

Active partnerships National Board meeting (meeting type: regular)

Monday 22 May

Primarily in person with hybrid option: Sheffield

Members:

Dave Capper (DC) Chair, Ali Shipway (AS) Senior Independent, Amanda Pearce Higgins (APH), Mike Sandys (MS), Hanya Pielichaty (HP), Julie Amies (JA), Born Barikor (BB)

In attendance:

Ed Sandham (ES) (Sport England representative), Jack Shakespeare (JS) – JS attending as advisor until joining as trustee from 1 July 23.

National team: Andy Taylor (AT) (Chief Executive), Heidi James (HJ) (Business & Support Officer) – minutes,

Apologies:

Dr Maxine Rhodes (MR), Rob Purdie (RP)

Information supplied:

List of information supplied to the board for review and reference in relation to this meeting. This board pack was shared via email on 15.05.23 (numbering corresponds to agenda):

0	Agenda, 22.05.23	6	Finance & Risk Subcommittee minutes, 5 May
2	Declaration of interests as at 15.05.23		
3	Minutes of AP Board Meeting, 14 Mar 23	6.2	Finance & Risk Terms of Reference
4	Org update – (emailed separately by AT)	6.3	APNT Risk Register
4.4	Trustee skills profile, 22.05.23	6.3	APNT Risk Register, extract of key risks for board review
5	Subcommittee Report, Governance, May 23		
5.1	Code for Sports Governance – Factcheck Questionnaire	6.4	Risk management policy
5.1	Code for Sports Governance – Continued Compliance Statement	7	Subcommittee Report, People Development
6	Subcommittee report, Finance & Risk	7.1	People Plan
		7.2	Update to HR policies, briefing
		8	Operational Report

Shared during the meeting and made available alongwith the minutes:

- AT update May 2023.pdf
- APNT Strategy presentation

1. Welcome, introductions, apologies

Welcomed new trustees: Julie Amies, Born Barikor and Jack Shakespeare were congratulated on their appointment as trustees.

Apologies noted for Dr Maxine Rhodes and Rob Purdie.

Board appointment note. For the record it is noted that the Nominations Subcommittee (Dave Capper, Ali Shipway and Rob Purdie) wrote to board members on 27 April 2023 to recommend the appointment of Julie Amies, Born Barikor and Jack Shakespeare. The appointments were approved unanimously in writing. Ratification of the appointment of Julie Amies and Born Barikor as related members will be sought at the AGM in December this year.

2. Conflicts of Interest

None identified.

Brief discussion as to what and who should be included / excluded. Examples given that only one family member is listed and Mike Sandy's role as Director of Public Health for Leicestershire and Rutland is not identified.

ACTION (HJ, AT) review conflict of interest policy

3. Minutes and actions update

The minutes of meeting 14 March 23 were approved and the updated actions contained therein noted by the board.

4. Board and organisation development

4.1 Trustee re-elections

No re-elections discussed.

No plans to recruit further trustees at this time.

4.2 Trustee role vacancies

Agreed each trustee is expected to sit on at least one subcommittee/working group.

ACTION (ALL): Board members invited to express interest to AT as regards the vacancies below:

<p>Vacancies</p> <ul style="list-style-type: none"> • People Development subcommittee vacancy • Diversity & Inclusion Action Plan working group vacancy • Welfare and Safety Board Champion vacancy <p><i>Post meeting note: Born has offered to join the DIAP working group and be Welfare and Safety Board Champion.</i></p>	<p>Monitoring, Evaluation & Learning working group trustee members:</p> <ul style="list-style-type: none"> • Dr Hanya Pielichaty • Dr Maxine Rhodes • Jack Shakespeare 	<p>Diversity, Inclusion Action Plan (DIAP) working group trustee members (feeds into People Dev subcom):</p> <ul style="list-style-type: none"> • Dr Hanya Pielichaty • Alison Shipway
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Wider board champion and working groups discussed briefly. Noted that the policy working group is not to lobby but to advocate for policy change and articulate policy views.

ACTION (AT, MS): discuss MS role re health and OSF – should MS sit on both roles?

4.3 Organisational update – see *AT update, May 2023.pdf*. Key points included:

Staff update – some changes put in place to share line management role, develop succession and add support in back office.

- Two Relationship Directors appointed from within the team after internal process (currently confidential until staff informed)
- Recorded that Nerys Lovell has done “an unbelievable job” in getting OSF systems in place. New support to be added via a colleague in the network - x10 hour support role
- Business Support Officer – HJ moving to Project Support Officer role within health focus area. Recruiting externally for Business Support Officer role to be focused more internally – governance, EA and HR. Additional support for managing public inbox arranged via network colleague at x5 hours per week.
- Acknowledged some gaps eg comms but staying proportionate and in line with budget.

Network and organisational horizon planning

Welfare officer network – expectation that APNT will have a connecting and strengthening role

Multi sports – Increased investment into the network is an option being discussed

Place expansion - £250m additional investment with 80-100 new places. Recognised the trust placed in AP network as Sport England want to work with and through AP to get investment to place. Importance of national role to support leadership across the collective. Need to be aware of limitations of staff capacity; eg OSF created huge pressure. We shouldn't underestimate the time and energy which new initiatives can take.

4.4 Trustee skills matrix

Competence and capability assessed to be good. Work to be done re succession planning inc finance.

