



Meeting	Kent and Medway Sports Board	Date	Tuesday 2nd October 2019
Location	The Pavilion, University of Kent, Canterbury, Kent, CT2 7SR	Time	11am – 1pm
Board Members	Dick Fedorcio (Chairman), Bill Fearon (Senior Independent Member), Kevin Day (CSP Director), Natalie Curtis (Equalities Champion), Jo Winkler (Safeguarding Champion), Helen Page/Stephanie Holt-Castle (Kent County Council – Host Representative), John Taylor , Sharon Gradwell , Jennie Jordan , Adam Lawrence , Martin Guyton		
Board Members Present	Dick Fedorcio (DF), Adam Lawrence (AL), Bill Fearon (BF), John Taylor (JT), Sharon Gradwell (SG), Martin Guyton (MG), Andrea Murphy (AM), Natalie Curtis (NC)		
Attendees Present	Lucy Rout (LR) (Kent Sport – Notes), Bugew Apampa, Jo Pullen-Fagg (JP) Activmob		

Item No	Item	Comments	Action Lead
1.	Apologies	<p>Apologies were received from Kevin Day (Andrea Murphy (AM) representing), Helen Page (HP), Jennie Jordon (JJ), Jo Winkler (JW)</p> <p>Recruitment for Clare Maclean-Bell's replacement is ongoing. Three applicants have been shortlisted and invited to attend the board meeting today. Professor Bugew Ampampa is joining the meeting and will be invited to take part rather than just observe; another has other commitments today and one did not reply to the invitation.</p> <p>Jo Pullen-Fagg from Activmob will join the meeting at 12pm to give an update of the Every Day Active campaign.</p>	

2.	Declarations of Interest	There were no declarations of interest.	
3.	Notes from Last Meeting and Matters Arising	<p>All KMSB Members agreed the notes of the last meeting were a true reflection on what was discussed and agreed.</p> <ul style="list-style-type: none"> • Strategic Framework has been updated with live links • AM clarified the Staff Satisfaction Score question, which is: How likely are you to recommend your Active Partnership as an organisation to work for? The question was whether the 70% score should be higher. AM explained this figure falls in the ‘promoter score’ meaning most people selected 9+/10 and the remained selecting 7 or 8/10 which is quite high. 	
4.	<p>Update Reports</p> <ul style="list-style-type: none"> - Chairman - Directors 	<p><u>Chairman’s Report</u></p> <p>Chairman’s update information was mostly covered under apologies. DF added that Helen Page will continue in her interim Head of CLS role until at least December 2019 as Stephanie Holt-Castle will be leading on Brexit.</p> <p><u>Director’s Report</u></p> <ul style="list-style-type: none"> • The Director’s report had been circulated with the Board papers. AM updated Members on the staffing matters and was confident that the changes in staffing would not affect the teams’ performance. • We are awaiting the outcome of the solicited bid to Sport England to develop the South East Regional work on Project 500 into a two-year national initiative. It is anticipated an announcement could be made early December. Louisa Arnold has been leading this work on behalf of the South East Active Partnerships. • The Everyday Active Conference has been planned for 15 October – the link has been sent to Members and some have already booked a place. LR to re-send the link to Members. 	LR
5.	New Strategic Framework 2021 – 2025 – Consultation & Timescales	The new Strategic Framework is due from April 2021. Consultations on the new framework will need to start in summer next year and the Board were asked to consider what approach we might like to take. The previous consultation was with partners via an online survey of which 44% (127 people) responded.	

