

Meeting		Active Kent and Medway Partnership Board	Date	Thursday 25th January 2024
Location		Online via Teams	Time	10.30am – 12.30pm
Board Members		Graham Razey (Chair), Natalie Curtis (Equalities Champion), Adam Lawrence , Karen West , Liu Batchelor , Gurvinder Sandher , John Taylor , Derek Lewis , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director),		
Board Members Present		Graham Razey (GR), Karen West (KW), Tom Marchant (TM), Liz Davidson (LD), Adam Lawrence (AL), Gurvinder Sandher(GS), Derek Lewis (DL), Chris Morgan (CM), Kathryn Edwards (KE)		
Attendees Present		Andrea Murphy (AM), Karen Bird (Active Kent and Medway – Notes)		
Item No	Item	Comments		Action Lead
1.	Agree New Board Member Appointments	GR gave background details of proposed new Board Members. All members agreed unanimously on the appointment of Christopher Morgan (Safeguarding & Welfare/ Sport and Community), Kathryn Edwards (Health) and Luke McCarthy (Finance). KE and CM joined the meeting. Introductions were made and new Board Members were welcomed. A new Member induction session has been arranged for 1 st February 2024 at 12 noon. Thanks were given to JT and KW for their eight- and two-years' service to the AKM Board respectively.		
2.	Apologies	Apologies were received from John Taylor and Liu Batchelor.		

3.	Declarations of Interest	DL and GS – Made a declaration of interest in Item 10 in the discussions regarding [REDACTED] [REDACTED]	
4./ 5.	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 November 2023.	
6.	Update Reports - <u>Chairman's Report</u>	GR notes the recruitment of four new Board Members with a focus on governance, health, sport/ safeguarding and finance. Going forwards we will be looking for greater Board engagement with Move Together and it's five core pillars, amplifying work and messages. GR regularly meets LD and has met with TM regarding the hosting agreement. Good progress has been made. GR, TM met with HR yesterday regarding management arrangements for the AP Director.	
7.	Update Reports - Directors	LD referred members to the Directors report but also thanked Board Members for their contributions (photos of sports participation) which were used to promote International Men's Day. International Women's Day is on 8 th March and the marketing team will be promoting it with a focus on women who help make sport happen and women who benefit from keeping active. The highlight of the last quarter was the Networking Conference, which was a fantastic event with records numbers attending. The date of this year's conference is 16 th October 2024 and invitations will be sent to Board members who are most welcome to attend. KB to send details of conference to Clare Bell, KCC Cabinet Member.	KB KB

		<p>The MOU with KCC Public Health and the £300k contribution has been agreed and discussions are continuing regarding key objectives for next year.</p> <p>Sport England have invited AKM to be part of a pilot project of the multi-sport facilities activation fund, initial timescales are tight, but there will potentially be a further two rounds of funding.</p> <p>Sport England have confirmed our compliance with the Code for Sport governance, all bar the Diversity and Inclusion Action Plan which will be submitted for assessment by the end of March 2024. The AKD Consultant (via Sport England) has reviewed our plan and feedback, this and Board comments from November meeting are being used to shape final plan.</p> <p>We have just completed our mid-year SE reporting meeting, which gives an opportunity to showcase the good work of the partnership and that we are on target to meet the agreed delivery plans.</p> <p>Key risks to note include the general election and potential change of government. LD / GR to look at main party positions on physical activity and health as further information becomes available.</p> <p>Questions and Responses;</p> <p>DL – How long are the KCC hosting arrangements and Public Health MOU and how do they influence the operating plan? The KCC hosting agreement is until the end of the SE funding agreement to March 2027. Currently the PH MOU is for only 12 months and the intention is to align the agreement with the SE funding ie to March 2027. (LD)</p>	LD/GR
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8.	Themes and Reporting – Board Meeting 24/25	<p>Members were asked if topics were correct and meet the statutory duties of the Board. The Members thought the schedule was comprehensive, but had the following suggestions:</p> <ul style="list-style-type: none"> - Budget and operating plan should be approved before the start of the financial year. GR - Possibly move the April Board meeting to March to allow for approval of operating plan and budget. - Move the PH reporting to January to allow reflection on progress which can be used to support future funding arrangements. 	

