

Active Black Country Partnership
Board Meeting
Tuesday 19th March 2019
(Dudley College, The Broadway,
Dudley DY1 4AS)



Present:

Board Members: Deborah Williams (DW) Amanda Tomlinson (AT), Ash Rai (AR) and Richard Medcalf (RM)

Co-opted Members: Rachel Conlisk (RCL)

Advisors: Ian Carey (IC) Jennie Bimson (JB) and Paul Griffiths (PG)

In attendance: Michael Salmon (MS) Katherine Birch (KB) and Rebecca Hill (RH)

Apologies: Richard Callicot, John Denley, Lina Martino, Kim Babb, Arwyn Jones, Chris Jones, Sarah Middleton, Cllr Anne Shackleton, Graham MacPherson and Anam Choudhury.

MINUTE NO.	NOTES & ACTION	Who
13/19	Welcome and Apologies	
	<p>Welcome from Chair.</p> <p>Apologies noted.</p>	
14/19	Declarations of Interest and Disclosure and Barring Service Clearance	
	<p>No declarations made.</p> <p>Noted that DBS Clearances are ongoing and some declaration of interest forms are still outstanding. These needed to be clarified after the meeting had taken place.</p>	
15/19	Minutes – 28th January 2019	
	<p>The minutes of the meeting held in 28th January 2019 were submitted and confirmed as a correct record of the meeting.</p>	
16/19	Active Black Country Quest Assessment	
	<p>A report was circulated to the Board and generated the following discussion:</p> <p>It was felt that overall the comments from Sport England in relation to the the Quest Assessment had been positive; and that there had been an improvement in Sport England’s perception of Active Black Country. It was hoped that the new Chief Executive of Sport England would visit the Active Black Country in the future.</p>	

It was acknowledged that many of the improvements suggested in the documents had already been actioned and were underway.

AR pointed out that the result of the assessment would likely alter dependent upon the assessor that looked at the evidence presented. It was agreed that there was felt to be a lack of consistency in the process.

IC shared that there had been new additions to the workforce of Active Black Country, therefore the team development plan was being reviewed to ensure all areas are effectively covered.

17/19 Towards An Active Black Country Strategic Framework

- **Insight Hub;**

The need for a refreshed customer-facing offer had been identified and work had begun towards the online Insight Hub. The hub will provide the evidence base for:

- Delivering better health and wellbeing for the Black country residents by focusing on outcomes, not services;
- The benefits of the promotion of the Prevention agenda – keeping people healthy to deliver the greatest improvement in outcomes;
- Concerned action across priority themes and the adoption of a whole system approach to tackling inactivity in the Black Country and address wider Government actions;
- Support Active Black Country staff and Board to adopt and actively implement the principles of being an insight-led County Sports Partnership.

MS shared that all the required data was in hand, and a clear timeline to implementation would be available soon. Data would be refreshed at least annually, some twice yearly. Ownership of the data needed to be confirmed at a later stage, though it was intended for external partners to be sought to provide data.

The learning aspect required further work. This was a tangible way to demonstrate impact, and it was felt that the Board should monitor the progression closely.

The Board voiced excitement in relation to the additional offer, which intended to support organisations in their bids for financial support; this would be via evaluation and monitoring. Each bid required a bespoke approach so the impact on Active Black Country was difficult to predict at this stage.

IC pointed out that learnings were critical through the wider work for further investment.

Action – Next meeting needed both timeline and briefs in relation to Black Country fund to be shared, to include data sets and refreshment schedule.

MS

- **Education Theme;**

IC stated that staff had been brilliant at driving this aspect forward.

Sandwell schools had become interested in an apprenticeship programme based on a model used by Wolverhampton City Council and wished to sign up. A steering group was in development and both Sandwell and Wolverhampton had been named as Active Black Country partners. Risk was to be mitigated with both.

IC confirmed no extra resources were needed in respect of procurement as this would be overseen by the Local Authority partners. Active Black Country intended to monitor by utilising temporary workers to process forms over a six to eight-week period. Discussions in relation to this had taken place with Human Resources.

A recent Physical Education and School Sport programme conference had taken place with good attendance and informative keynote speakers.

- **Workforce;**

Board members heard of the recent Workforce submission that was submitted to Sport England in February 2019. This detailed how Active Black Country was to deliver on the stages of workforce development, to include, recruitment, deployment, employment, development and retention, whilst aligning with Sport England Workforce priorities. Areas for focus were highlighted as;

- Volunteering;
- DWP;
- Professional Workforce;
- Coach Core Apprenticeship;
- PALS Apprenticeships;
- Coaching.

In relation to the Coaching, in early March 2019, Active Black Country were notified of a successful submission and have been granted £75,000 over two years for the development of coaches/volunteers.

MS confirmed that coaching opportunities were open to all, and not restricted to the 'young'.

- **Communities;**

The Active Black Country Inclusion and Diversity Forum had been reformed with its third meeting recently taking place. Each forum meeting had been centered around key themes which related to the largest inactive and underrepresented groups in physical activity across the Black Country. Many useful organisations had become involved.

A wheels for all event had been facilitated by Cycling Projects UK, and consultation had also been undertaken with both local and regional partners which reinforced the need to pilot and develop inclusive cycling hubs in the Black Country.

