

ACTIVE CUMBRIA ADVISORY BOARD MEETING

Meeting Notes & Actions



DATE: 24/02/23 **VENUE:** CUMBRIA HOUSE,
CARLISLE & TEAMS

CHAIR	Chris Connelly (CCo)		
NOTE TAKER	Michelle Young		
ATTENDEES	Lynn Almond Richard Johnston Andy King	Paul Kasiera Bruce Lawson	
APOLOGIES	Alex Wilkinson Sam Joughin	Laura Kay Colin Cox	Lorraine Smyth

ITEM 1 WELCOME & INTRODUCTIONS

DISCUSSION	CCo opened the meeting and welcomed those attending today.		
ACTION ITEMS FROM MATTERS ARISING	PERSON RESPONSIBLE	DEADLINE	

ITEM 2 APOLOGIES

DISCUSSION	Noted above. It was noted that the large number of apologies received meant the meeting was not quorate. However, it was felt that some meaningful discussion could still take place and decision recommended at the meeting would be ratified over email following the meeting.
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ITEM 3 RESIGNATION FROM EMMA DAVENPORT

DISCUSSION	CCo informed the members that Emma Davenport has resigned from the Advisory Board. CCo on behalf of the Advisory Board members thanked her for her time and contributions over the years and wished her all the best going forward. It was also felt that it would appropriate to hold off recruiting just now until we are through LGR and then review skill sets, seeking to broaden and plug any gap through the recruitment process.
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ITEM 4 DECLARATIONS OF INTEREST

DISCUSSION	No declarations of interest were received.		
ACTION ITEMS FROM MATTERS ARISING	PERSON RESPONSIBLE	DEADLINE	

ITEM 5 MINUTES AND MATTERS ARISING FROM THE LAST MEETING

DISCUSSION	The minutes of the last meeting of the Advisory Board 11 th November 2022 and the extraordinary meeting held 9 th December 2022 were agreed as a true and accurate record. All actions completed or being addressed as part of the agenda for this meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ITEM 6 LOCAL GOVERNMENT REORGANISATION

RJ

DISCUSSION	A report was circulated with the agenda.
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	<p>RJ brought to the members attention a couple of key points within the report.</p> <p>The elected members have been appointed, within Cumberland, Active Cumbria will come under the portfolio of Cllr Anne Quilter, Cabinet Member for Vibrant and Healthy Places. In Westmorland & Furness this link will be with Cllr Virginia Taylor, Cabinet Member for Sustainable Communities and Localities.</p> <p>Active Cumbria's existing Agency Agreement with Sport England will be transferred under a 'Section 16 Agreement' meaning that Cumberland Council will take on this accountability from Cumbria County Council when it ceases on 31.03.23.</p> <p>Inter Authority Agreement (IAA's) have been developed for Active Cumbria and the Active Travel for Schools Service (including ATSPS Team), which sets out the ways of working between the two new authorities for both services. They are different and specific to each service, with the main difference being that the Active Cumbria hosting is a permanent arrangement, whereas the hosting arrangements for the Active Travel for Schools service can be periodically reviewed. Copies of the working drafts of both IAA's are attached as Appendix 1 and 2 of the circulated report.</p> <p>To ensure equal representation from both new unitary councils, there is a proposal to invite the Director of Public Health, or a deputy from Westmorland & Furness Council to sit on the Advisory Board in an ex-officio capacity once appointed – all present at today's meeting agreed with this action, this decision to be ratified via email following today's meeting.</p> <p>Recommendations and decisions taken:</p> <ol style="list-style-type: none"> 1. The content of the report be noted. Noted 2. That further regular update reports be provided to the Advisory Board at each meeting. Agreed 3. To confirm agreement that the Director of Public Health for Westmorland & Furness Council, once appointed, be formally invited to join the Advisory Board in an ex-officio capacity. Agreed
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TO INVITE DIRECTOR OF PUBLIC HEALTH FOR WESTMORLAND AND FURNESS COUNCIL TO JOIN THE ADVISORY BOARD	RJ	POST 1 APRIL 23

