

Meeting		Active Kent and Medway Partnership Board	Date	Thursday 8th July 2024
Location		Online via Teams	Time	10.30am – 12.30pm
Board Members		Graham Razey (Chair), Natalie Curtis (Equalities Champion), Adam Lawrence , Liu Batchelor , Gurvinder Sandher , Derek Lewis , Chris Morgan , Kathryn Edwards , Luke McCarthy , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director),		
Board Members Present		Graham Razey (GR), Tom Marchant (TM), Liz Davidson (LD), Derek Lewis (DL), Gurvinder Sandher (GS), Chris Morgan (CM), Luke McCarthy (LM), Kathryn Edwards (KE), Liu Batchelor(LB)		
Attendees Present		Andrea Murphy (AM), Sophie Ward (SW), Karen Bird (Active Kent and Medway – Notes)		
Item No	Item	Comments		Action Lead
1.	Welcome and Apologies for Absence	Apologies were received from Adam Lawrence		
2.	Declarations of Interest	There were no declarations of interest		
3.	Minutes of the meeting held 18 th April 2024 including any confidential minutes	Members approved the notes for the meeting held in April 2024.		

4.	Matters arising not covered by this agenda	<p>Equalities and Diversity – The equality audit needs to be completed by the end of September 2024. Within the next week, a link to the survey will be circulated to staff and Board members. Wesport Director (Steve Nelson) has been invited to the October Board meeting to discuss EDI/Anti-racism and what we can be doing in this space. GR, GS and LD to meet to discuss before the meeting and required outcomes/ areas of focus.</p> <p>Primary PE conference had 150 attendees. We received good feedback, particularly on the physical literacy key note. Every Day Active Schools Programme has had 20 more schools signed up (14 of these expressed an interest at the Conference).</p>	<p>ALL</p> <p>GR, GS, LD</p>
5.	Update Reports - <u>Chairman's Report</u>	<p>GR continues to have regular meetings with LD. Discussions are around structure and finance of the partnership. KCC continue to provide operational support and Board will be kept updated.</p> <p>GR attended and took part in events at the Primary PE Conference. The Conference attendance was slightly down from previous years but still had a good buzz. GR was able to meet and had really positive conversations with KCC Director Stephanie Holt-Castle on the day.</p> <p>GR noted that discussions had taken place between Board Members and staff around pillars, as identified as an action from the April Board meeting. GR asked for feedback on discussions.</p> <p>[REDACTED]</p> <p>[REDACTED]. There will be lots of work to be done with the new politicians. We await to hear who is appointed to the Sport brief within DCMS. Early indications show the new Government is taking policy decisions quite quickly. GR noted we have a good opportunity to use Board members to ensure AK&M and our agenda are on the radar of MPs particularly in Thanet and Gravesham.</p>	<p>ALL</p> <p>ALL</p>

		GS asked if there was an opportunity to request an MP to host a meeting involving all the Kent MPs at the Houses of Parliament, possibly on a Wednesday afternoon (after PMQs) in October/November. GR / LD to contact Rosie Duffield, Lauren Sullivan.	GR /LD
6.	Update Reports - Directors	<p>Highlights from the Directors Report included:</p> <p>LD updated on what we know in terms of cabinet appointments thus far - Lisa Nandy – DCMS and Wes Streeting – Health.</p> <p>AKM have received the £143k from Sport England for Multisports Facilities Fund which covers 13 sites in Dover Thanet and Medway and some capacity funding.</p> <p>Sport England has launched Every Move showing that environment sustainability is increasingly on the radar. Active Environments is an agenda item at todays meeting, be good to consider further, at a future meeting, Board/ AKM commitments to environmental sustainability.</p> <p>DL asked whether, when we are invited to deliver external presentations and share best practice, is there an opportunity to monetise this? LD - Was not sure about the opportunity to monetise, taking part in Conferences and events is more about raising the profile of AKM.</p> <p>GR - Income of AK&M per population head is lower than other similar APs. There is work to be done to further understand additional income streams other APs are accessing – especially those with similar governance models to us. How do we raise more money either by grants, commercial investment or other means? LD - Chris Tinbergen had been invited to come to next Board Meeting (He pulled together the APN Finance report this year) . LD mentioned model utilised by Active Essex – who have been able to raise additional funds through their Foundation and focussing on 1 or 2 objectives. There are small challenges as AKM is hosted by KCC, others can set up charities and CICs, although there are opportunities out there.</p>	LD

