

**Minutes**

**Q4 Active Norfolk Board Meeting**

**Wednesday 13<sup>th</sup> March 2024**

**Start: 2.00pm End: 4.00pm**

**Venue: County Hall Basement Room 6 & Microsoft Teams**

<b>Chairperson:</b>	Kevin Revell (KR)
<b>Minute Taker:</b>	Claire Ford (CF)
<b>Actions:</b>	Highlighted in yellow. Actions & Matters Arising status listed at end of minutes

No.	Item
1	<p><u>Welcome &amp; Apologies</u></p> <p>Present: Eve Dewsnap (ED), Kevin Revell (KR), Cllr Margaret Dewsbury (MD), Kieron Tuck (KT), James Heale (JH), Ian Roberts (IR), Phil McSweeney (PM), Bob Rose (BR), James Hale (JHa), Hayley Mace (HM), Natasha Hayes (NH), Annie Hawkes (AH), Claire Ford (CF)</p> <p>Present from item 4: Sadie Parker (SP)</p>

	<p>Present for agenda item 8 only: Ryan Hughes (RH)</p> <p>Observing: Ian Castle (NED elect) (IC)</p> <p>Apologies: Mark Madden (NED elect) (MM)</p>
2	<p><u>Minutes of Last Meeting/Matters Arising</u></p> <p>Minutes agreed, actions reviewed and updated.</p>
3	<p><u>Conflicts of Interest (relating to agenda items)</u></p> <p>No conflicts raised</p>
4	<p><u>Sub-Committee Updates</u></p> <ul style="list-style-type: none"> <li>• Finance report (including risk register):</li> </ul> <p>Budget approved at Q3 meeting. Submitted budget of £242K deficit. This is now reduced to £122K deficit on 'working' budget. Potential £360K deficit for 25/26 largely due to the ending of the HAF programme.</p> <p>Detailed finance action plan looking at short-term &amp; long-term solutions.</p> <p>ED: proposal work for PH &amp; ASC has not come into fruition for 24/25 but there is scope for increased funding in 25/26. Need to diversify &amp; find other funding sources.</p> <p>Internal process now in place for finding grant opportunities. SMT review monthly and decide which ones are worth pursuing.</p> <p>JHe: push for funding relating to CYP &amp; mental health?</p>

ED: index linked issue has been raised by APs across the country with SE

IR: recommend another interim finance meeting in 6 weeks – KT to action

KT: the risk register was also reviewed at the last finance meeting. Main risk change is around Financial outlook which is now red.

- Nominations Committee Report:

1. HW resigned 13<sup>th</sup> March 2024. Recruitment to be based on skills gap and active diversity

2. NED reviews complete and action list has been created

3. Proposal: NOMs to take on responsibility of policy approvals. All agreed, therefore, item 5 to be added to NOMs agenda & removed from Board agenda moving forward.

- Strategy & Business Planning:

Meeting last week with ED, KT & PM. Viewed Active NoW dashboard. Discussed school games, formal fundraising group, bid writing training & mid-year review with SE.

DD to present at June meeting to discuss social return on investment.

BR: anyone within AN with professional bid writing experience?

ED: CC has experience in previous job roles.

KT: grant team at NCC can also offer support

IC: perhaps SE can also offer support on successful bid writing

ED: Active Cambridgeshire have hired a bid writing consultant 2 days per week

- Places & Partnerships:

No update. Not a mandatory committee – HM, KR & KT to discuss future of this group (Action)

- Subcommittee ToR:

Covered by governance

5	<p><u>Policy Reviews</u></p> <p>5 policies updated &amp; reviewed:</p> <ul style="list-style-type: none"> <li>• Business Continuity: ACTION contacts list to include Chair &amp; Vice Chair</li> <li>• Board Recruitment Policy: to use for HW replacement</li> <li>• Diversity &amp; Inclusion Plan: National requirement and has been submitted to SE</li> <li>• Social Media Policy: minor changes</li> <li>• ROPA: no updates</li> </ul>
6	<p><u>Sport England Audit Actions &amp; Governance Assurance</u></p> <p>Hosting agreement with NCC: draft has been produced by NPLaw, waiting for sign off.</p> <p>Partner Mapping exercise: close to completion</p> <p>Governance assurance review: a few minor adjustments required. Will be available at Q1 &amp; Q2 meetings – 6-month timescale to finalise.</p>
7	<p><u>Standing Items</u></p> <p>Operations &amp; Compliance report read &amp; complete. No further questions raised.</p>
8	<p><u>Directors Report</u></p> <p>No questions raised for section A or B.</p> <p>Section C covers an update on priorities:</p> <ol style="list-style-type: none"> <li>1. Financial sustainability is the key focus. Locality Officer funding has been confirmed for West Norfolk &amp; Norwich in the new financial year.</li> </ol> <p>One post within AN at risk, however, there is the opportunity for this member of staff to move into a project co-ordinator role for Place Expansion.</p> <ol style="list-style-type: none"> <li>2. Business Planning: submitted to SE and good feedback received. Some updates to be made around more precise targets</li> </ol>

3. Place Expansion: First development award has been submitted. Confirmation should be at the end of March.

3 priorities unlikely to change in the next quarter.

