

## MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876  
 Registered charity 1180787

<b>Date:</b>	04/10/18	<b>Venue:</b>	Nottinghamshire County Hall
<b>In the chair:</b>	Stephen Jackson	<b>Minute recorder:</b>	Margaret Blount

		Action
	<p><b>Present</b></p> <p>Emma Atkins (EA) Board member            Mel Berry (MB) Board member            Sarah Fowler (SF) Board member            Carol Hart (CH) Board member            Derek Highton (DH) Board member            Stephen Jackson (SJ) Board member            Kath Mitchell (KM) Board member</p> <p><b>In attendance</b></p> <p>Stuart Batchelor (SB) Strat Director            Margaret Blount (MBI) Head of Ops            Kerryn Chamberlin (KRC) Strat Director            Ilana Freestone (IF) CEO            Paul Brivio (PB) Active Oxfordshire            Scott Hartley (SH) Press Red</p>	
1	<p><b>Opening remarks</b></p> <p>SJ welcomed all to the meeting and thanked Nottinghamshire County Council for hosting.</p>	
2	<p><b>Apologies &amp; Confirmation of Quorum</b></p> <p>There were no apologies.            The meeting was confirmed as quorate.</p>	
3	<p><b>Minutes of the last meeting held on 5 June 2018</b></p> <p>The minutes were reviewed and approved.</p>	
4	<p><b>Matters arising</b></p> <p>The Ripley offices leased from Derbyshire County Council were vacated at the end of the December and the team have settled into temporary offices at Coney Green Business Centre, Clay Cross.</p>	
5	<p><b>Declarations of interest</b></p> <p>KM declared family connection to Paul Brivio.</p>	
6	<p><b>APT Business Plan</b></p> <p>IF reported that the strategy map diagram within the draft Business Plan had been revised following the detailed discussion at the March 18 Board</p>	

	meeting. The draft business plan was recirculated. Board members were asked to feed any further comments on content or structure back to IF.	All
7	<p><b>APT's Performance Management and Measurement</b></p> <p>The draft business plan includes a list of proposed KPIs to measure how well the team are delivery against APT's three strategic priorities:</p> <ul style="list-style-type: none"> <li>• enable inactive people to become active,</li> <li>• create equality in participation within priority group and</li> <li>• keeping active people engaged in physical activity and sport.</li> </ul> <p>This discussion was to identify what information and/or data Board members required to be confident that APT is doing what it has set out to do.</p> <p>Scott Hartley presented some background information on participation rates in Derbyshire and Notts. Key points made included:</p> <ul style="list-style-type: none"> <li>• This is a complex system, the number of factors/organisations that can play a part in increasing or decreasing participation rates is huge. No single organisation, including APT, can tackle physical activity participation rates alone.</li> <li>• Active Lives is the national survey used to measure participation rates. It can provide data on the number of active and inactive adults (16yrs+) in a county or district area but it cannot identify what APT or any other organisation has done to impact on these figures.</li> <li>• Active Lives survey replaced the Active People survey and so far, data is only available for 2 years. As the data provided is based on samples, the data fluctuates. Additional years of data collection and analysis are required to accurately identify trends. The Active Lives data cannot be compared to the Active People data.</li> <li>• The 50,000 target of more people more active included in the Derbyshire county strategy 'Towards an Active Derbyshire' was based on Active People data.</li> <li>• APT needs to dig deeper than the participation statistics. It needs to understand what is going on in a place, how the system is or is not working and what impact this has on people's lives and their ability to be physically active.</li> <li>• System outcomes are different to the organisations' outcomes. One measure of system outcomes is Active Lives.</li> </ul> <p>Points that were raised in the discussion included:</p> <ul style="list-style-type: none"> <li>• Would working through large organisations/employers be the most effective way to bring about the cultural shift required, targeting those organisations that are more likely to employ APT's target groups e.g. low paid female workers within the health service?</li> <li>• The NHS has huge amounts of data on health indicators that can be correlated with physical activity data.</li> </ul> <p>Paul Brivio outlined the new Sport England Performance Management and Improvement Framework based on Quest - the main continuous improvement tool used within the leisure and sport development sector.</p> <p>Key points raised:</p> <ul style="list-style-type: none"> <li>• It is a way for Sport England to assess whether APT is an organisation they should continue to invest in.</li> </ul>	

	<ul style="list-style-type: none"> <li>• It will allow APT to benchmark against other organisations; CSPs or others in the market place.</li> <li>• It is based on internal and external assessment.</li> <li>• The process will help APT identify its 'added value' and improvements it needs to make.</li> <li>• Board members can be involved in both the internal and external assessment meetings. Details will be circulated.</li> <li>• The end products of this process will be a Quest rating of APT's performance against each of the five modules and an improvement plan, agreed by the Board and with Sport England.</li> </ul> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• The Quest process and assessment will provide information to the Board on how Sport England, APT's main funder, views its performance. If APT is viewed as good or better by Quest/Sport England, this will provide reassurance to the Board that APT is doing the right things to a good or better standard.</li> <li>• Performance management reports to the Board should include the proposed balance scorecard and a progress report on actions in the agreed improvement plan. These should be presented and reviewed by the Board at least every 6 months.</li> </ul> <p>Click <a href="#">here</a> to view the PowerPoint presentation.</p>	MBI
8	<p><b>CEO's Report</b></p> <p>IF presented the CEO's report. Additional points discussed included:</p> <ul style="list-style-type: none"> <li>• The Derbyshire Partners Group meeting, chaired by Cllr Carol Hart had been a useful meeting, positively received by those in attendance and further meetings are being set up.</li> <li>• Sarah Fowler and Mel Berry provided feedback on the first Active Derbyshire and Active Notts panel meetings respectively. Both had been good first meetings with good people, bringing to the panels an excellent mix of skills and knowledge. Board members currently not involved in either panel are welcome to attend future meetings. Dates for board and panel meetings in 2019 will be circulated.</li> <li>• The application to Sport England for funding towards the delivery of APT's workforce development plan 2019-2021 is being developed. As part of this, APT will also apply for additional innovation funding to work with the three universities in the counties, to embed physical activity knowledge into the undergraduate curriculum of appropriate degree courses.</li> <li>• Alison Delaney will lead a session on board effectiveness at the next board meeting, now on 19 December. This will be an extended board meeting.</li> </ul>	MBI
9	<p><b>Finance Report</b></p> <p>The finance report was presented by MBI.</p> <p>Draft 17/18 accounts and audit report had been produced but before being finalised and presented to the Board for approval, the auditors have advised</p>	

	<p>waiting for APT's charity registration to come through. The final audit report will be presented to the Board at the meeting on the 19 December 2018.</p> <p>MBI advised on some revisions to the 18/19 budget to include additional income from Sport England and Nottinghamshire County Council and changes to expenditure around employment and office costs.</p> <p>The 18/19 management accounts are indicating an end of year surplus in the APT core budget of c.£390k.</p>	
10	<p><b>AOB</b> There was no AOB</p>	
11	<p><b>Dates of future meetings</b> Wednesday 19/12/18 17:00 - 20:00 (new date) University of Derby Thursday 07/03/19 17:00 - 19:00 Nottingham</p>	