partnerships Directors have raised this issue with Sport England.</p>	
9.	<p>Stakeholder Survey – presentation and discussion regarding actions</p>	<p>KH and AM presented findings from the Stakeholder Survey. The survey reached traditional and non-traditional partners and has provided insights into what stakeholders value from the partnership and what they would also like to see from us. A copy of the presentation will be shared with Board members.</p> <p>Headline data and findings were shared, but the need to drill down further and assign insights to stakeholder groups was recognised as key to enabling us to make full use of the survey findings.</p> <p>Questions were raised by GR linked to the survey in relation to Move Together and encouraging more partners to pledge support as part of our stakeholder engagement and how best to do this. As well as how we better monitor impact of our work.</p> <p>Also discussed was how to reach key partners and what works best with whom. Whilst we make good use of digital platforms, our communications strategy should also include face to face communications. We have seen how effective this can be with key target audiences within health and districts.</p> <p>It was agreed that team would review our Stakeholder Engagement Plan through the lens of the survey findings and operating plan.</p>	<p>AM/LM/KH</p>

10.	Finance Report	<p>In the absence of the Business Support Officer, LD covered key points from the report including reasons for underspend – primarily staffing related.</p> <p>A request to allocate income from the Primary PE conference against small grants in 24/25 was made. This was supported in principle; however, it was agreed this was part of wider conversations and the need for clearer financial reporting to Board in the next financial year.</p> <p>LD to work with KB re budgets and linkage to operating plan in conjunction with Audit Committee with support from GR/new finance Board member once recruited.</p>	KB/LD/GR
11.	KPI Report	<p>KPI targets were agreed at last Board meeting. We will continue to monitor whether these are the right measures in light of new Government Strategy for Sport and PA. Equally where figures are only monitored annually (Active Lives) these will not be included in every report to Board – only when there is new data to share.</p> <p>The continued challenge of monitoring impact of our work, given delivery is predominantly through third parties was discussed. Continuing to capture stories and find innovative ways to share and amplify messages to effect system change is key to this. Better engagement of the Board to assist with this was proposed by GS and agreed by all. AKM team to find ways to do this through Board pillar champions.</p>	LD/AM
12.	Safeguarding Adults Standards Update	<p>We are looking to submit our documentation to the Ann Craft Trust in relation to the Safeguarding Adults Framework by the end of 2023. We have until the March 2027 to meet the framework requirements but given momentum in this space with our children and young people work and onboarding of the two Sport Welfare Officers imminently, we are keen to proceed. Board agreed to support the submission and that in support of our work in this area the Board Welfare and Safeguarding Champion will continue to work with the lead officer and provide updates to the Board via the regular meetings and papers. All of which will</p>	BL/ NC

		<p>include safeguarding considerations within them. An annual report will also be provided to the Board to update on progress with our Safeguarding Action Plan and wider work in this space.</p> <p>Safeguarding training will continue to be a requirement for new Board members, and we will also provide additional opportunities periodically.</p>	
13.	Nominations Committee / Board Recruitment – update	Board recruitment discussed during Chair update. The appointment of Derek Lewis to the Active Kent & Medway Board was agreed, subject to receipt of references.	
14.	Audit and Governance Committee Update	<p>Compliance with the Code for Sports Governance is moving forward well as discussed during Director’s update.</p> <p>An Audit & Governance Committee meeting to be arranged early in new year.</p>	KB/LD
15.	AOB	<p>GR and Board Members thanked GS and others at the Gurdwara for hosting the meeting at the impressive venue.</p> <p>International Men’s Day on Sunday 19th November. If you have any photos/videos of you engaging in physical activity, please share along with a short quote, with Lucy Tomlinson asap lucy.tomlinson@kent.gov.uk</p>	ALL
16.	Matters Considered Confidential	N/A	
17.	Date and time of next meeting	25 th January @ 10.30am – 12.30pm Via Teams meeting	