

Active Black Country Partnership  
 Board Meeting  
 Friday 21<sup>st</sup> September 2018  
 (Dudley College - The Broadway, Dudley)



Present: Deborah Williams (DW)(Chair), James Grinsted (JG), Tim Aldred (TA), Paul Griffiths (PG), Anam Choudhry (AC), Rachel Conlisk (RC), Ash Rai (AR), Jenny Bimson (JB), Richard Callicott (RCt), Richard Medcalf (RM), Lina Martino (LM), Delma Dwight (DD), Sarah Middleton (SM), Ian Carey (IC), Arwyn Jones (AJ) and Amanda Tomlinson (AT)

Apologies: Chris Jones and Kim Babb

MINUTE NO.	SUBJECT	NOTES & ACTION	DATES	WHO
<b>WELCOME &amp; APOLOGIES</b>				
	Welcome from Chair.  Apologies noted.	The Chair welcomed all to the meeting and introductions were made with new members in attendance.  It was noted that Chris Jones had submitted his apologies.		
<b>RATIFICATION OF INCOMING BOARD MEMBERS</b>				
23/18		IC advised that with the new members the Board was nearly at full strength, with one final appointment required from the secondary education sector. He advised that expressions of interest had been received and a Nominations Board would soon be established to finalise that appointment from three applications received.  <b>Agreed</b> – that the incoming Board Members be ratified as members of the ABC Partnership Board - Anam Choudhry, Ash Rai, Jenny Bimson, and Richard Medcalf.		

<b>CONFLICTS OF INTEREST AND DECLARATION OF INTEREST</b>				
24/18	Declarations made.	<p>IC advised that new Members needed to complete the Declarations of Interest form.</p> <p>Arwyn Jones advised that over and above his Declaration, the Beacon Centre for the Blind was one of the companies involved with the Apprenticeship Programme.</p> <p>Ash Rai advised that his company would be involved with the operation of the new Aquatics Centre in Sandwell.</p>		
<b>MINUTES – 17<sup>th</sup> May 2018</b>				

