

MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876

Date:	05/06/18	Venue:	University of Derby, DE22 1GB
In the chair:	Stephen Jackson	Minute recorder:	Margaret Blount

			Action
	Present Mel Berry (MB) Board member Carol Hart (CH) Board member Derek Higton (DH) Board member Stephen Jackson (SJ) Board member Kath Mitchell (KM) Board member	In attendance Margaret Blount (MBI) Head of Ops Ilana Freestone (IF) CEO	
1	Opening remarks SJ welcomed all to the meeting and thanked University of Derby for hosting.		
2	Apologies & Confirmation of Quorum Emma Atkins (EA) Sarah Fowler (SF) David Williams (DW) The meeting was confirmed as quorate. DW has resigned from his position on the APT Board. He was thanked for his valuable contributions whilst a member of the Derbyshire Sport Board and during the transition to APT. Wendy Campbell from Sport England sent her apologies hence the item on performance monitoring for CSPs was deferred.		
3	Minutes of the last meeting held on 14 March 2018 The minutes were reviewed and approved.		
4	Matters arising All matters arising are covered by the agenda.		

5	<p>Declarations of interest</p> <p>No specific interests relevant to the current meeting.</p>	
6	<p>Directors' Report</p> <p>IF presented this report. Key points raised in addition to those in the paper included:</p> <ul style="list-style-type: none"> • Advised the team to take external advice re: GDPR if not confident that APT is compliant. • To fill the identified health gap in the Active Notts Leadership Panel, SJ can provide a possible contact. • Work on the recruitment of the Active Derbyshire Leadership Panel is on-going, including work to find a panel member who is well connected/ knowledgeable about Derby City. • The Strategic and Place Leads are continuing to develop their insight about their patches, understanding how the places work, what are the barriers and starting to explore what could be put in place to increase participation in these areas. This is the stage the team need to move on to next. • Meetings have been held with the Chief Executives of all the local authority partners in Derbyshire except South Derbyshire (awaiting date in diaries). Based on these meetings and feedback from the relevant Strategic Lead for that area, bespoke service level agreements are being drafted. • Now that the 18/19 workforce plan has been approved and funding awarded, the team needs to think about the right time to contact the Metro Strategy group and LEAP. The appointment of the new Strategic Director may release capacity to start these discussions. • To date no suitable office accommodation along the M1 corridor has been identified. The office in Ripley must be vacated by the end of September. University of Derby have suggested that office accommodation may be available within their building in Chesterfield. This would mean APT would continue to have two office bases, rather than join up in one location. The Board were asked for approval for IF to continue to work up this option with University of Derby. Options to lease desk space for the office-based members of the team on a temporary basis, are also being explored. • IF presented the results of the staff satisfaction survey which 12 members of the team completed anonymously in February/March. The survey has been followed up by 1 to 1 meetings between the SMT and the full team and improvement actions have been identified which include: <ul style="list-style-type: none"> • implementation of a new annual performance review process that incorporates values, behaviours and 360 degree feed back, • external support for the marketing team, 	<p>SJ</p> <p>IF</p>

	<ul style="list-style-type: none"> • CPD programme for the whole team focusing on reflective practice, co-production and co-development, influencing and enabling, relationship building, insight into action, storytelling and developing narrative. <p>IF was thanked for her comprehensive report.</p> <p>The Board:</p> <ul style="list-style-type: none"> • provisionally approved the Active Derbyshire and Active Notts Leadership Panel appointments, • approved the search for an office in Derbyshire for the Derbyshire based team. 	
7	<p>Place based working - Mansfield</p> <p>Helen Davies, the Strategic Lead with responsibility for Chesterfield detailed the role she and other APT colleagues have played in Mansfield, since work started there in summer 2017. Key factors include:</p> <ul style="list-style-type: none"> • Mansfield District Council (MDC) were ready to do things differently and hence spend time re-thinking their approach. • Press Red was commissioned to do initial insight work, funded by Public Health, MDC and Sport Notts. • Based on this research, the Bellamy estate was identified as the focus for a new approach. It took 9 months to reach this stage and decision. • MDC allocated 2 days per week of 2 members of staff to work with us and other partners and they have spent their time building up an asset map of the community and really understanding how it works, barriers, key community activators etc. Lots of conversations with lots of different people who live in the community. MDC staff developing their skills and understanding and really seeing the benefit of working this way. • It took to May 18 to be at the stage where we can start co-creation of programmes with community groups. • Added extras from the approach taken include upskilling the current workforce, developing local capacity, developing new networks at all levels of the system, developing trust for the next stages. • A copy of the presentation is attached. <p>It was agreed it would be useful to the Board members to hear about the work on-going in other communities at future meetings to allow them to identify common themes.</p>	IF
8	<p>APT 18/19 Delivery Plan</p> <p>The draft delivery plan and its links to budget setting and team members' individual performance reviews was outlined. It was proposed that future Board reports will focus on the indicators detailed in the APT Business Plan and progress against individual actions will be picked up in future Directors' reports.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> • the delivery plan for 18/19, • the proposed reporting arrangements. 	

