

MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876

Date:	14/03/18	Venue:	The Derbyshire Hotel, DE55 2EH
In the chair:	Stephen Jackson	Minute recorder:	Margaret Blount

			Action
	Present Emma Atkins (EA) Board member Mel Berry (MB) Board member Sarah Fowler (SF) Board member Carol Hart (CH) Board member Derek Higton (DH) Board member Stephen Jackson (SJ) Board member	In attendance Stuart Batchelor (SB) Strat Director AD Margaret Blount (MBI) Head of Ops Kerryn Chamberlin (KC) Strat Director AN Ilana Freestone (IF) CEO Simon Le Fevre (SLF) Wharton Consulting Andy Reed (AR) Sajelmpact	
1	Opening remarks SJ welcomed all to the meeting.		
2	Apologies & Confirmation of Quorum Kath Mitchell (KM) David Williams (DW) The meeting was confirmed as quorate.		
3	Minutes of the last meeting held on 8 December 2017 The minutes were reviewed and approved.		
4	Matters arising All matters arising are covered by the agenda.		
5	Declarations of interest No specific interests relevant to the current meeting.		
6	CEO's report IF presented her report. Key points raised in addition to those in the paper included: <ul style="list-style-type: none"> • APT Safeguarding policy to be drafted and presented at the next APT Board meeting for review and approval. DH agreed to be the APT Board Safeguarding lead. MBI to draft and liaise with DH on this. • Recruitment to start to fill the additional posts in the APT staffing structure 		MBI

	<p>currently vacant or filled by temporary staff. There is the potential to recruit an additional post in Derbyshire, funded via the annual contributions of the Derbyshire Funding Partners. A decision about this will be taken based on the feedback from these Funding Partners at a series of meetings to take place over the next two months. SB to review and provide update at next Board meeting.</p> <ul style="list-style-type: none"> • APT one of 7 CSPs successful in securing additional funding for a joint senior role with Sport England. This will be an additional role to those detailed in the APT organogram. Sport England have been slow to progress this work and have asked IF to consider helping them, on a temporary basis, one day a week, to set up this national programme. This is estimated to be 1 day per week up to September 2018. The Board recognised the benefits to APT of IF's involvement. IF to inform Sport England of her availability • The team are continuing to look for suitable office premises for whole team along the M1 corridor. Nottinghamshire County Council have a number of properties in this area which may be worth exploring. • The workforce development plan, currently being developed, is to consider the needs of the wider workforce, not just the paid workforce. The team need to consider what elements of the plan can be financed through the Sport England workforce funding and what elements APT will have to source additional funding for. • Future Board reports will provide more of an update on place based work. The team are starting to change their ways of working to focus on their 'places'. The work in Mansfield is proving to be very positive and providing a useful model for other team members. Helen Davis, Strategic Lead with responsibility for Mansfield, to attend the next Board meeting to present on her work to date. • Event management consultants will be appointed to organise the summer School Games in both Derbyshire and Nottinghamshire. An invitation to quote has been distributed. • The need to effectively share learning and insight with partners was raised, e.g. the learning from the This Girl Can project. In Derbyshire insight workshops for partners are being organised in partnership with Derbyshire Public Health. 	<p>SB</p> <p>IF</p> <p>HD</p>
7	<p>National Context for Sport and Physical Activity</p> <p>Andy Reed posed a number of questions for the new Board to consider, based on his involvement with Leicestershire and Rutland Sport and the national review of County Sports Partnerships.</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> • Where is the Board on the physical activity v sport scale? Is the Board happy to focus on the physical activity end? • How much should the Board and team focus on the economic development outcome (1 of the 5 defined in the government's <i>Sporting Future: A new Strategy for an Active Nation</i>)? Working with LEAPs is hard work. Is it the best use of APT's resources? • Need to focus on the agreed priority communities and not be diverted by funding 	