25/18	<b>Matters Arising</b>	<p>The Chair advised that if hard copies of the Agenda and papers were required, they could be obtained from HR or from Rebecca Hill, who commenced in post on Monday 24<sup>th</sup> September 2018.</p> <p><b>Actions: -</b>  <b>Declarations of Interest Form</b>  N/A</p> <p><b>Disclosure and Barring Service (DBS)</b>  It was noted that Members had agreed to undergo a DBS check for undertaking their role during the meeting of 12<sup>th</sup> July 2018. This process was ongoing.</p> <p><b>14/18 Board Development (Sub-Groups)</b>  Noted that IC to circulate the Terms of Reference of the proposed sub-groups.</p> <p><b>21/18a Professional Development</b>  The Board considered the Common Purpose Leadership Programme which IC advised was at a cost of £2000 for the ABC Director to attend, as part of his continued professional development.</p> <p><b>Agreed: -</b>  1) that the minutes of the meeting held on 12<sup>th</sup> July 2018 be confirmed and approved as a correct record; and  2) that the Board confirm the payment of £2000 for the ABC Director to attend the Common Purpose Leadership Programme.</p>	IC/ Anne Smith	IC	IC	Gloria Bates
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<p>40/18</p>	<p><b>State of the Sub Region and Active Black Country Outcomes Framework (Attachment and Presentation)</b></p> <ul style="list-style-type: none"> <li><b>Black Country Insight Pack (Appendix 1).</b></li> </ul>	<p>The State of the Sub Region was presented by Delma Dwight.</p> <p>The Chair asked that the slides be shared with the attendees. She highlighted that across the BC sports participation was linked to deprivation, with health inequalities and levels of inactivity.</p> <p>AJ noted that disability was an issue for activity.</p> <p>AT welcomed the data and noted the link between inactivity and health levels.</p> <p>RCt asked what work would be undertaken with the 4 LAs on the Health and Wellbeing them. SM advised that there was alignment of the LA strategies and sub-strategies with a review of the BC Core Strategy through to 2039 currently being undertaken. This linked with Garden City Housing principles which was to build properties that encouraged and provided the opportunity for residents to become active. There was high political buy-in for this. IC added that a member of his team was focusing on Active Travel.</p> <p>RC asked how the public had an input and stated that better lighting was needed to encourage walking. It was noted that for cycle pathways consultation did take place but, acknowledged that there was always more that could be done.</p> <p>Further discussion ensued and the development of community strategy was welcomed to change public perceptions.</p> <p><b>Agreed:</b></p> <ol style="list-style-type: none"> <li>1. That the ABC Board noted progress made thus far against Towards An Active Black Country Framework thematic and spatial prioritisation;</li> </ol>	<p>HR/RH</p>	<p>CJ/IC</p>
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		<ol style="list-style-type: none"> <li>2. Initial comments be provided on the presentation, proposed approach and range of indicators for inclusion in PMF and Logic Chain;</li> <li>3. An updated dashboard to be received at the November Board meeting which incorporated local indicators alongside Sport England Performance Management.</li> </ol>		
41/18	<p><b>Active Black Country Business Plan 2018-2021</b></p>	<p>The Active Black Country Business Plan 2018-2021 was presented.</p> <p>The Chair advised that ABC were working to a 4-year budget, given Sports England had provided core funding for 3 years.</p> <p>IC advised that the Business Plan was in development and that there would be further discussions with Members prior to the Away Day.</p> <p>There was a discussion on the disparity of a 4-year business plan and 3-year funding. It was noted that whilst 3-years enabled consistency for officers' contracts, the 4-year plan showed the ambition of the Board and linked in with CG2022.</p> <p><b>Agreed:</b></p> <ol style="list-style-type: none"> <li>1. The draft business plan be received by board members by 28th September and feedback be provided via individual follow up with ABC Director throughout October and November 2018.</li> <li>2. A draft completed business plan be presented to the next Board meeting on the 28th November 2018.</li> <li>3. the outstanding elements of the ABC 4 Year business planning be incorporated into the Autumn Away Day.</li> </ol>		<p>IC</p> <p>IC</p> <p>IC</p>

<p>42/18</p>	<p><b>Towards an Active Black Country Strategic Alignment (Attachment and Presentation)</b></p> <ul style="list-style-type: none"> <li>• <b>Physical Activity Leaders/Royal Foundation Apprenticeships (Appendix 1)</b></li> </ul>	<p>The Towards and Active Black Country Strategic Alignment and Physical Activity Leaders/Royal Foundation Apprenticeships was presented.</p> <p>It was noted that the Royal Foundation Programme and Primary School Premium would use the levy to deploy apprenticeships. This would link into the strategic objective to reduce worklessness by 23,000 by 2030.</p> <p>Reference was made to the poor use of the Apprenticeship Levy and the link with the PALs scheme that looked at individual development.</p> <p>With respect to the levy there was still a need to educate employers on what qualifications were available.</p> <p><b>Agreed:</b></p> <ol style="list-style-type: none"> <li>1. ABC Board noted and adopted the progress made thus far against the Towards An Active Black Country Framework;</li> <li>2. ABC Board members noted and adopted the progress made with the Wolverhampton Physical Activity Leader and Coach Core programme.</li> </ol> <p>(Paul Griffiths declared a conflict of interest as he worked with the provider of a PALs programme).</p>		<p>IC</p> <p>IC</p>
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<p>43/18</p>	<p><b>Commonwealth Games 2022 Report (Attached)</b></p> <ul style="list-style-type: none"> <li><b>Legacy Plan (Appendix 1)</b></li> </ul>	<p>The meeting was advised that Lindsey Flynn, LEP Board Member and regional lead for the WM, was establishing a CG2022 Legacy steering group. Initial scoping was looking at changing people’s perception, uplifting the visitor economy, opportunities before and after CG2022 and the promotion of diving.</p> <p>AJ advised that Health and Wellbeing needed to be promoted more and it was acknowledged that this should be cross cutting across CG2022 legacy.</p> <p>AT commented that ABC branding should be involved, with the aim of a focus wider than CG2022 to be raised with employers and through marketing.</p> <p>SM advised that the ABC Boar had a co-opted place on the LEP Board and that if the Chair diary did not allow attendance then an alternate could attend. She added that IC did attend and instigated reports through ABC to take through to the Board.</p> <p>The Chair acknowledged that there was a need to raise the ABC profile with the LEP Board and commented that the time had come.</p> <p>IC added that the ABC Board had a place on the CG2022 Steering Group.</p>	
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The opportunity for BC businesses was noted and IC highlighted that WM companies had received the most contract awards for London 2012, outside of London.

