

Minutes of a Meeting of the Active Black Country Board

Thursday 17th May 2018 at 10.00am

National Metalforming Centre, 47 Birmingham Road, West Bromwich B70 6PY

Present: Deborah Williams Chair
Arwyn Jones (AJ) Independent Board Member
Amanda Tomlinson(AT) Independent Board Member

In Attendance: Sarah Middleton (SM), Ian Carey (IC), Alison Shipway (AS)
and Shafim Kauser (SK) - Black Country Consortium Ltd.

Apologies: Graham Macpherson, Richard Callicott, Cllr Peter Miller, John
Denley and Lina Martino

Absent: Van Willerton

Chair declared that the Board meeting was not quorate. The meeting was duly adjourned. It was agreed to proceed to discuss the items on the agenda with the understanding that decisions would have to be ratified by the Board at its next meeting.

Chair advised that Cllr Peter Miller, the ABCA nominated member appointment is no longer the cabinet member for Health & Well Being and therefore will no longer attend the ABC Board meetings. A new member will be appointed by ABCA at its next meeting in June.

12/18 **Conflicts of Interest and Declarations of Interests**

None

SK to check all members have completed and submitted declaration of interest forms.

13/18 **Approval of Minutes of Board Meeting on 27th March 2018 and Matters Arising**

AT advised that the discussion relating to DBS was not covered in the minutes. Item 04/18 (c) to be amended to record that a discussion took place regarding board members undergoing DBS clearance as part of their membership. All Board members were in agreement that this was a good idea and displayed good practice.

Agreed that the minutes of the meeting held on 27th March 2018 are received and subject to the amendment set out above are confirmed as a correct record.

Matters Arising

IC advised that Tim Aldred will investigate whether DBS checks apply to Board members and to report back at the next meeting. IC subsequently advised that Tim has reviewed the eligibility criteria and a standard DBS check will be required for the role of ABC Board member. Anne Smith of BCC Ltd will circulate the guidance regarding the additional supporting documents and propose at the July Board meeting to get paperwork completed.

Chair referred to item 10/18 (b) stating that IC will share a briefing note relating to the Wolverhampton Arena.

IC advised that his expectation was for Richard Callicott to report on this item as it was raised by Richard.

SM advised that the University had expressed an interest in an Arena and were developing this idea and would be the appropriate body.

It was agreed that the Board would keep a watching brief over this.

Chair referred to item 07/18 and the paper to be circulated by IC relating to the Awards alternatives.

IC confirmed that a paper will be circulated shortly.

14/18 **(a) Board Development**

Chair updated board members on the approach being taken and outlined in the report circulated with the agenda. Chair advised that she had also circulated a note seeking Board Members' portfolio interests and a proposed appraisal template in advance of the meeting and would welcome a discussion and any comments.

AJ questioned what sub-groups were being considered. AJ asked if the Impact sub-group was no longer in place.

IC confirmed that discussions relating to the Impact sub-group at the away day resulted in an agreement to remove the Impact sub-group.

Chair felt that sub-groups should be established albeit that individual Board members will have portfolio responsibility.

AJ felt that sub-groups should be established as soon as possible and consideration should be given as to how to engage with these members in

alternative ways such as conference calls or video link to take into account pressures on time and other job commitments.

A discussion took place as to what skills and input was required from Advisory Board members.

Chair enquired whether a briefing note setting out the purpose of the sub groups and its priorities would help to gain a better understanding.

AS/AT outlined recruitment should be skills led and be in line with the Governance Implementation Plan, R & S Policy and Skills Matrix previously completed.

AS considered that once Independent Board members are recruited, recruitment of advisory board and co-opted members can be undertaken by identifying the skills gaps.

SM considered that identification of the priority themes was key with Board members becoming portfolio holders taking responsibility for each identified theme

IC advised further discussion can take place at the nominations committee with proposals being brought to the July board meeting for ratification.

Agreed that IC will circulate terms of reference for the proposed sub-groups to be considered at the next Board meeting.

Chair noted that new Board members may be appointed at the next meeting so further discussion can take place over membership to sub-groups and further outside representation that may be required to the sub-groups.

(b) Independent Members Development

AS reported to members in accordance with the report circulated with the agenda.

