Key Outcomes

- Alan Webb as confirmed as the new Chair following the recruitment process and Keith Johnston was thanked for his huge contribution to the organisation.
- Ian Davies and Deborah Astles were both appointed to the Board as new Trustees. Ian Davies has been nominated to Chair the proposed Healthy Place Shaping Steering Group.
- The new Staff Structure and Budget Plan were approved for implementation.
- The approach to reducing office overhead costs was approved.
- It was agreed to underwrite the 2019 Sports Awards on November 15th if necessary.

1. Welcome & Declaration of Interests

Chair: Keith Johnston

Trustees:
Stuart Henshaw, Donna Husband, David Smith, Kirsty Goldie-Brammer, Margaret Peggie; Amanda Pearce Higgins; Mark Gallagher, Ian Davies.

Apologies
Dylan Evans

Non-Attendance:
Helen Dawes, Peter Cansell

In Attendance:
Paul Brivio (CE), Claire Sweeney (FD) and Deborah Astles (as an Observer)

1. Welcome

The Chair asked for any potential conflict of interests to be declared- Donna Husband's position as a Commissioning Manager in the County Council and Richard Venables with VSL were both noted.

KJ welcomed everyone to the Active Oxfordshire Trustee Board, especially Ian Davies and Deborah Astles attending their first meetings.
2. **Board Appointments**

The SNSC recommended the appointment of Ian Davies to the Board of Trustees. Ian brings a wealth of experience in local government (with Cherwell) and leisure management. This was unanimously endorsed by the board with immediate effect. Ian has also been asked to lead the proposed new Healthy Place Shaping Steering Group to be established once Sport England funding is confirmed.

Deborah Astles was introduced to the board as the HR Director of Unipart and a prime mover behind the Oxfordshire Workplace Wellbeing Network. The board unanimously agreed to invite Deborah to become a trustee and join the FRRAG sub-committee (N.B. DA has subsequently agreed to become a trustee).

Dylan Evans has formally resigned from the Board in view of his increased workload with South & Vale District Council. Dylan will continue to work closely with the staff team and thanks were expressed for his contribution to Active Oxfordshire.

Helen Dawes has expressed her wish to stand down from the Board in view of her heavy work commitments over the next 2 years. She will continue to liaise between AO and Oxford Brookes.

We have been working with Parrett Lever to broaden the diversity of future trustee candidates. It was decided not to progress one candidate identified through this route. Mark Gallagher will also help in this process via his own network.

Stuart Henshaw provided an update on the recruitment process for the new Chair and the outcome of the interview with Alan Webb (CV attached) on Monday. Alan’s appointment was unanimously confirmed by the Board and arrangements will now made to arrange a handover and induction in August (making good use of Mark Gallagher’s excellent work on the induction process). N.B. **Following the meeting Stuart made contact with Alan to offer him the position and he has accepted.**

Trustees, led by Stuart, paid fulsome tribute to the outstanding work of Keith Johnston as this will be his last board meeting. At the end of the meeting a small presentation was made to Keith as thanks for his sterling efforts over the last 7 years.

**Actions:**
- PB to implement the administration changes to support the trustee changes
- PB to arrange for Alan to meet with Lee Mason and Sue Imbriano from the Active Partnerships Network
- All trustees to continue to look out for potential trustee candidates

2. **Previous minutes and matter arising**

2.1 The minutes of the last Board Meeting on May 1st 2019 were approved
2.2 Mark Gallagher is continuing his work developing an induction process for Trustees including a Candidate Pack developed with Perrett Lever and will
work with Paul to link up with staff development and mentoring links so this 
work can be completed in August

2.3 Donna Husband has now met with some of the staff in her new role around 
Staff Well Being and Liaison. Donna reported back on the discussion and the 
need to look carefully at work/life balance in and out of the office; HR support 
and the need for training/development opportunities outside the office

SNSC

2.4 The minutes of the meeting held on 19th June were noted.
2.5. Leadership Forum in July went well with a focus on CYP developments and 
cycling development across the County.
2.6. Further work to the Balanced Scorecard has taken place to create a hierarchy 
of management information and performance indicators. This is still work in 
progress and something for the next meeting of the Sub Committee to look at 
with the repeat of the Quest external assessment still planned for December.

FRRAG

2.7. The minutes of the meeting held on 28th June were noted. This includes the 
decision made to appoint external auditors and to begin the process of 
investing the designated reserves.
2.8. Given the positive developments around external funding and staff changes it 
was agreed to review the budget position and bring forward the proposed 
structural review to July following discussion at the full Board.
2.9. The updated Risk Register was tabled at the meeting following discussion with 
Trustees on FRAGG. This identifies clear priorities for management action 
which will be included in the Improvement Plan and reported back to FRRAG.
2.10. External audit is now underway in preparation for the Annual Report and 
Governance Statement.
2.11. Approval was given to the opening of two new saving accounts to spread risk 
and generate a more efficient return on monies held in reserve.

3. Budget and Structural Review

Trustees discussed the paper that had been circulated in detail. This provided a 
review of the current budget position and a forward projection through to the end of 
the next financial year when Sport England core and programme funding cycle is 
due to end. Changes proposed will reduce the estimated call on reserves in 2019/20 
to around £33,000; less than previously agreed by the Board.

