

**Minutes of the Get Berkshire Active (Berkshire County Sports Partnership)  
Quarterly Board Meeting**

**11<sup>th</sup> December 2019, 10.00am-1.30pm**

The Abbey, Bisham Abbey National Sports Centre, Marlow Road, Nr. Marlow, SL7 1RR.

**Present:** Sue Anstiss MBE (SA) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Amanda Foister OBE (AF), Graeme Harrison (GH), Nadeem Janjua (NJ), Tessa Lindfield (TL), Ria Ingleby (RI), Karen Ross MBE (KR).

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Denise Peplow (DAP) (Admin), Nick West-Oram (NWO) (Head of Insight & Development)

**Apologies:** Derek Peple (DP).

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were noted from DP.</p>		
2.	<p><b>Declaration of interests (DOI)</b></p> <p>BN asked Board members of any changes to individual DOI paperwork to be submitted to Admin. No changes were declared.</p>		
3.	<p><b>Minutes and Matters Arising from meeting on 26 September 2020 NB</b> <i>Paper 1 - Minutes of GBA Board 26 Sept 19; Paper 2- Board Meeting Action Log - distributed in advance. Questions only.</i></p> <p><b>DECISION:</b> The minutes of the last meeting (26 Sept 2019) were accepted by the Board as a true and accurate record of proceedings.</p> <p>The Board went on to discuss the Action Log from 26 Sept 2019:</p> <p>Ser No 3: DAP flagged that the fourth date shown is incorrect and should read Thursday 17<sup>th</sup> December 2020.</p> <p><b>DECISION:</b> There were no further outstanding actions not covered in today's agenda.</p>		

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4.	<p><b>The Active Medicine Project</b></p> <p>Casey Dunlop, Active Medicine Programme Manager, presented an update on the first three months of the programme to the Board and outlined the objectives of the project, explaining how it fits with the SE Moving Healthcare Project and that inactivity kills as many people as smoking. The new NHS roles of clinical pharmacists and social prescribers are golden opportunities.</p> <p>CTJ asked what does success look like? CD explained that the aim is to train Primary Care Networks and SPs, to influence and to create a bigger movement focussing on physical activity. Success for Sport England would be knowing what works – how you can identify the right people, how you can reach them, engage them and who the gatekeepers are. As this is an innovation programme there are no figures specified in the bid but what they seek is the learning and knowledge. In terms of numbers ideally it would be 1 course per area per Work Force which would be up to 15 people so the programme would train about 180 people in a core group.</p> <p>KR asked if there is anything to be gained from the morning’s news discussion on getting rid of calories? Culture and environment are more important and sustainable – we need more around exercise for instance in the workplace, the places we live and how the day is structured. Motivational Interviewing can help people change the way they set up their day – currently only cyclists commuting do enough exercise.</p> <p>RI asked if there was a benefit to rolling out in a test pilot which CD said may happen with one PCN. Regarding stakeholders there are some great charities and partners to leverage but knowing who to go to would be helpful.</p> <p>TL flagged that the primary care training market is crowded now – how will the programme be heard above this? The programme is free and the aim is not to reinvent the wheel but rather help organisations access what is already available.</p> <p>CTJ asked how we would measure the baseline? CD stressed that we aren’t counting patient numbers – there are pockets of opportunity to get that data, but we don’t want to rely on it e.g. IAPS. Obesity, smoking and alcohol are the top priorities.</p> <p>CD explained that 5 new roles are being created and funded by the NHS. Of particular relevance are clinical pharmacists - these are upskilled pharmacists who will sit within a GP practice and focus on those with long term conditions, preventing falls etc, they will be like a nurse</p>		