People Plan to bring back to the Board in June.

JHe: comms/narrative to tell story to stakeholders

ED: CA's impact report provides good insight & communication. Need to potentially use information better through comms and think of our target audience.

Looking at developing a digital strategy. Need to discuss & agree timescales for this.

JHa: what do you hope to achieve from a digital strategy? What is the end goal?

ED: People Plan is currently not driving our decisions. Need to review and make it relevant. Use feedback from NCC staff survey, AP network survey & OfficeVibe staff feedback.

JHe: shape plan around key areas

KR: Board to be a part of the People Plan.

Scoping of charitable arm in progress proposal to be available to the Board in June. KT & RW have contacted other APs, local organisations and NCC depts. Active Essex secures significant funding as a charity, however, it took time to get into a good position.

Charity pros: access to grants, new trustees, new areas of strategic work.

Charity cons: the time it takes to run a charity.

HM: What level of grants are available if you are a charity?

KT: Opens many new funding opportunities. Examples of grants available are listed in the report. There is a risk of chasing funds that are not strategically aligned.

SP: a possible alternative is to partner with an existing charity. Produce a long-term formal agreement?

KT: multi-agency bids are an option

ED: Norfolk Community Foundation could be a potential partner

Board in agreement for KT & RW to continue researching and progressing the charitable arm option and bring further details to Q1 meeting.

	<p>RH presented Active NoW dashboard created by RC.</p> <p>Active NoW is a physical activity referral programme which is triaged by Broadland &amp; South Norfolk District Council team.</p> <p>Headline data: Launched in Jan 2023, 4000 referrals, 65% of these were referred to physical activity programmes.</p> <p>Dashboard illustrates referrals based on deprivation area, age, health conditions, county districts.</p> <p>JHa: are there automatic trigger alerts</p> <p>RH: not automatic but the dashboard is manually reviewed monthly to ensure the programme is keeping on track. Any risks are escalated to the senior management group.</p> <p>RH: one risk is the limited capacity within the triage service which could result in a long waiting list</p> <p>ED: dashboard is a work in progress. There is a development bid for an analyst role to assist RC as insight capacity within AN is also currently limited.</p> <p>KR: where else should this toolkit be implemented within AN?</p> <p>KT: HAF – insight to be shared at June Board meeting</p>
9	<p><u>AOB</u></p> <p>JHe: With the recruitment freeze and demand on workloads, is there a member of AN that would like a special thank you from the Board.</p> <p>ED: a special thank you to JM would be appreciated</p> <p>AH: SD&amp;W group working on AN induction pack. Bitesize bio for each Board member to be included. ACTION provide draft template at next meeting</p>
10	<p><u>Date of Next Meeting</u></p> <p>11<sup>th</sup> June 2024</p>

## Actions / Matters arising

May be carried forward with agreement

Completed items will be removed after 1 meeting

<b>Initial meeting date</b>	<b>Action</b>	<b>Who</b>	<b>By when</b>	<b>Status</b>
14.12.22	CI group Chair training to be delivered plus Board members to attend and mentor those meetings	KR/ Group Reps	June 2024	Carried Forward
20.06.23	Create appendix of names for Succession Plan and consider adding Insight & Evaluation and Marcomms Lead as key roles – UPDATE: to wrap up in People Plan	KT/ED	June 2024	Carried Forward
13.09.23	Plan for presentation of accounts – loss/profit balance sheet	KT/IR	13 <sup>th</sup> Dec 2023	ON HOLD
13.12.23	Strategy & Business Planning sub-committee discuss funding processes & opportunities	PM/ED/ KT	13th March 2024	Complete
13.12.23	Arrange monthly meeting updates with Finance sub-committee	KT/CF	13 <sup>th</sup> March 2024	Complete
13.12.23	Funding application papers to be submitted to PH & ASC	ED	13 <sup>th</sup> March 2024	Complete
13.03.24	Share HAF insight	ED/RC	13 <sup>th</sup> March 2024	In progress
13.03.24	Interim finance meeting to be arranged	KT	End of April	In progress
13.03.24	Meeting to discuss Places & Partnership Sub-Committee moving forwards	HM/KR/ KT	13 <sup>th</sup> March 2024	In progress
13.03.24	Keep Board updated on charitable arm research	KT/RW	13 <sup>th</sup> March 2024	In progress
13.03.24	Special thank you to JM for his recent work	KR	13 <sup>th</sup> March 2024	In progress
13.03.24	Bio template to be created	AH	13 <sup>th</sup> March 2024	In progress

**Away Day Actions from 13.09.23**

<b>Topic</b>	<b>Action</b>	<b>Who</b>	<b>By When</b>	<b>Status</b>
Board self-assessment	Chair to conduct NED reviews in autumn based on provided questions	KR	Dec 2023	Complete
Board self-assessment	SID to conduct review of Chair's performance	HM	Dec 2023	Complete