9	<p>Diversity and Equity Action Plan</p> <p>The results of the core team diversity audit were presented, and the audit form was circulated to Board members for completion. It was noted that APT, at both Board and team level, needs to be mindful of the lack of BAME representation and consider what can be done to increase applications from BAME candidates.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> the diversity and equity action plan. 	All																				
10	<p>Finance Report and reserves analysis</p> <p>The amount and classification of the funding brought over from Derbyshire Sport and Sport Notts was presented, including an analysis of how much of this funding was restricted, committed, designated and unrestricted. The Board were happy with the level of detail and classifications provided.</p> <p>Provisional 17/18 end of year surplus figures were presented as follows:</p> <table border="1" data-bbox="205 954 1283 1070"> <thead> <tr> <th>17/18</th> <th>Core</th> <th>Active Derbys</th> <th>Active Notts</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>End of year surplus</td> <td>£257,714</td> <td>435,123</td> <td>53,612</td> <td>746,449</td> </tr> </tbody> </table> <p>It was explained that whilst the overall amount should not change significantly, these figures were subject to audit and there were likely to be changes due to required year end type adjustments.</p> <p>The revised budget for 18/19 was presented. It has been revised to reflect the income and expenditure within the annual delivery plan.</p> <p>The projected end of year unrestricted surplus for each budget March 19 is detailed below:</p> <table border="1" data-bbox="205 1464 1283 1615"> <thead> <tr> <th>18/19 - Projected</th> <th>Core Unrestricted</th> <th>Active Derbys Unrestricted</th> <th>Active Notts Unrestricted</th> <th>Total Unrestricted</th> </tr> </thead> <tbody> <tr> <td>End of year surplus</td> <td>225,209</td> <td>55,326</td> <td>27,000</td> <td>307,535</td> </tr> </tbody> </table> <p>It was stressed that the Board expects the Senior Management Team to review the 18/19 budget figures, once 17/18 end of year is finalised and bring forward recommendations for expenditure to the Board for its consideration.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> the revised 18/19 budget 	17/18	Core	Active Derbys	Active Notts	Total	End of year surplus	£257,714	435,123	53,612	746,449	18/19 - Projected	Core Unrestricted	Active Derbys Unrestricted	Active Notts Unrestricted	Total Unrestricted	End of year surplus	225,209	55,326	27,000	307,535	
17/18	Core	Active Derbys	Active Notts	Total																		
End of year surplus	£257,714	435,123	53,612	746,449																		
18/19 - Projected	Core Unrestricted	Active Derbys Unrestricted	Active Notts Unrestricted	Total Unrestricted																		
End of year surplus	225,209	55,326	27,000	307,535																		
11	<p>Future approach to Awards and Recognition</p> <p>MB presented this paper outlining various options for APT's involvement in</p>																					

	<p>awards and recognition. In preparation for this discussion, the team and partners have been approached for their views on the current arrangement with Champions for the sports awards events in Derbyshire and Nottinghamshire. The feedback was that the events did not strike the right balance between celebrating the achievements of the individuals and the PR needs of the sponsors, with the time and tone of both county events weighted in favour of the sponsors.</p> <p>Following a discussion, it was agreed that</p> <ul style="list-style-type: none"> • APT needs to inspire people to make a difference. One way to do this is to celebrate success hence APT should continue to organise county awards in both counties. • APT will no longer sponsor the Champions' county events and instead will organise county level awards event in both counties, which recognise successes that align to the APT vision. • There is an allocation for sports awards in the 18/19 budget of £10,000. • This change would need to be carefully communicated to partners, particularly local authority partners in Derbyshire due to the current pathway between district and county awards. • It could be important to maintain a link with 'sport' particularly for local politicians. <p>MB to work with the Marketing and Communications team to develop the new format and update the Board at the October meeting.</p>	MB
	<p>AOB</p> <p>In the pre-audit meeting the auditors advised that APT should have an Anti-Corruption and Bribery policy. Once drafted, this should be circulated electronically for approval.</p>	MBI
	<p>Dates of future meetings</p> <p>Thursday 04/10/18 17:00 - 19:00 County Hall, Nottingham Tuesday 18/12/18 17:00 - 19:00 Derby Thursday 07/03/19 17:00 - 19:00 Nottingham</p>	