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	<p>prescriber; community paramedics and MSK first contact physios – they will have MI built in so there are some quick wins for us. West Berkshire is very different to Bucks and Oxon which are centralised.</p> <p><b>ACTION:</b> The Board requested CD’s presentation be shared and congratulated CD on a good start to a complex but exciting project.</p> <p>No further comments, SA thanked CD and closed the agenda item.</p>	<b>BN</b>	<b>Mar 2020</b>
<b>5.</b>	<p><b>Financial Forecast</b> <i>Consideration / Approval of Finance &amp; Governance Committee Meeting notes from 29 Nov 19 (Paper 5) and Finance Papers including forward view budget 2019-20 (Paper 4) NB Distributed in Advance. Questions only and Vote on approval.</i></p> <p>CS added that London Sport have agreed to continue to second Cathy Carr and more admin support has been agreed to support the team to concentrate on delivery.</p> <p>A question was asked about the split of SE and other income. CS said that its likely in 2021 we will have more non-SE income, but it depends on the outcome of current bids. GH asked if GBA are trending in the right direction on split of programmes. CS stated that the aspiration is 50/50 but its not a hard target.</p> <p>SE are currently starting development of their next 5-year strategy as the current ones runs to April 2021 – BN thinks it will be evolution not revolution. GBA’s understanding is that they will wrap various pots of money in to one award. The innovation project is a positive sign as GBA received a quarter of the entire pot for the country. Any crunch point for GBA will come next Christmas when we can review structure if need be with visibility.</p> <p>CS commented that reserves sometimes count against GBA in bids.</p> <p>The F&amp;G Committee proposed budget approval and Board approval was received. The Board expressed its appreciation to CS and the F&amp;G Committee for their work.</p> <p>No further comments, SA closed the agenda item.</p>		
<b>6.</b>	<p><b>GBA Updates</b></p> <p>CC joined the meeting to explain how the Healthy Communities roles are working. The County has been split East and West and one point of contact has been welcomed by the LAs. CC and KH are chairing quarterly</p>		

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	<p>LA forums and brining in public speakers. They have recently developed Memorandums of Understanding but will see how that develops as each LA has different priorities. RBWM Health &amp; wellbeing Board are championing physical activity whilst Reading is focussed on reducing isolation and loneliness and KH will aim to produce an impact report on that work.</p> <p>CC outlined the <b>Activate Fund</b> – a small grants project funded by the Sports Council Trust. Applications in round 2 exceeded grants available but CC is hopeful the SCT will fund the shortfall. CTJ asked why Activate was amber on GBA on a Page and CC explained that this just reflected the fact it is a new project and only just started.</p> <p><b>Mums Zone</b> – GBA received £10,000 for this project as did Places Leisure who GBA is working with to deliver the project. It is focussed on physical health and emotional wellbeing. CC explained we are lucky to have Canterbury Christchurch University on board to measure impact. It is estimated 1 in 5 women have post-natal depression. It is a universal offer, but Wokingham is working closely with referrers. The class is two hours a week, an hour of yoga followed by an hour of relaxation or an expert talk on an aspect of baby healthcare etc. There are two classes running in Slough and two in Wokingham each week.</p> <p>KR asked what the demographic breakdown is. CC said it is a real mix of cultures and economic groups – we are flexible on charging and the money goes to the children’s centres. All instructors and ambassadors are DBS checked.</p> <p>CTJ asked how safeguarding is addressed. CCCU provides evidence base but it does involve a lot of paperwork. This is pivotal on CMO guidelines on post-partum e.g. This Mum Moves and This Mum Can. 16/34 attending so far - Slough Children’s Centre is really on board – each class can only accommodate 6-8. It is hard to identify the right mums, but we are constantly reviewing marketing.</p> <p>GH asked what role social networking and FB can play and GBA posts regular messages. He is happy to talk to AK and CC on how best to harness the algorithms e.g. 3-minute videos, FB values a share or a comment, etc. RI probed as to whether the programme could be expanded digitally, and participants connected outside the session with simple yoga videos to use at home etc.</p> <p>TL thought the programme really exciting and fits well with the current long-term plans of ICS “Best start in Life.” If there was more funding</p>		

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	<p>could the programme be expanded more quickly? There was a general discussion about how GBA could segment and target those most in need.</p> <p>KR asked about the branding and CC had researched straplines and logos. Should we trademark the logo? Getting volunteers can be challenging as yoga can be viewed by some as a form of religion but some have been fantastic and have used the Slough Passport Scheme to get further training so there are benefits to the volunteers but managing them at the outset is very resource heavy.</p> <p><b>ACTION:</b> GH/CC/AK to discuss social media.</p> <p>No further comments, SA thanked CC and closed the agenda item.</p>	GH/CC	Mar 2020
7.	<p><b>New Programmes</b> (based on paper 6)</p> <p>NWO updated the Board on possible new projects and funding bids:</p> <p>Groundwork ESF: will run from January sourced through NR &amp; CC, targeting older cohorts of long term unemployed and the resultant mental health issues around social isolation.</p> <p>SA asked if the DWP/Elevate project could go ahead without the balance of funds and NWO confirmed yes in theory but who could deliver? £35k to run police cohort – PRU to help at the School Games.</p> <p>Other bids are Ethos social impact bonds and BCF to support Activate Britwell.</p> <p>KR asked what the monitoring process is like for the European Social Fund and if GBA already had a connection with the Henry Smith Trust. NWO commented he thought the chances of winning this would be low.</p> <p>SA commended NWO on his persistence and relationship building.</p> <p>No further comments, SA closed the agenda item.</p>		
8.	<p><b>Board Survey Results of the 2019 Board Satisfaction Survey (Paper 7) + Considerations of External Board Review</b></p> <p>BN outlined that the 2019 survey highlighted the need to ensure Board members are better informed and that GBA should organise training for new Board members.</p> <p>BN explained that we only one of a handful of APs that do this and its primarily used to help GBA improve. Equality and diversity training is mandatory for all GBA Board members.</p> <p>BN explained that the cost of using the AP provider to undertake an external review was quoted at £6k. Whilst there has been some push</p>		