		<ul style="list-style-type: none"> • The team are working with a wider breadth of partner now. There is more we could be doing to increase engagement, linking with Everyday Active. The current framework is on the website along with a summary document and YouTube video. • How much further can we go with this? Every event is a consultation opportunity. • Who are the new partners we are working with? Health / Transport / Workplaces / Housing / Planning. • Reviewing the analytical information may give an insight into what worked on the website. • SE does not include home-based activities such as gardening or housework. BF challenged this, as some of the older community (65+ years) do this every day and raise their heart rate, so could be valid activities for them. How can the impact be measured? There has been a big switch from sport to physical activity and we need to find a way to measure the impact this is having, rather than just pure numbers as it differs hugely from person to person. • MG – the leisure industry uses Datahub, which measures leisure centre visits and a social value calculator which gives a monetary value. AM to investigate Datahub and the information available • Moving forward it needs to be discussed what will be included in the document and who we should consult with? Are there any other measurements and outcomes we can include which will help demonstrate impact? • Informal consultation which could be started now would allow a draft framework to be ready by end of March 2020 for a period of formal consultation. When the Strategic Framework is updated this can be used to support the next funding bid to Sport England. 	AM
6.	<p>Performance Monitoring</p> <ol style="list-style-type: none"> 2019-20 second quarter report Improvement Plan Progress Review of the Sport England Performance Management & 	<p><u>2019-20 second quarter report</u></p> <ul style="list-style-type: none"> • DF expressed his concerns with the low figures, but AM explained that a lot of the Sport England funded projects run from the start of the academic year and this will be reflected next quarter. • The question was raised if the staffing changes have affected the targets, but AM ensured the Members that the changes in staffing have not affected the teams' performance. • It was suggested to add a previous year half year column next time to enable a more useful comparison 	

	<p>Improvement Framework</p>	<ul style="list-style-type: none"> • The funds levered in is exceptionally high because of one £4.4m project, this will be noted on the performance report. • Efficiency target is improved due to additional funding with no increase in admin costs <p><u>Improvement Plan Progress</u></p> <ul style="list-style-type: none"> • Most categories are on target, those which are amber are because these are ongoing rather than being at risk of not being achieved. Some timescales need to be updated to reflect they are ongoing. • Another staff Review and Planning session has been arranged to focus on the disability plan. <p><u>Review of the Sport England Performance Management & Improvement Framework</u></p> <p>KD has asked for feedback from Members involved in Quest including the self-assessment, the Quest process itself and the round tables reviews.</p> <p>KD had posed a number of questions which Members were asked to consider and feedback any comments to AM. Initial comments were that Safeguarding and Equality & Diversity modules should be included in future. Even though these are separately assessed through their respective Standards and other areas of work; they should be included because of their importance.</p> <p>Optional module – Getting the Inactive Active – should this be a core module as is part of the Active Partnership’s key work?</p> <p>There will be a Quest directional review meeting in 2020 to check on progress and AM will begin initial discussions towards the end of 2019.</p> <p>Future Board involvement – BF said it was important to build on the first years’ experience of Quest rather than just repeating the same process.</p>	
7.	Finance reporting inc External	AM confirmed finances were all on track with half the expected income received to the end of	

	<p>Audit of 2017-18 and 2018-19 Accounts</p>	<p>August 2019.</p> <p>Income and expenditure difference due to the Everyday Active Campaign being funded from reserves.</p> <p>External Audit very nearly complete – will be finalised and signed off when KB returns next week.</p> <p>Thanet District Council have not signed up this year even though it is a relatively small contribution for a district with lots of needs. KD has been in contact to try to resolve this issue and AM will follow up next week. Other options could be Active Thanet or Your Leisure which do have the budget to contribute so may be considered in future. Development Officer has left and has not and may not be replaced. May need to consider another priority area if Thanet are not prepared to contribute. DF could escalate to Mike Hill to contact his equivalent if necessary.</p>	
<p>8.</p>	<p>Everyday Active Update</p>	<p>Report has been circulated. JP updated the meeting on the progress as follows:-</p> <ul style="list-style-type: none"> - The approach had changed slightly. Activmob held 3 local stakeholder workshops, a 'shallow dive' survey and then a series of in-depth interviews. They have spoken to 345 people. - The results were analysed and the insight was taken back to a co-design workshop involving some of the front-line workers, key strategic leads and members of the public from the stakeholder workshops. <p><u>Interesting Ideas</u></p> <ul style="list-style-type: none"> • Conversation sparked some Behaviour Change- promising for products • 'WHO?'- is a key question • People, communities and frontline staff saying the same thing • Inspiration vs Motivation- a fine line • Link campaign to positive connection activity with MH and wellbeing • Local and community based is a key factor • Real appetite to make activity or being more active part of the norm- e.g. at places we go. 	

