



<b>Meeting</b>	<b>Kent and Medway Sports Board</b>	<b>Date</b>	<b>Wednesday 3rd July 2019</b>
<b>Location</b>	<b>K Sports, Cobdown, Station Road, Ditton, Aylesford, Kent ME20 6AU</b>	<b>Time</b>	<b>11am – 1pm</b>
<b>Board Members</b>	<b>Dick Fedorcio</b> (Chairman), <b>Bill Fearon</b> (Senior Independent Member), <b>Kevin Day</b> (CSP Director), <b>Natalie Curtis</b> (Equalities Champion), <b>Jo Winkler</b> (Safeguarding Champion), <b>Helen Page/Stephanie Holt-Castle</b> (Kent County Council – Host Representative), <b>John Taylor</b> , <b>Sharon Gradwell</b> , <b>Jennie Jordan</b> , <b>Adam Lawrence</b> , <b>Martin Guyton</b>		
<b>Board Members Present</b>	Dick Fedorcio (DF), Adam Lawrence (AL), Bill Fearon (BF), John Taylor (JT), Helen Page (HP), Jennie Jordon (JJ), Jo Winkler (JW), Sharon Gradwell (SG), Martin Guyton (MG), Andrea Murphy (AM)		
<b>Attendees Present</b>	Karen Bird (KB) (Kent Sport – Notes), Mike Potter (MP) - Kent Sport, Jo Pullen-Fagg (JP) Activmob, Caroline Hooper (CM) – Activmob		

<b>Item No</b>	<b>Item</b>	<b>Comments</b>	<b>Action Lead</b>
1.	Apologies	Apologies were received from Kevin Day (Andrea Murphy (AM) representing). <b>Clare Maclean-Bell</b> has resigned from the Kent and Medway Sports Board with immediate effect and will be replaced in due course.	
2.	Declarations of Interest	There were no declarations of interest.	

3.	Notes from Last Meeting and Matters Arising	<p>All KMSB Members agreed the notes of the last meeting were a true reflection on what was discussed and agreed.</p> <p>Action points not covered in Agenda:</p> <ul style="list-style-type: none"> <li>- External Board Assessment – the report had been received and was discussed at the Board away day in May 2019. The Audit &amp; Governance Committee had looked at the proposed action plan.</li> <li>- No Board Members had expressed an interest in being the Every Day Active Board Champion. If interested, please contact KD.</li> <li>- Active Lives Children &amp; Young Peoples Survey – KB to circulate a one-page summary</li> <li>- KUDOS Awards – HP had volunteered</li> </ul>	ALL KB
4.	<p>Update Reports</p> <ul style="list-style-type: none"> <li>- Chairman</li> <li>- Directors</li> </ul>	<p><u>Chairman's Report</u> Update information was covered under apologies.</p> <p><u>Director's Report</u> The Director's report had been circulated with the Board papers. AM updated Members on the meeting Sophie Ward had with Active Partnership Network and Sport England Inward Investment Team. Sophie said it was a very positive discussion about how they could help us rather than what we can do for them. Better communication was agreed regarding details of successful and unsuccessful applications, so we can offer support to a direct point of contact. JW represented the Board at the Teacher of the Year Awards. The winner of the Sports Teacher was also the overall winner of the Teacher of the Year.</p>	
5.	Refreshed Strategic Framework	<p>KD had refreshed the Strategic Framework taking in account the comments from the Board Awayday, updating the health and activity figures and stretch target of 2.5%. One of the recommendations was to have live weblinks to the strategic documents. AM to amend. All members agreed to the revisions.</p>	AM
6.	Everyday Active update and discussion (inc Activmob	Activmob presented their report for the work completed to date.	

presentation)

Background

The brief was around consultation and supporting the behaviour change, across the county, to get more people more active.

The first area of work was to decide who we were trying to make contact with, and what is needed to change their behaviour. The Every Day Active campaign is wider than just a marketing exercise. The campaign needs to be a whole system approach and needs to be E(easy) A(attractive) S(social) T(timely). The consultation was with adults (18+) and were selected using an asset based approach.

Progress

Have completed initial engagement discussions with key stakeholders in all areas. Shallow depth interviews have been conducted with members of the public in two areas (Swale / Thanet) and the third area (Tunbridge Wells) was slightly late due to some unexpected delays. In-depth discussions have been completed in Swale, nearly complete in Thanet and are to be started in Cranbrook/Tunbridge Wells.

Initial findings

There have been some very positive and encouraging comments from front line workers, who see this as something they could do and want to be involved. There have been some common impetus triggers and common barriers across all three areas. Some quick areas for improvement have been identified in terms of language and including the word 'social'.