Chair advised that she is undertaking appraisals of board members. As for her appraisal, the approach outlined in the paper was different from that recommended in the Code of Governance and recommended that Amanda Tomlinson as Senior Independent Director leads on the Chair's appraisal to be signed off by the Chair of the BCC Audit Committee.

Agreed that Amanda Tomlinson will lead on the Chair's appraisal and report to the Audit Committee

(c) Recruitment Update

IC reported on the current position regarding Board recruitment.

The Nominations Committee is meeting tomorrow (18th May 2018). The recommendations of the Committee will be placed on the agenda for the next board meeting.

Chair reported that she had received an e-mail from Richard Callicott expressing concern that we were not reaching out to the right communities. Chair advised that a lesson learnt from this recruitment process is understanding how difficult it is for some candidates to submit an application. Some prospective candidates found the application process challenging as they were not used to such formal processes.

AJ asked what is plan B in terms of recruitment.

AS reported that the vacancies have been advertised using social media, network groups and broader methods. We are revising our approach to attract a wider audience.

SM suggested seeking support from national organisations such as Diversity by Design to assist with recruitment in the future.

Chair advised that there are a wide range of targeted websites that we can utilise and consideration should also be given to targeting relevant community groups..

IC felt that where board members are targeted for recruitment, they are more likely to be committed.

IC reported on recruitment for ABC team members. Wendy Brookfield has been appointed to the position of Senior Local Partnership Lead. She is highly experienced and has held senior positions in local authorities. Chair confirmed that she was involved in this recruitment.

IC advised that there was another strong candidate who we may consider approaching in the future to provide consultancy services.

Dan Allen has been appointed to the role of Communities local partnership lead. Dan has worked for Sporting Equals and looked after Inclusion and diversity. He has also set up a Community Interest Company and has experience of working in and around deprived areas.

James Grinstead was also a strong candidate. He is currently working at Birmingham CSP. With a new vacancy arising in the team following the departure of Alex Martin, James Grinstead has been appointed to this post.

Board felt that the new recruits bring a wealth of experience and competency.

(d) Inclusion and Diversity

AS reported on Inclusion and Diversity development as outlined in the report attached to the agenda. This is a mandatory requirement to meet Tier 3 approval. AS advised that Inclusion and Diversity is a key focus for the board and the approach taken is broader than Tier 3 requirements due to the nature of the Black Country.

AS referred to the Inclusion and Diversity Action Plan based upon the template provided by Sport England. This has been adapted to take a broader focus. Sport England have engaged consultants to lead in this matter who will be seeking meetings with all CSPs. They will require all CSPs to produce an Inclusion and Diversity Action Plan.

Chair questioned when this meeting will take place. IC reported that this will be scheduled to take place after 5th June. A date has not yet been fixed.

Chair asked if there were any statistics relating to diversity for BCC Ltd.

SM confirmed that a dashboard is produced for the Audit Committee and this can be circulated to the Board.

Agreed that the Inclusion and Diversity dashboard is circulated to Board members.

Agreed that the Board supports the approach and the Inclusion and Diversity Plan.

15/18

ABC Partnership Update

a) Partnership Framework

IC provided an update in accordance with the report circulated in advance of the meeting. IC updated the board on progress of development of the ABC Partnership.

The draft Partnership Framework has been developed to clearly determine the purpose, approach, ways of working and outcomes of the partnership. This document was reviewed by the board.

AJ suggested that a dashboard aligned to the framework would be helpful to board members.

b) Operational Plan Timescales

IC reported on the business planning timeline from April to October.

Chair questioned if Sport England had signed off Q4 reports. IC advised that there had been no news from Sport England.

AS confirmed that Sport England had informed that compliance with the Governance Implementation Plan would achieve compliance with the Code and we have been implementing the Plan.

c) Team Development Plan

IC outlined the Team Development Plan circulated with the agenda. IC advised that this was aligned to the business plan and he will be working with the team to align their role.

Chair felt that a staff survey should be carried out in the future. This would allow the board to understand how staff felt.

IC advised this had been completed as part of the Quest re-accreditation in September 2017 and shared with the board.

Agreed that IC will develop and explore conducting a staff survey as part of the Development Plan.

