Kent and Medway Sports Board Meeting – Wednesday 12 July 2017 at 10am – Three Hills Sports Park, Folkestone

Board Members: Dick Fedorcio (Chairman), **Bill Fearon** (Senior Independent Member), **Kevin Day** (CSP Director), **Natalie Curtis** (Equalities Champion), **Jo Winkler** (Safeguarding Champion), **Stephanie Holt** (Kent County Council – Host Representative), **John Taylor**, **Sharon Gradwell**, **Jennie Jordan**, **Clare McClean-Bell**, **Adam Lawrence**, **Martin Guyton**,

Present: Dick Fedorcio (DF), Bill Fearon (BF), Kevin Day (KD), Jennie Jordan (JJ), Martin Guyton (MG), Natalie Curtis (NC), Stephanie Holt (SH), John Taylor (JT), Sharon Gradwell (SG), Elise Rendall (ER), Karen Bird (KB) (Kent Sport – Notes)

AGENDA ITEMS		ACTION
Apologies	Apologies were received from Jo Winkler and Adam Lawrence	
Introduction to Shepway Sports Trust	JJ welcomed the meeting to the Three Hills Sports Park and gave an introduction to Shepway Sports Trust and details of the different activities held at Three Hills including School sport, club support and community programmes. JJ highlighted the successful Over 50's programme and confirmed impact information (blood pressure, BMI, fitness testing, survey) will be available next year using Warwick & Edinburgh Mental Wellbeing Scale (WEMWBS). MG asked JJ if she knew the average age of those participating in the over 50's programmes. JJ to find out by next meeting. SST had recently applied for a Sport England grant to buy minibuses but were unsuccessful. KD – said that SST was now the first point of contact for the CSP in Shepway. Examples of recent projects include Innovation grant and Kent School Games. The meeting were interested in finding out more about the Roger DeHaan Trust and would like to invite Roger / Trevor to a future meeting.	JJ
Declarations of Interest	There were no declarations of interest.	
Notes from last meeting and matters arising	<u>Kent Sport website</u> KD to send a link to the KMSB pages on the website. <u>Future CSP funding</u>	KD

AGENDA ITEMS		ACTION
	KD to meet with HR next week to discuss options. KD to map roles / responsibilities against Primary Role requirements. <u>Impact awards</u> JJ had volunteered to sit on the judging panel. There were 12 entries, which were reduced to 8 and then the final were three selected. 90 second videos of the top three will be filmed. These will be shown at the Kent and Medway Sports Conference in September and attendees will be invited to vote for their winner. Case studies will be created and used to highlight the good practice of the 8 short listed entries. <u>Any other Business</u> JJ represented the KMSB at the Teacher of the Year Awards. Mike Hill was re-elected in May 2017 in the local elections and remains Cabinet Member covering Countryside, Leisure and Sport but in a wider portfolio. Elections – for information sport was mentioned three times in the conservative manifesto. The Board agreed the notes were a true record of the previous meeting.	KD
Approval of Strategic Framework for Sport & Physical Activity	Comments from KMSB members have been included in the revised Framework – including Title, Chief Medical Officer recommendations and referencing common strategies between the Strategic Framework and the Business Plan. The meeting thanked AM for the work involved in refreshing the Framework. The next Active Lives survey results are anticipated to be released in September 2017 and the data from it will be used as it contains more details; the 2016 figures were largely headline information. The Framework will be 'launched' at the Conference and information will be included in DF's speech. A summary sheet (2 sides), giving killer facts for Kent will be produced as well as a Powtoon (cartoon) which will be used to promote and explain the Framework. There will also be links to the Framework on the website.	