7.	Active Environments – progress, focus and partnership opportunities	<p>SW last presented to the Board in November 2022, the Board paper gives an update on journey to current position and direction of travel.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> - A recent case study has been used by the AP National network to present to other APs, which is a great acknowledgement for the work we have been doing. - Sport England are exploring possibility of channelling investment through us to support development of a PPS for Ebbsfleet. Could be a blueprint for future AKM offers. - Look at green sustainability, SE new strategy recently released. <p>DL – what approach do Planning take with the environment? SW - In policy every Local Authority has to have a Sports Facility and Playing Fields strategy. Most are so dated they don't form any strategy. GS – Has a meeting with the Leader of Dartford Council will mention their Sports Facilities Strategy has not been updated since 2006.</p> <p>SW to provide a list of Districts and when their strategies were last updated. Question was asked whether supporting the development of strategies could be a possible income generation opportunity for AKM. Currently there is £5k available to LA's to support strategy development – reality is though cost is closer to £40k. (As charged by consultants). Something to consider based on “piloting” undertaking a similar exercise in Ebbsfleet.</p> <p>AKM are currently in discussion with PH and Planning colleagues in KCC re a joint role. Board agreement to this was sought. There is a meeting next week to discuss the arrangements further. This will be a commitment until the end of March 2027. The Board was supportive of funding the joint post, committing £12k per annum for 3 years.</p> <p>TM - Planning influence and shaping planning policy – There is gap in this space which the new post will fill subject to Public Health.</p>	SW
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8.	Supporting Sport – current/future offer to NGVs and clubs	<p>Highlight's include recruitment of the Community Development Officer, which means we have recently been able to run a club survey with responses from 150 clubs. One of the outcomes of the survey was that face to face meetings were seen as a high priority. This has resulted in club and community forums being organised for 20th September in Folkestone and 13th November in Medway, with a different theme for each event. Board members are welcome. Please contact KB for more information.</p> <p>AKM has a vacancy for a Workforce Officer and are looking to recruit a replacement shortly. Also looking to recruit a Funding and Projects Support Officer to focus on the administration of the grant funds - coach official bursary, small grants, capital grants to bring team back up to capacity.</p>	ALL

		<p>The Board was asked whether they would support use of reserves to fund the small grants programme, currently supported by KT4YS, with up to £30k per year in 25/26 and 26/27 should this be needed. The attached Report provides details of projects supported in previous years. The Board agreed the decision to support the Grant fund this financial year with £10k in September should there be a shortfall.</p> <p>DL – is supportive of the programme, but is the use of a large proportion of reserves the best use? A further debate about the use of reserves and the options available to us is needed. After a wider debate, this would enable it to become a formal resolution. DL to look at the reserves policy and will discuss further at the A, R & G Committee.</p> <p>We have been awarded £143,000 for the Multisport Fund pilot investment looking at sites funded by Football Association, Lawn Tennis and England Hockey.</p> <p>GR ask about the future of the KCC Capital grant – TM – future mid-term financial plan at the moment includes a budget line for £75k p.a. for future years, the current year is £37.5k. Although it is likely that the budget line will remain at the current £38k level. There is strong political support to maintain a level of investment.</p>	
9.	Finance Report	<p>KB referred to the Finance Report and highlighted the underspend on staffing.</p> <p>GR ask if the underspend on staffing is banked. LD confirmed and explained the budget is based on full capacity which results in underspend when there are gaps in staffing due to maternity, staff leaving or additional project work.</p> <p>It was noted that other budget headings are currently on target but acknowledge it is just the first quarter.</p> <p>Pay increases - previous ratings based on performance, however next financial year a new pay strategy will be introduced. Which means if staff 'pass' they will get an increase to the next increment within the pay scale at specified points in time, grade dependant. This should</p>	