16/18 **Towards an Active Black Country Strategic Alignment**

a) Updates

IC provided an update as detailed in the report circulated with the agenda. IC confirmed the position regarding the NHS STP post. Chair suggested that the STP would be one of the portfolio interests for Board members

IC reported on ABC strategies and progress made to date in particular the Cycle Hire scheme to be implemented in Wolverhampton from September 2018.

b) Pipeline of Opportunity

IC reported that he will be producing a paper to secure funding for an officer to support ABC and will be meeting with the Black Country Director of Transport to explore this further.

IC reported that the partnership is in the process of completing 20 apprenticeships with ConnectED. These will be completed by July 2018 and is a significant step towards meeting the strategic objectives. IC provided an update of emerging programmes of work and funding available as outlined in the report.

17/18 **2022 Commonwealth Games**

Chair advised that she was asked to work with other LEPs across the West Midlands in relation to the Commonwealth Games. In that role, Chair was invited to attend the athletes' homecoming reception in Birmingham which she attended. Chair met up with a number of people who may be able to help drive the alignment to the Black Country.

Chair met with a lead person from DCMS who was interested in ensuring regional inclusion. She also met a programme manager for Birmingham City Council who was keen to discuss the legacy of the games and wider impact on the broader region.

AJ felt that the priority should be to make an impact for the half a million people identified in the partnership strategic framework. It was considered that this should be the partnership's aim from the Commonwealth Games legacy.

SM suggested that it may be worth having a report to outline what good would look like as the outcome from the commonwealth games and work from this target.

IC confirmed that a usage strategy and business plan would have to be developed for any facility development for the capital projects in the Black Country and ABC are currently a stakeholder on project steering groups.

AJ suggested that these are timetabled leading up to the games.

Chair advised that having spoken to other CSP Chairs, there is some alignment and we will continue to use this to work together to influence the delivery of the cultural legacy programme. .

SM supported this view and confirmed that the region wants to be involved and participate.

18/18

18/19 Dashboard Reporting

a) 18/19 Dashboard

IC gave a presentation on the various dashboards presented at the board meeting. These dashboards will facilitate the strategic discussion for the board and portfolio holders. IC detailed the data available to compile the dashboards. Currently this is taken from Active Lives. The intelligence unit works with this data to compile the dashboards.

Sport England are still developing their performance management framework. Chair asked if there was a possibility of influencing Sport England in relation to this. IC confirmed that the intelligence unit will be making representations to Sport England to ensure that a robust mechanism is developed. The framework will be sent out for consultation shortly.

Other CSPs will be relying on their programme measures output to compile data. Whilst we will feature these outputs, we will use Active Lives data as the headline data.

Details of the stakeholder survey were provided and the results were shared with the board. The results are good and feedback is positive.

In the future, the board will be provided with an at a glance dashboard against the framework as well as the report. Additionally, the board will be provided with a dashboard against compliance with the Code of Governance and Inclusion and Diversity Plan.

Agreed that the board are happy with the dashboards presented and approach taken. The second spreadsheet to be updated to show how it is computed to enable a better understanding. Risks are to be reviewed in the Autumn.

b) 17/18 Year End Finance Report

IC presented the financial report. IC confirmed that the format of the report is consistent with the previous report. IC advised that the projected surplus for the year is reduced to £21k but this will be off-set against salaries for new starts who will commence in June.

c) Safeguarding

IC provided an update in accordance with the report circulated with the agenda. IC advised that Tim Aldred is developing training for existing and new staff members.

19/18 **ABC Director Update**

- a) National Improvement Group
- b) Funder Update

IC advised that these items had been covered in the meeting and there was nothing further to add.

20/18 **Forward Planner**

IC suggested that the nominations committee meeting tomorrow can be a forum to consider items to be included in the forward planner

21/18 **Any other business**

a) Professional Development

Chair informed the Board of a regionally based development programme under consideration for IC. IC is to have a more detailed discussion with the provider Common Purpose, after which the Board will consider funding for the programme

b) **Launch event**

Chair advised that, together with AJ and IC, she attended a launch event for the Resonance West Midlands Social Investment Tax Relief Fund in Birmingham. This social impact investment company connects high net worth individuals to programmes. This may be an opportunity to be considered once we have a better understanding of the routes we want to pursue.

11/18 **Next Meeting**

The next meeting of the Board will be held on Friday 12th July 2018 at 3.00pm at Walsall College, The Hub, Littleton Street, Walsall WS2 8ES.

(The meeting closed at 12.10pm)