Questions to be considered

We need to be clear what the message is we are trying to say. The message is unclear from the Chief Medical Officer for most people. Is Every Day Active the correct title for the campaign? The report will hopefully identify the key impetuses that are common to all three areas and what are the key differences and how best to use the information.

DF was interested in knowing the public's reaction to the Heart FM proposals.  
Open data and the activity finder will link in with the Every Day Active campaign.

		<p><u>Next Steps</u></p> <p>The next steps will include doing some insight within the system, ie with some of the people who make the strategic decisions. The results of all the insight will be analysed with a view to running a design workshop over a half day or day early in September. Members of the Board will be invited to attend along with the some of the people from the focus areas. This will enable Activmob to start to design what this product will look like, followed by some local testing.</p> <p>The Board was interested in the work and noted the progress made to date.</p>	
7.	<p>Performance Monitoring</p> <p>a) Annual highlights summary 2018-19</p> <p>b) Board Annual Report 2018-19</p> <p>c) 2019-20 first quarter report</p>	<p><u>Annual Highlights summary 2018-19</u></p> <p>MG – In the staff survey, what is the NPS score question? AM to check the exact wording.</p> <p>Funds levered in - A suggestion was made to split this figure between Sport England and other funding.</p> <p>The meeting agreed format of performance report.</p> <p><u>Board Annual Report 2018-19</u></p> <p>The Board Annual Report was approved but Members would like the report to be in the same format as the Kent Sport Annual Report.</p> <p>The report can be finalised when the external audit for 2018/19 is complete.</p>	AM
8.	<p>Finance reporting inc end of year out-turn and balance sheet for 2018-19</p>	<p>KB presented the 2018/19 Income and Expenditure and Balance sheet which showed an increase in restricted reserves of £57,126, but is still subject to external audit. Paypal income has reduced year on year but in 2018/19 was £12,500.</p> <p>The Meeting agreed the Finance Report for 2018/19.</p> <p><u>2019/20 finance report</u></p> <p>The finance report for 2019/20 is up to 31<sup>st</sup> May 2019. KB noted that the Sport England funding received is zero but informed the meeting that £363,758 had been received in June 2019. This is made up of the first payments for Sport England projects.</p> <p>Thanet District Council will not be paying the District Contribution for 2018/19 and 2019/20.</p>	

		<p>DF to discuss with AM/KD what should be the course of action with Thanet District Council if they no longer contribute to the Active Partnership. This may include the possible withdrawal of core funding support.</p> <p>The Meeting agreed the Finance Report for 2019/20.</p>	
9.	<p>Sub Committee Reports</p> <ul style="list-style-type: none"> <li>• Audit &amp; Governance Committee (AL)</li> <li>• Nomination Committee (DF)</li> </ul>	<p><u>Audit &amp; Governance Committee</u></p> <p>The KCC Internal Auditor has attended the meeting and gave a verbal audit report. The Auditor is happy with the finance reports and there are no concerns but highlighted some minor errors that will be corrected during the next accounting period.</p> <p>The risk register and risk management policy were reviewed. The risk register has now been rag rated but further clarification around rating is needed.</p> <p>The external audit is in progress but there is nothing further to report. The Audit Committee will try to meet before the next Board Meeting, possibly in the 3<sup>rd</sup> week of September.</p> <p><u>Nomination Committee</u></p> <p>The Nomination Committee has not met since the last Board meeting. With the resignation of CMB there is now a vacancy on the Board, which will be used to address the diversity issue. KD will also look at updating the skills matrix.</p>	KD
12.	<p>Dates of meetings for 2019</p> <ul style="list-style-type: none"> <li>• 2019 – October 2<sup>nd</sup></li> <li>• 2020 - to be confirmed</li> </ul>	<p>Dates for future meetings and key diary dates were agreed: 2<sup>nd</sup> October 2019 – venue to be confirmed, possibly Three Hills in Folkestone. KB to confirm.</p> <p>3 July 2019 - KUDOS Shortlisting Panel 15<sup>th</sup> October – Everyday Active Conference</p> <p>Dates for 2020 to be agreed and circulated.</p>	KB

13.	Any other business	<p>KD had produced an Every Day Active campaign report which included the appointment of the champions. AM had also received costings for the initial evaluation workshop.</p> <p>BF asked whether any recognition is given by KCC to Kent athletes who perform well at international level. Many performances are picked up by Kent Sport on twitter and athletes are identified through the FANS scheme.</p>	
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