

Meeting		Active Kent & Medway Partnership Board	Date	Monday 21st October 2024
Location		Online via Teams	Time	10.30am – 12.30pm
Board Members		Graham Razey (Chair), 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), Liu Batchelor(LB), Adam Lawrence (AL)		
Attendees Present		Elise Rendall (ER), Michelle Bramble (MB), Karen Bird (Active Kent & Medway – Notes)		
Item No	Item	Comments		Action Lead/Date
1.	Welcome and Apologies for Absence	Apologies were received from Kathryn Edwards		
2.	Declarations of Interest			
3.	Minutes of the meeting held 8 th July 2024 including any confidential minutes	<p>Members approved the notes for the meeting held in July 2024.</p> <p>Equality Audit – The Board and Team achieved a 100% completion rate. Audit results covered later in the Agenda by Elise Rendall.</p> <p>Update from members on strands</p> <ul style="list-style-type: none"> - KE has met with Health ER and MB. - LB has met with Sophie Ward about sharing knowledge and ideas re Active Environments and sustainability. - DL/AL – have met with Elise and Sophie Ward 		

		<p>- CM – has met with Sport Welfare officers</p> <p>There has been no progress yet on setting up MP roundtable meetings. Although Sport & Recreation Alliance have developed connections with 60 MPs and LD will check if there are any Kent MPs who have made the connection. LD noted that there is a connection via London Sport with Jim Dickson who has been quite vocal in Parliament. GS to assist with introduction between Jim Dickson and LD.</p>	GS / LD
4.	Matters arising not covered by this agenda	<p>Six-month District Meetings have been taking place which enables the team to give updates on our work, funding allocated to projects and includes an invitation to see work being carried out in their Districts.</p> <p>Tonbridge & Malling and Sevenoaks are not likely to contribute their £3k this year, although Sevenoaks will be hosting an Every Day Active Champion. CM happy to support with connection to Sevenoaks.</p>	CM / LD
5.	Update Reports - <u>Chairman's Report</u>	<p>Conference – thank you to Board members who attended. It was evident that good numbers attended. Donna Fraser was the key note and Andy Taylor (CEO of Active Partnership National Team) attended. It was good to see system partners getting involved in the conference.</p> <p>GR regularly meets with LD and continues to work with TM around the KCC hosting arrangements.</p> <p>GR is happy with the progress made in the AKM Board and feels it is ready to go to the next level becoming more strategic than functional.</p>	
6.	Update Reports - Directors	Highlights from the Directors Report included:	


		<p>LD had conversations with Andy Taylor and Dan Watkins at the Conference. Dan Watkins has oversight of Public Health and is really engaged and interested in sport and physical activity.</p> <p>LD was interviewed on BBC Radio Kent weekly over the summer, has recently attended a Women in Sport Reception at the House of Commons and has an invitation to the House of Lords this week.</p> <p>LD attended networking lunch at Canterbury Rugby Club which was also attended by Lisa Dodd-Mayne, Strategic Director For Place Sport England.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>5 medallists at the Olympics/Paralympics in Paris – 4 have previously received funding from AKM/KCC. ER to make contact with the Paralympians to request help to promote FANS.</p> <p>[REDACTED] AKM have recently increased capacity to support in this area.</p> <p>TM - congratulations on a successful conference. LD to make Clare Bell aware of our engagement with Dan Watkins.</p>	<p>ER</p> <p>LD</p>
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		<p>LB – where are the AKM videos being shared? Are there other opportunities to share outside of the normal channels? LB to suggest new routes to share the videos to promote the good work of AKM and partners.</p> <p>Environmental Action Plan to be completed by 2027 (Sport England target). We are already working in this place and will be ready before this target date.</p> <p>Environmental Action Plan to be an item on the agenda for the next meeting.</p>	<p>LB</p> <p>LD / KB</p>
7.	Place Work – update on programme and decision on AKM role – progress, focus and partnership opportunities	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	<p>LD</p> <p>LD</p>