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	All Board Members approved the Strategic Framework for Sport & Physical Activity.	
CSP Update • **Primary Role & funding** • **Extended Workforce Pilots** • **Other inc Memorandum of Understanding – Host Agency & South East Collaboration**	KD has received confirmation from Sport England regarding the CSP primary role and level of funding. This three year commitment from Sport England is good news. Further details will be available from Sport England once they have aligned their own staffing to local delivery work. Concern was raised by the meeting regarding the level of support needed by Local Authorities. The point is open – the reference to Local Authorities may mean Kent County Council and District Councils but may also refer to Parish Councils and Town Councils. KD has written to Sport England regarding this point. Concern was also raised regarding the level of funding for sport within Local Authorities and possible further reductions. JJ suggested a central pot of funding to employ sports development officers across the county but this is unlikely to happen because all Local Authorities are set up differently. MG - has noticed a change in the level of funding in Leisure Trusts NC – NGB's have been told to be strategic. Sport England Local Delivery Pilots – following the application process this has been shortlisted to 19 applications which will then be cut to 10. Unfortunately, none of the 19 shortlisted applications were from Kent. Seven or eight Extended Workforce posts will be created and separately funded by Sport England to create a 'super highway' of information between CSPs and Sport England. The role is based on a similar role in Manchester. These 7 or 8 posts will be used as the basis for a pilot and will be developed and expanded if successful, if not successful, it will be stopped. Line management/accountability of the role needs to be finalised but KD expects the role will report to the Board and will be expected to attend every Board Meeting. The salary level is not known yet. CSPs interested in hosting one of these roles are asked to submit an expression of interest with shown commitment from the CSP Board, CSP Director and host agency. All KMSB Members agreed to submit an expression of interest in the extended workforce role. KD to prepare an expression of interest, highlighting key challenges and opportunities that this role can support. A draft copy of the Expression of Interest would be sent to the Chairman prior to submission for comment and approval. Coaching – The decision from Sport England is expected in December 2017. This is separate	KD

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	from the decision on Core because it is Exchequer funding not lottery. This is Louisa Arnold's role and all agreed that Coaching is absolutely at the heart of everything we do. Satellite clubs – there has been a change in criteria with the focus on those less active. Insight suggests that the young people want to stay in the satellite club and do not necessarily want to move to the hub club. Active Lives Children's survey – the CSP has been given a list of 75 schools (across primary and secondary phases) to contact before the end of this term to ask them if they are willing to put forward classes to take part in the survey in September. It is voluntary for the schools to take part but if they do they can claim £100 plus will receive the insight from the survey. Tim Sells & Dan Bromley will be assessing the contacts we already have at the nominated schools. BF – Ofsted also ask similar questions and suggested Sport England speak to Ofsted. KD thought the survey would be better channelled through DFE. KD to report back to the next KMSB Meeting how the survey is progressing. DF has today signed the host agency agreement between the CSP and Kent County Council until March 2021. KD has recently signed an MOU between other South East and London CSPs. The CSP South East Region has always shared information but this makes it more formal.	KD
Health Links with Sport & Physical Activity • **Kent Community Health Foundation Trust** • **Kent County Council**	SG updated the KMSB Meeting on discussions she has been having internally at KCFT regarding possible joint partnership working. Paul Bentley is open for phone calls and partnership working opportunities. There was a meeting held on 21st June between KCFT and CSP staff including Louisa Arnold, Lucy Tomlinson and Elise Rendall to discuss many topics including joint bids, knowledge of contacts and the CSP helping with bid writing. STP – is work in progress. One patient, one journey, one team – connected teams, one phone number for rapid response. The focus is on prevention, local care, hospital care and mental wellbeing. This is the result of more people with long term conditions and reduced funding so is about having to do more for less. KCHFT – provides healthcare services commissioned by Clinical Commissioning Group.	