9.	Everyday Active – journey to date and future positioning	<p>AM gave a presentation on Every Day Active, including the background and journey to date of the project, which started with Board reserves in 2019.</p> <p>There are now EDA champions in all Districts, with just 1 SLA to be returned. AM showed a walkthrough of the website, highlighting different features including the Activity finder (called EDA). This is still in the early stages of design but works well with open data. Potential confusion with the activity finder being the same name as the website was flagged by AM as something we are looking at.</p> <p>Questions and Responses;</p> <p>GR - How many unique users of the website and activity finder do we have? AM to report numbers back at next meeting.</p> <p>KE - Is the link to EDA website on all independent GP Surgeries? Not yet but the aim in the future is to promote via GP Screen and we have also spoken to other partners about showcasing EDA via screens e.g. Canterbury Christ Church University. (AM)</p> <p>KW - Is there an opportunity to get commercial partners involved eg private health insurers? Potential links with commercial sponsor has not previously been explored in great detail, but is something on the radar for the future. Options suggested include badging the activity tracker and linking to their incentives; as a separate tool incentive packages or loyalty schemes. (AM)</p> <p>KE - links with Private health insurers – thought the offer may be too small but worth exploring.</p> <p>KW - Activity challenges could be a potential income generation route, linking with mass challenges.</p> <p>GR - pledges to Move Together strategy what is the role in the EDA campaign?</p>	AM
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		<p>Is there confusion with 2 brands – AKM and EDA. Is there dilution? The Marketing team thinks there are different customers for the different websites.</p> <p>GS – sometimes too much going on to cover everything. Could possibly look at contributing to mass participation days, giving a short and concentrated focus in one area. GS is happy to talk outside the meeting to offer his support.</p> <p>Board to consider support of bigger events at District level.</p> <p>LD – was concerned that commercial arrangements with private health care does not sit ethically comfortably with the audience we are trying to reach.</p> <p>GR - No overwhelming feeling of concern re branding and is happy to leave it to the leadership team to decide. Commercial links could be worth exploring if it can bring good. More funding could enable more good work.</p> <p>Thought it was impressive the amount and breadth of work showcased on the website. Would be good to understand the usage of two sites.</p>	GS
10.	Place Based Working – update and next steps	<p>LD updated the Board on the SE placed based partnership work by way of the report. The discussion today then focused on whether the Board was comfortable with proposed direction of travel with this work and the role of the Board in place based working and how they wish to engage.</p> <p>The following was explored;</p> <p>Based on readiness, willingness and ability to work together the Leadership team is promoting Gravesham as AKM focus (Reflected in report). Whilst comfortable with this – Board felt we should continue to consider other areas on the PNC index as part of our own plans around place based expansion work, and tiers of support.</p>	

		<p>Question and Responses;</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	DL / GS
11.	Finance Report	<p>KB confident with the income forecast against budget. Most Districts have paid, which is ahead of last year, apart from Thanet (will be invoicing shortly) and Tonbridge and Malling (we have been notified that they will not pay this year).</p> <p>KB raised one area for concern - around 24/25 staffing costs. Our hosting agreement means we are subject to KCC pay scales/ annual increases. Our Sport England funding agreement predates cost of living crisis and interest rate/ inflationary pressures. Our application and profiling of workforce costs across the investment period are based on a 3% increase each</p>	

		<p>year. Last year (23 – 24) KCC pay increases for some members of staff equated to closer to 10% - whilst absorbable short term, this will have a knock-on effect moving forwards.</p> <p>DL – What happens with the £50k underspend? The Sport England agreement allows for any in year underspends to be rolled forwards to the following years with a final year after the end of the project if needed. (KB) Unless the funding is received from the Exchequer, in which case must be spent in the same financial year as awarded. How we best underspend and carry forward withing the budget to Board is a live conversation to be picked up outside the meeting with the Audit and Governance committee. (LD)</p>	
12.	KPI Report	<p>KPI Report presented by AM, includes progress against agreed targets and compliments information provided in other reports.</p> <p>AM highlighted:</p> <ul style="list-style-type: none"> - there has been a slight dip in the CYP Active Lives activity levels - Adult Active Lives information will be available in April 2024 - Collective impact data has now been included in the report <p>There have been some challenges in collecting data. Karley Hubbard (KH) has been updating the information we collect to be more consistent in our questioning.</p> <p>GR – Some areas are significantly low compared to target eg culturally diverse. Unfortunately, we are currently led nationally in terms of the data collected for Opening School Facilities. The data includes figures for OSF but the data is not collected. However, we may be in a position to have the data in 2024/25 – if not we propose this data be excluded from future calculations as per below.(AM)</p> <p>Our progress against targets is being discussed as part of our 2024-25 planning, in terms of reaching the target audiences, including culturally diverse communities. The figures will be</p>	

		<p>changed to percentage of data collected where the information is provided rather than percent of total.</p> <p>It was advised that due to sensitives around the data, we don't currently collect postcode data so can't show progress in terms of reaching deprived communities.</p>	
13.	Updates to Committee Membership – Nominations and Audit & Governance	<p><u>A&G Committee</u> Owing to changes in Board membership we need to refresh this group. LD looking to set meeting date – proposed date is either 18th or 25th March 2024. GR to follow up with individual Board members re. joining the committee.</p> <p><u>Nomination Committee</u> Nomination Committee also looking for new members following JT reaching the end of his term of office. One more space on the Board will become available after NC leaves in July 2024.</p> <p>LD to circulate updated Terms of Reference, for both Committees, to reflect the work we need Committee Members to do particularly in the areas of finance, audit and governance.</p> <p>KB to send Meeting information out after new Members appointed and dates agreed.</p>	<p>GR</p> <p>LD</p> <p>KB</p>
14.	AOB	<p>KB asked members to send up to date contact details to be added to the new CRM system. Privacy notice to be sent to Members to clarify use of their data.</p> <p>GR would like Members to make more use of the Teams channel.</p> <p>KB to add new members to Teams channel.</p>	KB
16.	Matters Considered Confidential	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	

17.	Date and time of next meeting	<p>17th April 2024 - 10.30am – 12.30pm - venue Tonbridge School</p> <p>Future confirmed dates:</p> <p>8th July 2024 - 10.30am – 12.30pm - venue tbc</p> <p>21st October 2024 - 10.30am – 12.30pm - venue tbc</p> <p>21st January 2025 - 10.30am – 12.30pm - online via Teams</p> <p>5th June 2024 – 10am – 3pm - Primary PE Conference – Kent Events Centre, Detling Showground</p> <p>16th October 2024 - 9.30am – 2.30pm - Network Conference - Kent Events Centre, Detling Showground</p>	
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