	<p>that is not quite right.</p> <ul style="list-style-type: none"> • Need to understand the subtle and key differences between communities that initially appear similar. • Need to think about how to measure impact and outcomes, play the long game. • Not all technology is bad. Increasing use of technology by young people is resulting in a reduction in drink and drug use and increase in proven leadership skills but APT's role is to encourage young people to move as well. • Support politicians to take difficult decisions that support APT's agenda e.g. decision to pedestrianize an area. • The role of the Board is to focus on the strategies, lead, recruit the right people, ensure delivery, share ownership and credit with partners so APT and partners benefit. • The Board requires the senior management team (SMT) to be bold and try new things, be honest and report back when something is not working. 	
8	<p>Organisational Strategy and Business Plan</p> <p>The APT Business Plan is currently being drafted. IF led a session to review key principles for the future work of APT and its way of working, summarised in the draft A4 strategy map. The A4 strategy map is a summary of what APT is about for the core team and Board. It is not intended to be for an external audience although could be shared if useful.</p> <p>Main discussion points included:</p> <ul style="list-style-type: none"> • A debate on whether 'sport' should be included in the organisational vision. Views expressed for and against and alternative wording suggested 'including sport' rather than 'and sport'. • Need to ensure the stated priorities can actually be measured. • Can it better identify and reflect what is unique about APT, how are we different to other CSPs? It was recognised that this would be a challenge, as it is for other sectors working our geography. <p>The Board agreed that this was a useful first draft summary. IF to revise based on comments, share with core team and bring back to Board as part of Business Plan draft for approval.</p> <p>IF reported that as part of the Business Plan, work also started on identifying appropriate indicators to measure progress against the strategic map. It is anticipated that this will result in a list of indicators, reflecting delivery against the two county strategies and the health of APT (max 2 pages). These will form the basis of future reports to the Board. IF to finalise draft and bring back to Board for approval.</p>	<p>IF</p> <p>IF</p>
9	<p>Finance report and approval of 18/19 budget</p> <p>MB presented a report on the 17/18 finances and anticipated end of year position. Finances are managed as 3 main pots; core, Active Derbyshire and Active Notts. As of</p>	

	<p>the end of February, APT had net assets of £1,121.4k and was projecting an end of year surplus in the core budget of c.£391,600 which is in line with the 2017/18 budget figure.</p> <p>The 2018/19 budget was presented and approved. MB to present a more detailed breakdown of restricted and/or committed reserves at the next meeting, identifying reserves for core, Active Derbyshire and Active Nottinghamshire.</p> <p>The need to set up an APT Audit committee and its potential membership was discussed. Financial and legal expertise is required. MB to approach David Williams to discuss membership. IF to look to recruit Board member with appropriate commercial expertise to one of the two vacant positions.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> • 18/19 budget but requested a more detailed breakdown of reserves at the next Board meeting. • the recruitment of 3 new full time permanent posts; 1 Place Lead, 1 Funding Support, 1 Business Support Lead. • the recruitment of 1 permanent (0.6 FTE) Programme Lead • IF and MB to become additional authorised signatories for the NatWest bank account, able to sign up to levels outlined in the financial regulations. Six Board Directors; SJ, KM, MB, SF, DW, DH to also remain signatories. 	<p>MBI</p> <p>MBI IF</p>
10	<p>Governance Matters</p> <p>The Board approved:</p> <ul style="list-style-type: none"> • APT Senior Management Team succession plan with the following revisions: 2.1 allocate responsibility to the Chair if the CEO leaves or has a long-term absence, 3.1 this plan to be reviewed on an annual basis. • APT Risk Management Policy but requested that there is further consideration at a future meeting of section 5 - the risk appetite/tolerance. MBI to put on agenda for a future meeting. • APT Reserves Policy with following additions to section 2. 2.2.1. terminating employment contracts (normally calculated on the basis of 3 month notice periods); 2.2.2. terminating service provider contracts (normally calculated on the basis of 3 month notice periods); 2.2.3. settling any unexpired period of office lease; 2.2.4 settling any contractual service delivery payments. • Derek Highton as APT Board Safeguarding lead • APT Policy review timetable with a change to an annual review for the APT Reserves Policy • All current 8 Board Directors to be put forward as APT trustees in the application 	<p>MBI</p> <p>MBI</p> <p>MBI</p> <p>MBI</p>

	for charitable status.	MBI
11	<p>Diversity and Equity draft policy and action plan MB represented the draft APT Diversity and Equity Policy and action plan. To meet the requirements of the Tier 3 Governance code, the Board is required to produce a diversity action plan which details the actions it will take to widen the diversity of the Board. The intention is that the governance section will be part of a wider Diversity and Equity action plan for APT as a whole. EA agreed to be the APT Board Equity lead. MBI to bring back the wider plan to a future Board meeting for approval.</p> <p>The Board approved:</p> <ul style="list-style-type: none"> • APT Diversity and Equity policy • The governance section of the APT Diversity and Equity action plan <p>MBI to send Diversity Audit to all Board members to complete.</p>	<p>MBI</p> <p>MBI</p>
	<p>AOB</p> <p>SF and EA gave their apologies for the Board meeting on 5 June 2018</p>	
	<p>Dates of future meetings</p> <p>Tuesday 05/06/18 17:00 – 19:00 University of Derby Thursday 04/10/18 17:00 – 19:00 County Hall, Nottingham Tuesday 18/12/18 17:00 – 19:00 Derby Thursday 07/03/18 17:00 – 19:00 Nottingham</p>	