		make forecasting much easier. In the past two years the higher % increase has been managed with underspend on staffing and by recruiting to the bottom of the grade (or a lower grade) after long term staff leave.	
10.	KPI Report	<p>Highlights include –</p> <p>The recent release of Active Lives figures show no dramatic overall change - however under disability/LTHC there has been a positive change since 2016. Need to better understand the correlation between this and our work.</p> <p>Less noticeable changes in cultural diverse communities.</p> <p>Gravesham, Swale and Dartford are the most inactive districts in the county.</p> <p>Move Together sign ups – have been more proactive this quarter with thanks, via social media, to those who have pledged support.</p> <p>There is still work to do on the consistent collection of data across the team.</p> <p>Move Together – GR -should we use the phrase linking back to all in this together? Graphics around companies signed up now linked to the activities we are doing to get people more active. Suggestion to use the 'Thank You' for signing and highlighting the impact projects/organisations have had.</p> <p>Suggestions to survey to those who have pledged also asking about companies they have worked with. Link back to move together.</p>	
11.	Audit, Risk & Governance Committee Update	<p><u>A, R &G Committee</u></p> <p>Meeting held on 11th June 2024.</p> <p>This was a first meeting for LM and DL and was used to gain a good understanding of the information that comes to committee. DL and LM received good reassurance, but will now use their expertise to take things to next level. Taking out good and replacing with best practice bespoke to the context of the partnership.</p>	

		<p>Terms of Reference – majority of members non-executive</p> <p>Further responsibility for the A,R &G to include reporting to the board on:</p> <ul style="list-style-type: none"> - financial responsibility - Audit - whistle blowing - reviewing annual budget on behalf of board before approval. <p>The Board approved the recommendations in amended Terms of Reference. KB to invite KCC Internal Auditor to the next A,R&G meeting.</p> <p>Future Meetings will be looking at financial reports and governance action plan.</p> <p>The Risk Register has been updated to include RAG rating post mitigation of risks.</p> <p>Next Board meeting to discuss risk appetite. How much risk are we able to take? ie very low level for safeguarding but other may allow for a higher level of risk.</p> <p>There is the need for another member on the A, R & G committee – KE was nominated and happy to join but was concerned this was not her area of expertise. DL to support.</p> <p>GR thanked DL for chairing and the follow up support including templates.</p> <p>LD and DL to meet to discuss further support.</p>	<p>KB</p> <p>DL / LD</p>
12.	Nominations Committee update	<p>AL, GS to join GR and LD. Due to Members recently leaving there is a need to recruit more Board Members. We will go out to recruit but this can be targeted. If you know individuals who may be suitable to join, please put them forward to LD or GR.</p> <p>Nomination Committee to meet in the Autumn in preparation for the new appointments in the new year.</p> <p>Board Skills matrix to be updated.</p>	LD
13.	Matters Considered Confidential		
14.	AOB	<p>TM - KCC leader will be welcoming in new PM. KCC currently has Conservative majority. Will be interesting to see what impact the General Election will have on the County elections next year.</p> <p>Devolution firmly back on agenda, an area we need to consider how we support/ engage with?</p>	

		Labour historically supporting of Local Authorities, which may possibly mean larger investment but with strings attached.	
15.	Date and time of next meeting	<p>Future confirmed dates:</p> <p>21st October 2024 - 10.30am – 12.30pm - online / venue tbc</p> <p>21st January 2025 - 10.30am – 12.30pm - online via Teams</p> <p>16th October 2024 - 9.30am – 2.30pm - Network Conference - Kent Events Centre, Detling Showground</p>	