5. Governance subcommittee

5.1 APPROVED: The Board confirmed acceptance of the Code of Sports Governance submission (proposed by MS)

Trustees encouraged to view [video briefing](#)

ACTION HJ, AT: Share Code of Governance action plan at August board meeting to give confidence that we will comply by Dec 23.

5.2 APPROVED: ToR for subcommittees to be added to the website (governance page)

5.3 ACTION AT, JA, AS: Board evaluation ITT to be compiled (JA to support). This is required in 2023.

6. Finance & Risk subcommittee

6.1 APPROVED: To approve that Nerys Lovell as Finance Manager become the authorised person to operate the Flagstone Account: Number ACT1003C (proposed by APH, seconded by: MS)

6.2 APPROVED: Updated ToR

6.3 DISCUSSION: Risk Register and appetite – key risks

As per the risk management policy all risks rated over 14 are raised at board. Hence inclusion of OSF contract breach due to unavailability of flow through Barclays bank account. AT reported that this has been resolved. DfE had agreed use of a new separate current account following further discussion. NL and CT assessing any knock on impacts as this increases turnover and so could impact any costs linked to turnover, eg insurance fees. This impact will be reported back into the F&R Committee.

6.4 Risk management policy

Discussion re need to discuss process for reputational risk should one of the APs have a 'crisis'.

ACTION HJ, AT to share business continuity plan with subcommittee and then take to board

6.5 Finance & Risk have approved up to £15k to check OSF financial processes are streamlined and is fit for purpose. Also doing review sessions on OSF programme across network to build in learnings now.

We are in a strong position Reserves £0.5m so we have capacity. Committed to using £200k in next 4 years.

ACTION AT: to provide a revised budget at the August Board Meeting. Need to review how and when to communicate with the network the APNT budget/investment especially when committing to use of reserves.

7. People Development subcommittee

7.1 People Plan – people subcom will oversee progress

7.2 HR policy updates proceeded with HR and legal specialists, EliAction. Conversations continue around sickness policy and flexible working policies. Any monetary implications will be brought back to board.

Cost of living conversation continues.

8. Operational report

Questions invited on report supplied; none.

9. Any Other Business

MEL (monitoring, evaluation and learning) update on initial meeting provided by HP

- Discussed naming 'impact and influence' may be useful
- Internal and external focus
- We need to consider 'so what'; ie know why are we measuring
- Internal audit re narratives used useful
- Must be underpinned by strategy principles

Question of gap left by annual convention raised – system partner wide event being explored by Sport England (July mentioned but not confirmed).

DCMS updated sports strategy will land soon – **ACTION: AT/HJ** to circulate to the board

Demo of [Moving Communities platform](#) recommended by JS. *Extract from website: Moving Communities tracks participation at public leisure facilities and provides new evidence of the sector's performance, sustainability and social value. This data will assist local authorities, leisure providers and policymakers to support the recovery of public gyms and leisure centres, taking informed decisions to keep our nation active.*

ACTION: JS, HJ to arrange demo for board

ACTION HJ: Update Board agenda proforma so that Operational report moves up the agenda going forward

10. Date of Next Meeting

Monday 21 August 09:30-12:00 online

15:10 meeting closed.

Note – on the same day the Board held additional sessions as follows.

These were not minuted as they did not form part of the formal proceedings.

- Strategy update
- Board priorities
- Advanced Wellbeing Research Centre, Sheffield

Summary of actions from meeting of 22 May 2023

Actions	By	Action Update
1. Review conflict of interest policy	AT, HJ	Revised policy sent to governance subcommittee for review, 01.08.23
2. Board members invited to express interest to AT as regards board vacancies below <ul style="list-style-type: none"> • People Development subcommittee vacancy • Diversity & Inclusion Action Plan working group vacancy • Welfare and Safety Board Champion vacancy 	ALL trustees	Julie Amies joining People Development subcommittee Born Barikor joining DIAP working group and offered to be Welfare and Safety Board Champion.
3. Discuss MS role re health and OSF – should MS be on both groups and champion for both?	AT, MS	MS to remain in both roles to end of Dec 23.
4. Share Code of Governance action plan at August board meeting to give confidence that we will comply by Dec 23.	AT, HJ	Awaiting Sport England response to Code of Governance submission. Action plan to be reviewed by Governance Subcommittee, Sept 23. Minutes will be shared with the full board post meeting. Sport England have advised (link to email) there is a delay in the assessments of the Code for Sports Governance submissions. We are now expecting feedback Aug-Oct (was July/Aug). DIAP now due by March 24.
5. Board evaluation ITT to be compiled (JA to support).	AT, AS, JA	ITT being prepared. Options to be presented to Governance Subcommittee, Sept 23.
6. To share business continuity plan with subcommittee and then take to board	HJ, AT	Will be reviewed by Governance Subcommittee, Sept 23.
7. To provide a revised budget	AT	Following report into F&R current budget applies.
8. Circulate updated DCMS sports strategy to the board	AT/HJ	Expected end Aug 23.
9. Arrange demo of Moving Communities Platform for board	HJ, JS	Agreed with JS to run open session for network colleagues, open to board members.

10. Update Board agenda proforma so that Operational report moves up the agenda going forward	HJ	Done
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Summary of approved resolutions from meeting of 22 May 2023

1. The Board confirmed acceptance of the Code of Sports Governance submission (proposed by MS)
2. ToR for subcommittees to be added to the website (governance page)
3. Nerys Lovell as Finance Manager become the authorised person to operate the Flagstone Account: Number ACT1003C (proposed by APH, seconded by: MS)
4. Updated Finance & Risk ToR