

## EXECUTIVE COMMITTEE MEETING MINUTES

<b>Date:</b>	Friday 20 <sup>th</sup> September 2013
<b>Place:</b>	<a href="#">Hepworth Gallery</a> , Wakefield
<b>Times:</b>	10.30 – 14.45
<b>Participants:</b>	Emma Wiggins, Debbie Kaye, Ian Brooke, Iain Varah, Kimiyo Rickett, Mark Allman, Richard Hunt
<b>Apologies:</b>	Chris Holliday, Christine Neyndorff, Diana Shelton, Duncan Wood-Allum, Grant Aitken, Ian Shipp, Jon Bell, Lisa Dodd-Mayne, Matt Partridge, Neil Anthony, Nigel Lynn, Rob Persey, Simon Parkinson, Vincent Paliczka, Warren Smyth

	<b>Item Description</b>	<b>Relevant business considered, facts noted, decisions taken and actions agreed</b>
1.	Welcome	Rod Taylor gave an introduction to the Hepworth, talking about the visitor numbers, which have exceeded expectations, how data is collected throughout the year to ensure it is robust and the visitor trends are genuine. He also mentioned the value of volunteers and pre-opening programme of advocacy with the local community, which has helped to ensure there is a sense of ownership.
2.	Apologies for absence Co-option of Carole Stewart to the Executive	Iain Varah proposed that Carole Stewart be co-opted onto the Executive; this was seconded by Mark Allman.  <b>Action – HB to advise CS and update Executive area of the website to include her details.</b>
3.	Matters Arising from AGM - Post of Honorary Secretary	John Bell has expressed a desire to stand down as Honorary Secretary. Nobody came forward in time for the AGM, however this is a key role within the constitution and responsibilities include: Contract and performance management for delivery of policy development/administrative services and signing off the minutes of Exec meetings and the AGM. Benefits include complimentary membership of Sport & Recreation Alliance and a small stipend for travel to Exec meetings. Despite 3 calls to the Executive nobody has come forward. There was some discussion about the time required to fulfil this role and IV re-iterated that the most time consuming aspect, that of liaison with LGA over the CTS conference, is being picked up by DS. <b>Action – HB to provide IV with a list of Honorary Members who</b>

		<b>may have the capacity to take this on role.</b>
4.	Discussion to progress actions linked to Health & Well-being guidance	<p>HB has produced a structure for the guidance and created a section on our <a href="#">website</a> with cases studies illustrating how culture and sport help create healthier and happier communities (total now 19).</p> <p>DS and DWA have already contributed copy, but there are still quite a few sections with authors needed.</p> <p>HB informed the group that Sport and Recreation Alliance and Sport England have offered to proof read and contribute towards 'gaps' in the final content.</p> <p>DK, KR and IB offered to write short sections.</p> <p>It was also suggested that a section should be included on how best to embed health and well-being outcomes within leisure facility contracts at renewal stage or through the procurement process. As this is the topic of the first SE<sup>C</sup>LOA meeting EW offered to write a short section.</p> <p>There was discussion around the varying level of support for leisure and sport from public health colleagues.</p> <p>It was acknowledged that the guidance will need to be general, as there are a number of variables at local level.</p> <p><a href="#">Ping</a> was noted as a successful initiative across cities helping to tackle alcohol misuse whilst also engaging people in a f.o.c sports activity. IB to write a case study on the success in Oxford.</p> <p><b>Action – HB to liaise and further develop copy with volunteers detailed above.</b></p>
5.	Sponsorship Discussion - Moirai Capital Investments	<p>Moirai Capital Investments have expressed an interest in becoming a Principal sponsor (£5K) a number of documents were circulated in advance outlining Moirai's business model and giving a brief synopsis of the people involved, their track record to date and current proposals.</p> <p>Furthermore, those Exec members unable to attend were invited to review the documentation and provide feedback either in support or against this proposed sponsorship arrangement.</p> <p>These comments were circulated in advance and a discussion followed that concluded, following a vote that at this time the offer of 'exclusivity' meant that there was a conflict with our existing sponsors Alliance Leisure. The Exec felt that on balance it would be preferable to put the arrangement on hold whilst Moirai develop their track record and re-consider the opportunity in a year's time as part of a broader review of sponsorship arrangements.</p> <p><b>Action – HB to contact Moirai and advise. All Exec to pass on other contacts for potential sponsors that HB might approach in spheres other than those already secured.</b></p>