		<p>MB enjoyed conference and welcomed the conversations around the tables. MB gave a presentation on being Anti Racist Active Kent & Medway Board Meeting Presentation MB 21-10-24.ppsx</p> <p>AL requested approval to share MB presentation with his staff and students? MB agreed.</p> <p>What next for the Board? – Being proactive from a diversity perspective when recruiting new Board Members. From a team point of view - educating themselves (for example bystander training - teams members completing today).</p> <p>ER to share opportunities for training with the Board.</p> <p>GR is aware that representation on the Board has changed, but the upcoming recruitment process will look to ensure we are proactive in seeking applications from a diverse range of candidates.</p> <p>The Audit, Risk and Governance Committee to consider how Board behaviours and how we ensure we are having the right conversations all the time? What is best practice for how a Board operates, how these might be adopted to have better conversations?</p> <p>The Audit, Risk and Governance Committee to look at details in the Plan. Are the timescales ambitious enough and how does the Board monitor the Plan?</p> <p>MB – encouraged the use of safe spaces, where SMT can meet with junior members of staff, hear their experiences, to temperature check what is happening within your organisation.</p> <p>Post meeting MB circulated Developing and Anti- Racist Organisation - 8 Questions to Consider.pdf, Developing and Anti- Racist Organisation – Further Reading.pdf and Examples of Anti-Racist Initiatives from various Fitness and Sports Organisations in the UK.pdf</p>	<p>ER</p> <p>A, R & G</p> <p>A, R & G</p> <p>LD</p> <p>ALL</p>
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9.	Update on Opening Schools Facilities Programme	<p>LD referred to the Opening Schools Facilities report which included an update on progress and confirmed this was for information only and no decisions need to be made.</p> <p>DL – Noted that OSF had exceeded attendance data targets and had some interesting comments from participants. Would it be possible to show the targets and how far they had been exceeded. LD to report back on details of the data.</p> <p>GR – What is the sustainability of the project, post funding? LD – Where funding has been used for equipment or to improve physical access – there is obviously a longevity related to this. We are currently building up a bank of case studies to further demonstrate benefits which we will share.</p>	<p>LD</p> <p>LD / KH</p>
10.	KPI Report	<p>AM presented the Six month KPI Report and the highlights include –</p> <p>Pledges – The numbers are down in cultural diverse communities.</p> <p>Overall the figures are OK, but the Team are looking to do more targeted work in ethnically diverse communities. Place based working will help with this.</p> <p>GS – Co-creation of activities is the way to support cultural diversity.</p> <p>GR requested that more comments from participants are added to the information in the report to bring the data to life.</p>	AM
11.	Finance Update	<p>KB presented the first six month finance report and highlighted the underspend on staffing.</p> <p>GR requested that KB/LD complete an exercise to forward forecast costs on staffing until the end of March 2027, the end date of the current funding award.</p> <p>The New Government employment rights and conditions announced recently will also have impact that reaches far beyond just pay.</p>	LD / KB

		TM confirmed that the KCC revised pay structure should enhance forward planning on staffing costs. Senior Management will attend a briefing in the next 3 – 4 weeks.	
12.	Audit, Risk & Governance Committee Update	<p><u>A, R & G Committee</u> Meeting held on 8th October 2024.</p> <p>DL reported that the A,R&G had received a clean Audit Report, which showed there were no areas of concern in the financial records and reporting, which is good to hear. DL asked TM if any issues were discovered in a wider KCC audit, which had implication to the Board, how would this be reported. TM happy to be conduit of information relevant to the Board and will meet with DL offline.</p> <p>Risk register to share further with the leadership team. Correct ranking of the risk. Governance Action Plan - Actions completed by year end.</p> <p>Reserves – what are the implications of holding £500k in reserves, is there anything we cannot do? KB/LD to investigate with KCC Treasury Team if there is another option to invest the funds with short notice access.</p> <p>Risk register to be shared with Board, make sure the board is comfortable with risk at least once per year.</p> <p>LD to organisation a Board strategy events. This will allow more time to discuss topics in deeper depth including diversity and inclusion, risk appetite.</p>	<p>DL / TM</p> <p>LD</p> <p>KB / LD</p> <p>LD</p> <p>LD</p>
13.	Nominations Committee update	Nominations Committee has not met since the last meeting. There are currently three Board vacancies and AL has only three meetings left before the end of his second term. Nomination Committee to meet prior to Christmas.	NC

14.	AOB	<p>APN Conference – 5th December – 11am to 3pm Birmingham https://app.smartsheet.com/b/form/cee64e357c964438983e4ec868ec9c83 GR can attend, open to other Board Members. Contact LD or KB</p> <p>AP Board Sessions Future sessions: Monday 27th January 25 18.30 – 19.30– induction session including an understanding of system approach Tuesday 1st April 25 18.30 – 19.30– training session focusing on finance and governance Monday 30th June 25 18.30 – 19.30– induction session</p> <p>These board sessions are a valuable opportunity to spend quality time learning more about a range of topics relevant to the work and role of Boards and Active Partnerships. At every session there will be time to connect with Board members, ask questions as well as deep dive into a specific topic/area. To register to attend the above sessions, please use this link: Board Induction Sessions Registration Form (smartsheet.com)</p>	ALL
15.	Matters Considered Confidential		KB
15.	Date and time of next meeting	<p>Future confirmed dates: 21st January 2025 - 10.30am – 12.30pm - online via Teams</p>	