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	What is requested varies depending on the areas. SH circulated a spreadsheet showing a mapping exercise conducted by KCC Growth, Environment and Transport Directorate showing physical activity programmes and projects running in East Kent. This is one part of a much larger exercise which is also being replicated in West Kent. This will show where services are, where they overlap and where there are gaps. This will provide a huge opportunity for shared working. SH – gave details of the new Corporate Director for Adult social Care – Anu Singh. She is currently at the NHS and fully understands the physical activity agenda. Health & Wellbeing strategy – includes physical activity indices. The draft commissioning documents for Older People's Wellbeing Services are also referencing sport and physical activity. This shows the CSP is having an influence at strategic level. MG – commented that everything charities and leisure trusts currently do have been missed out of the mapping exercise currently. Real delivery partners are not always local authorities. SH - Next discussions will involve West Kent (Sevenoaks/Tunbridge Wells and Tonbridge) and will include delivery organisations. SG and KD have briefly discussed the potential for a future meeting with KCHFT CEO. KCHFT will be presenting at the Kent & Medway Sports Network conference in September.	
Equalities Update	For the benefit of the new Members, ER gave brief background to the Equalities Action Plan. Kent is the first and so far the only CSP to achieve the Intermediate Level of the Equality Standard for Sport. The previous Equalities Action Plan ran from 2014 to 2016 and has been used as an example of good practice. ER is in the process of developing the new plan to run from 2017 to 2019, looking at 7 key objectives of - Training and development - Partnership and Service users	

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	- Policies and strategies - Funding - Human Resources and staffing - Research, monitoring and evaluation - Marketing and communications KMSB Members can assist by: - Completing the Equality Audit (ER is aiming for 100%) which is completely anonymous - Equality Board Champion – NC has agreed to be this - Training / Events – participating in webinars and other events - Providing new contacts and partners - Providing new ideas to help promote the Action Plan ER will circulate the completed draft for Members to comment on. Future focus will include, amongst others: - Training requirements / needs - Research, data and insight - Working with non-traditional and a wider range of partners - Developing and implementing schemes to increase diversity - Working towards the long term goal of Advanced Level NC to provide ER with contact details for Isobel Mohrabian (Maidstone Refugees)	ER / ALL NC
Performance Update (KPIs)	KD updated the meeting on the progress to June 2017 against KPIs. All KPIs are on course to reach the target. The target for capital and revenue projects advised and supported may need to be revised. Current target is 50, progress to date is 40.	
Compliance with Tier 3 of Sports Governance Code	KD had circulated Members a copy of the completed Governance form. Going forward – there will be arranged a separate meeting with Sport England to discuss audit requirements. Minimum standards – 30% female on Board – this has already been exceeded and should be changed to minimum 40%. Black/ME – Board representative should reflect the County but this would be less than 1 person. Disability – not all disabilities are visible. An open recruitment to attract disabled and black/ME members was discussed. There is no requirement to set a target re BME and disabled people on the Board (unlike the gender target) but the Board must publicly show commitment to equality and diversity and all efforts should be made when recruiting Board Members to ensure recruitment is open and accessible and that	

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	vacancies are promoted widely, including to equality groups and contacts. Information regarding KMSB should be publicly disclosed and therefore the website needs to be updated to include notes and other information. KD to provide an action plan for Sport England to fully comply.	KD
Finance and Budget Reporting (KD/KB) • **Q1 Report** • **Reserves**	KD circulated the Income and Expenditure, Balance Sheet and Cash flow for Q1 2017. A question was raised around income generation and whether the forecast amount would be achieved. KD indicated that he thought it would be but recognised the challenges this involved, so has tried to set realistic figures. Board members recognised that KCC acts as the host agency and covers transactions and payments even if funding hasn't been received but is agreed or pending and therefore, the CSP does not have specific cash flow issues. KD circulated a brief paper regarding the possible use of unrestricted reserves up to March 2021, these included: - Staffing and capacity - Extending existing programmes - New programmes developed to support specific themes within the Strategic Framework - Partnership funding The meeting approved these ideas in principle and asked KD to develop detailed proposals which the Board can then formally approve.	KD
Proposed dates for the Diary 2017/18:	The proposed meeting dates for 2017 and 2018 are as follows:- 11th October 2017 10th January 2018 – to include an Open Golf update 11th April 2018 4th July 2018 3rd October 2018 <u>Key Dates for Diary</u> 26th September 2017 – Kent Sport Conference January 2018 (date tbc) – Primary PE Conference	

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Any Other Business	NC – thanks to KD / KB for invitation to Racing Evening JJ – very happy with jacket but wondered if there were pin badges which could be worn on more formal occasions. KB to investigate and source.	KB