6.	<p>Updates: NCLF - strategic direction and priorities Arts Council England – strategic update</p> <p>CIMSPA – business review</p> <p>Sport England – strategic update Mike Diaper and Ruth Alleyne</p>	<p>Mark Taylor has taken over as Chair of NCLF and DS will represent <sup>c</sup>CLOA. LGA are now attending the meetings, however the challenge is to get input from DCMS.</p> <p>No update available, but ACE to host next <sup>c</sup>CLOA Exec mtg in January.</p> <p>RH informed the group that he has been appointed as an advisor to the cultural commissioning group for the ACE three year programme to support arts and cultural organisations engage in public sector commissioning. The first part of the project is a scoping phase to understand the current state of commissioning practice, and HB confirmed that she would be circulating info in the next e-bulletin.</p> <p><b>Action – RH to feedback to the Exec as the initiative develops</b></p> <p>IV &amp; MA met with David Stalker to discuss progress on the fundamental review of business. The importance of CIMSPA’s chartered status was noted and Exec members felt that LA’s needed to commit to the model as a pathway for management development.</p> <p>MA also tabled a press release on SPELG outlining an intention to merge with SAFE.</p> <p>The Register of Aquatic Professionals (RAP’s) has now been launched – MA underlined that employers need to drive the scheme to make it work.</p> <p>MD and RA covered four key themes</p> <ol style="list-style-type: none"> <li>1. Sports landscape – SE are reviewing NGB’s Whole Sport funding. They emphasised the importance of landing the offer locally and noted this is still a challenge for some NGB’s. There has been a shift away from formal, competitive participation to encouraging a more informal and for fun offer. SE is now holding NGB’s to account to widen participation rather than increase number of times. SE message is very much in line with LA’s in getting people active 1 x per week.</li> <li>2. School Sports – primary school funding imminent. SE has been working with CSP’s to map which schools need supporting. Ofsted has changed their handbook and will be asking questions about P.E and how the money has been spent. <b>Action RA to send link</b></li> <li>3. Community Sport Activation Fund Round 2 closed. 7.5 million with significant partnership money on the table. Round 3 opens on <b>11<sup>th</sup> Nov 13</b>.</li> <li>4. SE is focused on creating tools to demonstrate economic impact. MOVES, a tool that will demonstrate the value of sport in delivering health outcomes, is being tested</li> </ol>
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		<p>with local data and SE hopes to launch the tool before Xmas. A local economic impact tool that measures employment, volunteer value, value of facilities is also under development. This work has been commissioned and CH has already input into the initiative on behalf of °CLOA. SE is keen to make sure it is robust and credible for Economic Officers. SE are also talking to Public Health England about developing training for GP's as part of an advocacy programme for prescribing activity. And finally the Active People Diagnostic tool is being overhauled to make it simpler to use.</p> <p>MA represented °CLOA at a meeting with ASA to discuss how swimming might better be promoted and expressed his concerns at the ASAs strategic direction. DK noted that there are a growing number of young people unable to swim.</p> <p>KR commented on the growing prevalence of high tech pitches whereby you can play lots of sports on one pitch – adding that a pool of versatile, easy to maintain pitches would enable best use of limited LA resources in terms of encouraging participation.</p> <p>MD informed the group that Charles Johnston is looking into how resources can best be used for multi-surface pitches.</p> <p>RH asked about the Community Use. MD mentioned there were a number of school access pilot sites, although these are predominately in urban settings.</p> <p>RH asked whether the health tool will be rubber stamped by NICE and Public Health England. RA verified that it would indeed, as SE understood the importance of having credibility for PH colleagues.</p>
7.	<p>Presentation by our new Associate sponsors <a href="#">Walker Morris</a></p>	<p>Ben Sheppard &amp; Lucy Hughes gave an informal talk on the work of Walker Morris who are based in Leeds, but have a national offer with two thirds of clients outside of Yorkshire. WM advise charities, trusts, authorities and contractors on all aspects of activity. Their local government expertise and leisure knowledge can help the sector meet its challenges, they are able to help LA's look at options and structures, re-negotiating contracts, how Trust might be set up, joint working/shared use, procurement law, charities law and Trustees duties.</p> <p>WM see the arrangement with °CLOA as a partnership and are keen to input into seminars. Richard Auton is speaking at SE <a href="#">°CLOA meeting</a> on 11<sup>th</sup> Oct about changes to European procurement legislation.</p> <p>In addition to briefings that people can sign up to receive, WM also have an on call service and °CLOA members can 'pick their brains'.</p> <p><b>Action – HB to get more info from BS and promote to °CLOA</b></p>