It was commented that the Steering Group should include representatives from education.

**Agreed:**

1. The LEP board approved the revised Terms of Reference for the Black Country CG steering group;
2. A Black Country stakeholder consultation exercise to be held November 2018 was endorsed;
3. Initial feedback be provided on the headline themes for the Black Country CG Legacy Framework;
4. Local Authority identified representatives to represent the 4 Authorities on the steering group;
5. The board acknowledged the development of an outline business case for additional capacity to develop and coordinate the Black Country CG Legacy Framework.

<p>44/18</p>	<p><b>18/19 Reporting (Attached)</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Report (Appendix 1)</b></li> <li>• <b>Safeguarding (Appendix 2)</b></li> </ul>	<p><b>Financial Reporting</b> – the Chair advised that there was a small surplus, with £79 620 in reserves.          IC advised that this related to delays in new staff starting and spend on some programmes.</p> <p>RM queried if there was a Reserves Policy and IC advised whilst there was not a policy as such, the BC Consortium had approximately 3 months.</p> <p>The Chair advised that the ultimate backstop was the four Guarantee Members of the BC Consortium, and it would be a point to consider with the development of the business plan.</p> <p><b>Safeguarding</b> – reference was made to paragraphs 3.1 to 3.3.</p> <p><b>Agreed</b> that the ABC Board noted and adopted the Safeguarding progress.</p>		<p>IC</p>
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<p>45/18</p>	<p><b>ABC Chair, BCC CEO and ABC Director Update</b></p> <ul style="list-style-type: none"> <li>• <b>Board Development (Attached)</b></li> <li>• <b>Succession Plan</b></li> <li>• <b>WMCA, Local Industrial Strategy and Sport England Meeting;</b></li> <li>• <b>Performance Management Improvement Framework and Quest Assessment.</b></li> </ul>	<p>It was noted that the Succession Planning dates were to be reviewed.</p> <p>The ABC structure was presented for information.</p> <p>The Chair advised that she had met with WMCA, LIS and SE representatives and the outcome was a need to align the CA to the LA Core Strategy.</p> <p>It was noted that in relation to the LIS, physical activity would help to meet the objectives by driving different.</p> <p><b>Agreed:</b></p> <ol style="list-style-type: none"> <li>1. Board members noted and updated the progress made on the succession plan, appraisals and emerging portfolio roles. A final report was to be received at the November ABC Board;</li> <li>2. Board members approved the accountabilities matrix;</li> <li>3. ABC Board members to be identified in order to convene for a final Nominations Committee for the 2 outstanding candidates.</li> </ol>		
<p>46/18</p>	<p><b>Forward Planner</b></p> <ul style="list-style-type: none"> <li>• <b>Items for inclusion</b></li> </ul>	<p>It was agreed to include the Local Industrial Strategy; Business Plan; Strategic Framework of Community needs; an education programme.</p> <p>The Forward Planner would continue to be developed.</p>		
<p>47/18</p>	<p><b>Next Meeting and 2019 Board Dates</b></p>	<p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1) that IC and HR work with the Chair to develop a programme for 2019.</li> <li>2) The Away Day would be held on 28<sup>th</sup> November 2018.</li> <li>3) BC Sports Awards on 4<sup>th</sup> October 2018 at 6.30pm – Himley Hall.</li> </ol>		

**The meeting closed at *12.40 hours***