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	<p>back on this cost at a national level BN has sought alternative quotes – the one received has come in around the same level and we are waiting on one more. However, it’s possible that not every Board member needs to be met on a 1:1 basis and in person, small groups or telephone interviews might suffice so it may be possible to make some economies around the specification without impacting the validity.</p> <p>No further comments, SA closed the agenda item.</p>	<b>BN</b>	<b>Jan 2020</b>
<b>9.</b>	<p><b>Change of Name</b> <i>Special Resolution to change company name from ‘Berkshire County Sports Partnership’ to Get Berkshire Active</i></p> <p>BN explained that this resolution was to streamline the name at Companies House etc with the trading name and simplify things going forward. CTJ asked if there would be any unattended consequences from the changes and BN believed not.</p> <p><b>VOTE:</b> CTJ proposed the resolution, RI seconded it and the resolution was approved.</p>		
<b>10.</b>	<p><b>GBA Awards</b></p> <p>BN told the Board that the Awards judging panel had recently met to review and score the nominations. Whilst there had been a good number this year the standard has been quite mixed, and BN suspected several individuals were substantially stronger than the write up indicated.</p> <p>There was only one Active Workplace entry and that itself was not very strong so the decision was taken to exclude that category and instead to split the Active Education category, which had 14 strong nominations, in to two awards one for Primary and one for Secondary as there was a good mix of both. The winner of both will be decided by public vote along with the Community Club of the Year.</p> <p>BN explained that we have one new sponsor this year but have lost two previous sponsors. CTJ asked if there was anything GBA could learn from this. One had been acquired by another company and Technogym had sponsored for several years and now had changes of personality in post with different priorities.</p> <p>Eight raffle prizes have been confirmed such as sporting event tickets and signed sports shirts – 1 or 2 more ‘chunky’ prizes would be ideal, and BN asked if the Board could consider any ideas or contacts that might be able to help on this.</p> <p><b>ACTION:</b> Board to consider sources for raffle prizes.</p>	<b>ALL</b>	<b>ASAP</b>

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11.	<p><b>AOB</b></p> <p>SA explained to the Board that whilst she has really enjoyed her time on the GBA Board she has decided to stand down as Chair for personal reasons but that she will stay on until a suitable replacement is found and a handover can be made.</p> <p>BN thanked SN on behalf of GBA and the Board for her tremendous contribution.</p> <p>BN explained that with William Bird stepping down and AF and DP retiring at the end of their terms, there are potentially 4 Board positions to fill, although there is no requirement to have an exact number.</p> <p>BN would like to propose forming a recruitment &amp; nomination panel which could meet virtually to oversee the recruitment of new Board members. GBA would ideally like another Headteacher to replace DP and others could be from a variety of backgrounds.</p> <p>KR asked what the timings would be. BN hoped to advertise in January once the information pack advert had been agreed.</p> <p><b>ACTION:</b> BN requested Board members to let him know if they would like to be on the panel and/or to be considered for Chair.</p> <p>BN outlined that advertisements would be placed on the GBA website and promoted through GBA social media, contacts and LinkedIn etc to ensure it gets to as diverse an audience as possible</p> <p><b>ACTION:</b> all Board members to consider any contacts they believe might be suitable or interested in such a role.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>	<p><b>Dec 2020</b></p> <p><b>Jan 2020</b></p>
9.	<p><b>Dates of future Board meetings:</b></p> <ul style="list-style-type: none"> <li>• Weds 18 Mar 2020</li> <li>• Thurs 18 June 2020</li> <li>• Thurs 24 Sep 2020</li> <li>• Thurs 17 Dec 2020</li> </ul> <p><b>Awards dinner:</b> 28 February 2020 – VIP invitations have gone out to the Board. GH, KR and AC gave their apologies for this event.</p> <p><b>School Games Winter Festival VIP event:</b> Weds 25 March 2020. Invitations to follow.</p> <p>No further comments made. SA thanked the Trustees and officially closed the Dec 2019 Board Meeting.</p>	<b>BN</b>	<b>Jan 2020</b>