		<p><b>members through the e-bulletin.</b></p> <p>IV asked about libraries experience and BS explained that they had been involved in a wide range of projects, such as parks maintenance and crematorium.</p> <p>KR asked about covenants and whether Walker Morris might be able to assist in the removal /return of them.</p> <p>IV noted that many LA's will be looking at buying in specialist advice as they lose in-house teams.</p> <p>BS mentioned the Localism Act and the need for LA's to have good advice on Community Right to buy.</p>
8.	<a href="#">LGA Conference in Portsmouth</a>	<p>So far Nick Bitel, Sir Peter Bazalgette and Penny Cobham are confirmed speakers. DCMS have yet to confirm re. Maria Miller. A summary of the 'hot topics' and ideas for potential speakers arising from an e-dialogue amongst members of the 'CLOA Executive Committee. Laura Caton is sharing this with CTS lead members. They have also asked for a session on Magna Carta and want the First World War commemoration to be covered. IV suggested Director of Imperial War Museum, Diane Lees.</p> <p>On the question of 'to dine or not to dine' overall the Exec were in favour of including dinner in the conference package in order to ensure a formal networking occasion; we suggested that to control costs they consider combining the drinks event with a buffet. However, this will be an option extra.</p> <p>The Exec expressed concerns that this will divide delegates and want to send a positive message re. attending the dinner. Using the £300 allocated towards a drinks reception for underwriting Exec attendance at the dinner was discussed and it was agreed to review this once the cost has been published.</p> <p><b>Action - HB to circulate the draft programme to Exec as soon as it is available</b></p>
9.	Finance Update	<p>Alliance Leisure is on-board as Associates Plus and Walker Morris as Associates, which has generated £7k in sponsorship. However the loss of Lifetime Training as sponsors with effect from July will reduce the projected income to £11083 in this financial year.</p> <p>Membership attrition continues to be a challenge as members retire/are made redundant. All opportunities are taken to contact potential new members following events.</p> <p>An additional £400 has been generated through cascading information on behalf of QUEST and RAP's. Exec agreed that this was a viable new income stream.</p> <p>DK congratulated HB on controlling expenditure and generating additional income.</p>
10.	Election Protocol – to review the	<p>HB presented a report that outlined the protocols and process used for the recent election, including provision for electronic</p>

	process used and agree as an Appendix to the constitution	<p>voting.</p> <p>DK suggested that we delete the validity criteria of a minimum 10% of eligible voters, as this may prevent future elections from concluding. This amend was endorsed by the Exec members in attendance.</p> <p>Also IB suggested we keep a watching brief on electronic voting mechanisms to ensure we offer the easiest possible way for members to cast their vote.</p> <p>The Executive agreed that the election protocols become an Appendix to the Constitution.</p> <p><b>Action – HB to amend constitution in line with recommendations</b></p>
11.	A.O.B	<p>Libraries Research project - CLOA have been invited to sit on the steering group as local authority representatives for a research project that looks at the challenges and opportunities for rural areas and the possible future role of statutory and non-statutory libraries.</p> <p>As nobody with rural libraries in their portfolio has come forward from the Executive, IV requested that we open it up to non-Exec members.</p> <p><b>Action - HB contact Martin Malloy or Ian Watson to input on behalf of CLOA.</b></p>
	Dates of next Executive meetings	<p>Friday 31<sup>st</sup> January 2014 – Hosted by ACE at their <a href="#">Birmingham offices</a></p> <p>Further meetings to be arranged via Doodle</p>