ITEM 7 **CODE FOR SPORTS GOVERNANCE** RJ/CCO

DISCUSSION	<p>A report was circulated with the agenda.</p> <p>CCo highlighted 2 key areas that require some attention to maintain compliance with the Code for Sports Governance, these are:</p> <ol style="list-style-type: none"> 1. Requirement 3.4 People Plan - The current Council Plan could be used as a base and adapted to further suit the needs of the staff team and Advisory Board of Active Cumbria, and would seem adequate for the purposes required. Member present agreed that this would be a step forward, that Active Cumbria is already doing a lot of this, ie training, appraisals, ED&I etc but it does need to be pulled together in a coherent place/plan, it was also recognised that if there was still work to be done this would not create any financial penalties. AK has offered to help support the development of this too. 2. Requirement 4.7 – Welfare & Safety - further discussion is required around the area of welfare and safety, which is in addition to the current requirements around safeguarding. The following are offered as suggestions to strengthen this area of compliance, and the views of members are sought: <ul style="list-style-type: none"> a. References to ensuring the welfare and safety of staff to be built into the Advisory Board Terms of Reference. Agreed b. Welfare and safety of staff to be added to the Risk Register. Agreed c. Identify an Advisory Board Champion for Welfare and Safety, this could be the existing Safeguarding Champion, the existing Workforce Champion, or it could be added to the responsibility of the host authority liaison role, as a core function of the host authority, as the employing body for the staff team. Agreed. Members felt that Welfare and Safety are very different topics and that to have a champion for each would perhaps be best. CCo stepped forward for the safety role and this fits well with his experience better than the welfare aspect. CCo to speak with LS about the welfare champion as she has always been mindful of the impact upon AB members and team with regards to change and current pressures.
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	<p>d. Develop a specific Role Profile for a Board Champion to cover welfare and safety. Agreed</p> <p>e. Additional section in all Advisory Board reports to be added to include Welfare & Safety Implications, plus other cross cutting areas such as ED&I, Environmental Issues, Workforce issues etc. Agreed</p> <p>f. Annual Review/report to Advisory Board on welfare and safety matters from both an internal and outward facing perspective. Agreed</p> <p>CCo drew attention to report format changes implemented for this meeting - where each report states the 'Links to wider thematic issues' to help members identify key reports relating to their thematic lead.</p> <p>It was suggested that thematic updates could be added to the cycle of meetings whereby Adviosry Board member thematic lead would prepare an annual update report at Adviosry Board meetings.</p> <p>Recommendations and decisions taken:</p> <ol style="list-style-type: none"> 1. The current position regarding compliance with the Code for Sports Governance be noted. Noted 2. Consideration be given to the adoption of the County Council People Plan, subject to alterations, as attached as Appendix 2. Agreed 3. Consideration be given to the approach outlined in 2a – 2f above regarding welfare and safety. Agreed 4. To consider the most effective mechanism for ensuring the Advisory Board is updated on all thematic champion areas. Agreed
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CCO TO SPEAK WITH LS REGARDING THE CHAMPION ROLE FOR WELFARE	CCO	ASAP
RJ TO LINK IN WITH AK TO HELP DEVELOP AND SHAPE THE PEOPLE PLAN	RJ	ONGOING
RJ TO CREATE A SCHEDULE OF ANNUAL THEMATIC LEAD UPDATES, THESE ARE TO BE SPACED THROUGHOUT YEAR.	RJ	ASAP

ITEM 8 FINANCIAL REPORT RJ

DISCUSSION	<p>A report was circulated with the agenda providing details of:</p> <ul style="list-style-type: none"> • Current Position 2022-23. • The long term cashflow forecast 2022-27. <p>The current position being reported was noted by member present without any comment.</p> <p>CCO would like the long term cash flow forecast to be more explicit in that funding received up front from Public Health to cover a 4 year period was shown with greater clarity over the period and that perhaps the terminology of uncommitted reserves was a bit misleading as this clearly included monies committed for future years.</p> <p>CCO also felt that he would like to see a financial report around the Active Travel and ATSP budgets whilst accepting they are Council budgets these still come under the Active Cumbria umbrella and therefore would like to understand this more.</p> <p>Members confirmed that the reserves and income in advance amounts be carried forward into 2022-23 by CCC in line with previously agreed practice.</p> <p>Recommendations and decisions taken:</p> <ol style="list-style-type: none"> 1. The current position for 2022-23 be noted. Noted 2. The long term cashflow forecast be noted. Noted 3. The Advisory Board formally approve the carry forward of the appropriate reserves and income in advance amounts into financial year 2023-24 in line with previous practice. Agreed
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TO ARRANGE FOR THE APPROPRIATE RESERVES AND INCOME IN ADVANCE AMOUNTS TO BE CARRIED FORWARD INTO THE NEXT FINANCIAL YEAR	RJ	31/03/23

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TO CONSIDER ALTERNATIVE LONGTERM CASHFLOW REPORT FORMATS	CCO/RJ/MY	01/04/23
CREATE BUDGET MANAGEMENT REPORTS FOR ACTIVE TRAVEL AND ATSP	RJ/MY	01/04/23

ITEM 9 MEASUREMENT EVALUTION AND LEARNING (MEL) BL

DISCUSSION	<p>A report was circulated with the agenda providing an update on progress against the 5 year plan.</p> <p>BL brought to life the key areas of progress against the 5 year plan and deadlines for Sport England reporting.</p> <p>Recommendations and decisions taken:</p> <ol style="list-style-type: none"> The content of the report be noted. Noted 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 10 RISK REGISTER RJ

DISCUSSION	<p>The current Risk Register was circulated with the agenda providing member with an update on the risks currently affecting Active Cumbria.</p> <p>In light of earlier discussion regarding Safety and Welfare being two very separate topics, it was agreed that these should be represented separately in the Risk Register.</p> <p>Recommendations and decisions taken:</p> <ol style="list-style-type: none"> The content of the report be noted. Noted 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TO REFLECT SAFETY AND WELFARE SEPARATELY IN THE RISK REGISTER		

ITEM 11 ANTI-RACIST CUMBRIA CONVERSATION DAY RJ

DISCUSSION	<p>RJ briefed members on the recent Anti-Racist Cumbria conversation, and whilst there was some mixed feelings about some of the statistics used there was a lot of thought provoking discussion following the event between team members and lea to team members challenging their own thinking in terms of feelings of not being racist, but would they consider themselves to be 'anti-racist'.</p> <p>A second follow up session is due to take place in May, again this session will be open to Advisory Board members to attend.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
RJ TO CIRCULATE DATE OF THE SECOND FOLLOW UP SESSION	RJ	ASAP

ITEM 12 ANY OTHER BUSINESS

DISCUSSION	No other business was tabled.	
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ITEM 13 DATE & VENUE OF NEXT MEETINGS

DISCUSSION	<p>The following dates have been agreed. All meetings to have an online joining link along with the options of face to face - venue to be confirmed.</p> <ul style="list-style-type: none">• 12.05.23• 08.09.23• 10.11.23 <p>Advisory Board members to give early notice of apologies to enable an alternative date to be secured if required.</p>
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