An update paper was also provided detailing latest developments around the office 
space, potential growth bid items and possible additional funding in support of the 
School Sport and Activity Plan.
The following recommendations were agreed by the Board:

**Staffing**
- The new structure was agreed as outlined including new contractual arrangements for senior staff including the CE for implementation by October.
- New full time (40 hours) contract to be internally advertised for Healthy Health and Well Being Partner post currently filled on a consultancy basis.
- New full time Healthy Place Shaping Partner (40 hours) post to be externally advertised following confirmation of Sport England funding which is due imminently.
- Current Senior Strategic Relationship Manager postholder to be offered the option of taking up a 40-hour contract with pro-rata adjustment in his salary.
- Collaborative marketing arrangement with LEAP to continue to operate until March 2020 and new Apprentice position to be created to support that work.
- Financial Director position (currently filled on a consultancy basis) to be put onto the establishment list following the production of a job description and defined accountabilities.
- Current Marketing Co-ordinator post to be deleted from the establishment and a part-time Business Support post to be created.

**Office**
- VSL to be commissioned to market the available space in the office in a bid to reduce overhead costs and make better use of the asset by preparing marketing details based on sharing the space with another 3rd sector party, ideally associated with the sport sector but not bound by this. Any shared space arrangements would need to address security and confidentiality issues amongst other things.
- VSL to speak to OCF and OCVA to ask for their assistance in spreading the word. Any contacts via AO will be fed through to Richard asap.
- A review meeting will be organised to determine the outcome of these efforts in advance of the next board meeting in October.
- VSL will approach the landlord to explain the delay and change in circumstance for AO (i.e. reduction in staff as we move from delivery to strategy organisation) and also the impact the rent has on the relationship with Sport England. This will address the ongoing discussions around the lease.
- VSL/PB to explore the availability and cost of smaller premises in the event that we are unable to sub-let the current space.

**Oxfordshire Sports Awards**
- Richard is confident of securing 5 headline sponsors for the Event in addition to the local funding being secured by AO (via Public Health and the 3 main Leisure Operators in the County).
• Active Oxfordshire agreed to underwrite the costs of the Event if we are unable to secure sponsorship (for this year only). On this basis the Event will go ahead on Friday 15th November at the BMW Car Plant.
• Event to be reviewed in December and a report submitted to the Board on its value and impact in order to decide on its future.

4. Chief Executives Report

The CE report and proposed priorities for the next period were noted. Trustees are keen to see a clear focus on stated priorities given the breadth of work and the integration of work streams in key places and with target communities/audiences. This SNSC will seek to review this at its next meeting as we now look to forward plan and develop a strategic approach with the support of Board Members.

School Games had been successfully completed this year creating over 38,000 participant opportunities and will be refined and improved next year.

A GP Referral Summit was an example of good practice with excellent brokering, networking and facilitation from start to finish. 17 organisations have expressed an interest in a task and finish group which is meeting on July 29th. Copies of the presentations by outside speakers will be posted on SharePoint for Trustees.

The Healthy Place Shaping development is gathering pace with funding being provided directly to Cherwell for the FAST project while Sport England are on the point of confirming funding for the Partner post. Meanwhile meetings have been held with a working group on developing a process that will help evaluate wider systems change and with Sport England on Active Environments funding over the next 3 years. Going forward Active Oxfordshire will:
• Employ and deploy the Partner Post,
• Be the primary accountable body
• Chair a Healthy Place Shaping Steering Group to manage the various strands of work and report into key County Boards.

5. Board Champions

Keith led a presentation on the role and remit of proposed Board Champions and following discussion it was agreed to refine the proposals to separate functional support for the staff team (e.g. HR, Marketing/Comms) and areas of key strategic interest (e.g. CYP; People and Places; Health and Well-Being). It was felt that these areas need to align more closely with the major priorities of the organisation.
Active Oxfordshire Board of Trustees

Links should also be made with mentoring opportunities of staff in the new structure and Paul/Mark will develop this when they next meet up as things become clearer around the new formation and Trustee line up.

**Action:** SNSG to consider the feedback given and incorporate the views of the new chair going forward

6. **Health and Safety**

A pack of information was circulated at the meeting which has been drawn up by Stephanie Hall in collaboration with our retained advisors Right Directions. It contains

- Actions taken including IOSH training qualification now achieved by SH
- HSE advice for organisations
- RD guidance for Trustees and Senior Managers
- Actions proposed including staff training/development.

**Action:** Paul will prepare a short report to be circulated to FRRAG members outlining his view of the current situation and identifying any key risks or issues to be addressed.

7. **AOB**

Further training and orientation on Sharepoint will be provided if Trustees alert Paul Brivio to their needs and requirements.

8. **Meeting Dates**

Dates of next Board meetings

- **Thursday 24th October at 1pm - please note new date and time**
- Wednesday 23rd January 2020

Date of next scheduled FRRAG meeting is Thursday 10th October at 10am.

Dates of next scheduled SNSC meetings are Wednesday 25th September at 10am and Wednesday December 18th at 10am.