	<p>There was a significant amount of investment which had been proposed to develop cycling corridors and canal tow paths to better connect the Black Country cycling and walking infrastructure. A meeting on 20th March was to be held in relation to funding.</p> <p>Work was ongoing in relation to the engagement of Faith Centre’s to help support the Active Black Country agenda.</p> <ul style="list-style-type: none"> • Health & Wellbeing; <p>Collaborative working had been taking place between Active Black Country and the West Birmingham Sustainability and Transformation Partnership (STP). This included the placement of physical activity upon the CYP’s strand as well as the potential to use this relationship towards the delivery of the Black Country Fund.</p> <p>A key STP aim is that no child in the Black Country should be deemed less active by *date to be confirmed*. This included sub-goals of an increased number of schools which had formal activities in place to support children to increase their activity levels and ensuring the developing navigator role in primary care was focused on social prescribing, with an activity element of CYP.</p>	
18/19 Dashboard Reporting		
	<p>It was hoped that the dashboards would be used at Board meetings effectively going forward, with the option of allowing members to dive down into the data via an interactive platform.</p>	
19/19 Commonwealth Games 2022 Report		
	<ul style="list-style-type: none"> • Sandwell Aquatic Centre; <p>The Aquatic Centre’s planning permission had been approved, and the design was progressing well.</p> <ul style="list-style-type: none"> • Swimming and Diving Development; <p>Swim England had focused work underway in regard to dive development facilities, with the goal stretching beyond the Commonwealths Games. A meeting was due to take place in April to discuss this in further detail.</p> <p>DW shared with the Board that an initial Black Country Commonwealth Games 2022 Steering Group had met in late January 2019 with more to follow. A strong theme had been the capitalisation of the Aquatics Centre via a robust swimming agenda. It was acknowledged that for every Black Country primary school child to become engaged in swimming, existing facilities would have to be improved.</p>	
20/19 Active Black Country Business Plan 2018-2021		
	<ul style="list-style-type: none"> • 4 Year Business Plan; 	

IC shared that the circulated version incorporated comments taken on from Board Members, and confirmed that the strategy refresh was due later this year. It was hoped that the Board would see fit to sign off this business plan.

Agreed – Board Members felt that the 4-year business plan was fit for purpose and should be adopted and approved.

- **Risk Strategy 19/20;**

It was acknowledged that relevant Active Black Country risks must be discussed if strategic priorities were to be focused on.

DW consider Active Black Country had begun to move into a period of greater risk in respect of having access to increased funds.

It was felt by the Board that having sight of the risks concerned twice annually would be adequate.

- **Marketing 19/20;**

It was felt that marketing was a key area for focus, with meetings already completed between JB, IC and KB. It was acknowledged that this strategy required a level of refresh with a clear activity timeline in situ.

The draft Active Black Country Marketing Communications Plan March 2019 onwards asked the following questions:

- What's our situation?
- Who's our audience?
- What's our objective?
- What are our goals?
- What's our strategy?
- What are our tactics?
- What's our budget?

Board Members were of the opinion that this subject needed further opportunity for discussion, and so time would be given at the next meeting to have a deeper discussion

Action – time to be given to an in-depth discussion of the 2019/2020 Marketing Strategy, to include an activity timeline.

- **Financial Report;**

It was confirmed that Active Black Country now had a full complement of staff.

No comments or question regarding the board finance report tabled.

Agreed – Board Members accepted the board financial report.

JB

- **Safeguarding Paper;**

The Board heard that the Safeguarding Framework meeting had been held with CPSU on 1st March 2019.

The revised Safeguarding Policy was to incorporate the 2018 working together legislation. This was due to be completed and circulated at the next Active Black Country Board meeting.

Action – Revised Safeguarding Policy to be circulated at the next meeting of Active Black Country on Wednesday 22nd May 2019.

It was intended that relationships would be fostered with each of the Local Authorities Children’s Safeguarding Boards to assess how working together legislation was expected to impact the landscape.

A new Deputy Safeguarding Lead was in place as of March 2019, with all relevant training attended in May 2019.

- **19/20 Budgets;**

Details of the budget for the next twelve months were circulated to Board Members.

Agreed – Board Members agreed that the budget for 2019/2020 should be approved and signed off.

21/19

Board Development

- **Board re-appointment and Chair succession;**

The Board was asked to consider the re-appointment of the following three individuals;

- Amanda Tomlinson for a second term, approved for three years, until 31/03/22;
- Arwyn Jones for a second term, approved for three years, until 31/03/22;
- Richard Callicott for a third and final term, approved for three years, until 31/03/22.

Agreed – Board Members unanimously approved the re-appointment of the above three members.

The Board was also asked to consider the re-appointment Deborah Williams as Chair of the Active Black Country Board for a further twelve months, until 31/03/20.

Agreed – Board Members unanimously approved the re-appointment of Deborah Williams as Chair of the Active Black Country Board for a period

of a further twelve months.

It was noted that succession planning should be undertaken in a timely manner to ensure a suitable replacement was found for the role of Chair.

- **Portfolio Holders and Sub group meetings;**

A comprehensive overview of the Portfolio structure was shared by IC via a visual aid, and it was explained that the illustration would vary from member to member dependent on the portfolio held.

A brief discussion was centered upon the Investment Sub-group of which the first meeting was still to be arranged.

22/19 Next Meeting and 2019 Board Dates

Date	Venue	Time	Full Address
Wednesday 22nd May	National Metal forming Centre	14.00-16.00	NMC, 47 Birmingham Road, West Bromwich, West Midlands, B70 6PY Phone: 0121 601 6350
Monday 29 th July	Walsall College	10.00-12.00	The Hub, Littleton Street West, Walsall, WS2 8ES Phone: 01922 657090
Tuesday 24 th September	Beacon Centre	15.00-17.00	Wolverhampton Road East, Wolverhampton WV4 6AZ Phone: 01902 880111
Wednesday 27 th November	Dudley College	11.00-13.00	The Broadway, Dudley DY1 4AS Phone: 01384 363000

Meeting ended 17.42