Quick wins identified- e.g. Website

Opportunities across the system

- Our communities- people and places
- Products, tools, training etc already available
- One You
- Making Every Contact Count (MECC) in Kent
 - An approach and a culture shift
 - How are we supporting our workforce?
- Social prescribing- ‘understanding’
- STP and health priorities- levers; diabetes, Long term conditions etc.
- System ‘pinch points’- Surgery ready, referrals

Two Opportunities to explore

Individuals: The big conversation

People I trust talking to me about it- what could I do?

It could include:

- a) Very Brief Intervention
- b) A visual tool that focuses on:

Benefits of keeping active, positive and encouraging, promotes benefits rather than the risks of not keeping active.

Communities: The big do

I want to know what’s going on around me - connect me to others.

It could include:

- a) Tool kit- like Macmillan
- b) In it together- a day
- c) For many groups of people- our staff too?
- d) Signposting- what’s around?

		<p><u>Developing Our Ideas</u> Communication- listening a key concept</p> <ul style="list-style-type: none"> • a campaign to get people sharing, connecting, talking and listening • Raise and share ideas • Participatory and asset based <p><u>Linking and connecting communities</u></p> <ul style="list-style-type: none"> • Is a person or team of people- well known linked in, maybe from different parts/groups • How can this team equip/support, create the right environments for people? • A market testing day- get everyone out, see what they want to do ‘how would you use this space?’. An easy add on’ how to get people active quickly. <p><u>The system- incentivising</u></p> <ul style="list-style-type: none"> • How can we incentivise GPs to talk to patients about physical activity? (nb this is not just about money; it’s about making it easier to do something that is within their interest- using system levers • A tool/product to help GPs hit targets/receive payment by result E.g. reduce list of patients with diabetes (?) • How can we incentive the system to work together 	
9.	<p>Committee Reports</p> <ul style="list-style-type: none"> • Audit & Governance Committee (AL) • Nomination Committee (DF) 	<p><u>Audit & Governance</u> AL – the Committee met two weeks ago. May try to repeat this in the future or leave a gap between the two meetings if on the same day to allow AL to feedback during main meeting.</p> <p>AL updated the meeting as follows:-</p> <ul style="list-style-type: none"> - Risk reg – alterations to be made to layout in terms of deadlines and RAG ratings - Reviewed Governance Action Plan <p>The next assessment is due in 4 years so there is no rush to complete everything this year. The Members asked KD to revise the timescales to take into account his forthcoming absence.</p>	

		<ul style="list-style-type: none"> - External Audit - There are a few minor items that are outstanding which hopefully will be complete once KB returns from leave next week. When these are finalised, AL and DF will need to sign the audit report and accounts. - Review of name Kent and Medway Sports Board to reflect the change to Active Partnership. This had previously been discussed but no decision had been made. DF to consult with KCC and to be discussed by the Board at a future meeting. <p>BF reminded the Meeting that the Risk Register and Governance Action Plan are Board documents and Member should take time to read and be able to challenge KD regarding the RAG rating if appropriate.</p> <p><u>Nomination Committee</u></p> <p>There have been a number of applications for the vacancy and these have been shortlisted. Those shortlisted were invited to this Board Meeting but only Bugew was able to attend. The Nomination Committee will make their recommendations to the Board in the near future.</p>	
12.	Proposed dates of future meetings for 2020/21	<ul style="list-style-type: none"> • 15 January 2020 – Natalie Curtis offered Kent FA to host • 15 April 2020 • 8 July 2020 • 7 October 2020 • 13 January 2021 <p>If these dates are not convenient, Members asked to contact KB as soon as possible.</p> <ul style="list-style-type: none"> • Date for diary – 15 October 2019 – Everyday Active Conference. If Members not signed up please contact Louise Milne as soon as possible. 	<p>ALL</p> <p>ALL</p>
13.	Any other business		