

## EXECUTIVE COMMITTEE MEETING MINUTES

<b>Date:</b>	Thursday 24th April 2014
<b>Place:</b>	<a href="#">Oxford Ice Rink</a> – thanks to Ian Brooke for providing the venue and refreshments
<b>Times:</b>	1130 – 1530
<b>Participants:</b>	Iain Varah, Mark Allman, Polly Hamilton, Ian Brooke, Vincent Paliczka, Emma Wiggins, Richard Hunt, Diana Shelton, Matt Partridge
<b>Apologies:</b>	Carole Stewart, Chris Holliday, Debbie Kaye, Duncan Wood-Allum, Ian Shipp, John Bell, Lisa Dodd-Mayne, Neil Anthony, Nigel Lynn, Rob Persey, Christine Neyndorff

	<b>Item Description</b>	<b>Relevant business considered, facts noted, decisions taken and actions agreed</b>
		<b>CLOA Strategic Agenda</b>
1.	Commissioning Support for Local Authorities - Sport England Project	<p>HB gave an update on the Sport England project, which is now well underway with Martyn Allison leading a team of 4 specialist advisors; Linden Rowley, Liam Hughes, Jo Robins and Lisa Bibby. Between them they have a range of expertise in public health, adult social care, children's services and community safety commissioning. An induction session for the advisors will take place on 6<sup>th</sup> &amp; 7<sup>th</sup> May.</p> <p>8 Local Authorities have been selected for participation, taking into account the current Sport England focused work and allowing for a geographical spread that includes both urban and rural. In Hertfordshire we will be working across the tiers to involve districts and the CSP; in Lambeth the work will focus on involving a broader market of physical activity providers. The other LA's are Cornwall, Durham, Oldham, Stoke, Central Beds &amp; West Oxon.</p> <p>In order to ensure we deliver the project outcomes, the participating LA's have committed to undertaking specific activities, allocating sufficient resources and appointing a lead officer. There will be a training session to ensure they fully understand the project and processes we will be using on 16<sup>th</sup></p>

		<p>May.</p> <p>MA – Flagged up the need to think about the overall National commissioning perspective when mapping the local landscape to make sure this is aligned.</p> <p>IV – suggested that, as a number of the lead officers are not from a sport and leisure background, there may be a need to offer strategic and possibly technical support. It was suggested that the Steering Group might wish to attend lunch on the Induction day.</p> <p><b>Action – HB to invite Steering group</b></p> <p>Research into the longitudinal impact of the initial pilots, which took place some 3 years ago is underway to identify the level/value of contracts secured and general progress that has been made towards embedding sport and leisure services within the commissioner’s psyche. It was initially hoped that we could create some case studies based on the findings, but many of the lead officers have moved on, so it is proving a challenge.</p> <p>As part of our in-kind support we proposed awarding complimentary membership to those participants not already subscribing to <sup>c</sup>CLOA. None of the 8 appointed lead officers are current members, however it was agreed that this presents an opportunity to demonstrate the value of membership and each authority ought be offered Corporate membership for the duration of the project.</p> <p><b>Action – HB to issue Corporate membership post training and induction.</b></p> <p>LinkedIn forum - The peer support aspect of the project includes a LinkedIn group to allow participating LA’s, specialist advisors, Sport England and the <sup>c</sup>CLOA steering group to share emerging progress and collectively address challenges.</p> <p><b>Action - HB to set this up and invite everyone to join post training and induction.</b></p> <p>EW – expressed concerned that this might replicate the role of the specialist advisors.</p> <p><b>Action – Advisors induction training to clarify role of <sup>c</sup>CLOA steering group.</b></p> <p>Communications – there is a need to produce a joint statement with Sport England to let our membership and wider stakeholders know more about the project. Also, we need to think about how the outcomes of the project are mediated in print and via case study presentations at events.</p> <p><b>Action – HB to liaise with Sport England</b></p>
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2.	Apologies for absence Matters Arising from minutes 31 <sup>st</sup> Jan	<p>Actions from meeting 31<sup>st</sup> Jan complete – ACE to advise of further date to progress conversation with <sup>c</sup>CLOA Executive.</p> <p>IV thanked PB for co-ordinating a response to the parliamentary enquiry into the work of ACE/distribution of funding; you can read the final submission <a href="#">here</a>.</p> <p>ASA update - David Sparkes has moved to British Swimming – MA has had a conversation with Paul Davies, development manager about strategic priorities moving forward.</p>
3.	Constitutional amends	<p>This agenda item was brought forward to allow all attendees to contribute.</p> <p>IV – recapped on the minutes from the previous meeting, which resulted in an action to draft a constitutional amendment that would limit the number and level of influence for members from a commercial background. It was also agreed that a resolution to increase the number of Vice-Chairs from 2 to 3 and incorporate the role of the Honorary Secretary would be drafted.</p> <p>HB apologized for not including the proposal minuted on 31/1/14 that no more than 3 members of the Executive should come from a commercial background.</p> <p>HB then read out feedback from Executive members unable to attend:</p> <ul style="list-style-type: none"> <li>• JB supported the integration of Hon. Sec with that of additional Vice-Chair. He also supported a ceiling of 10% commercial members; with the proviso that CEO's of not for profit Trusts were outside of the quota.</li> <li>• CS supported the Vice-Chair resolution, and expressed that specific functions ought to be identified. CS concurred with capping commercial membership and barring from holding Vice-Chair/Chair (this last point is already enshrined in the constitution) Also, CS supported roll out of code of conduct to commercial members.</li> <li>• CN sent late apologies and asked that her support for both of the constitutional amendments be expressed.</li> <li>• Feedback was received from LDM solely on the role of the additional Vice-Chair, suggesting that the work be</li> </ul>

		<p>divided between those appointed rather than the third Vice-Chair picking up the Hon Sec functions in their entirety.</p> <ul style="list-style-type: none"> <li>• DWA circulated an e-mail to the entire Executive outlining his concerns regarding both the proposed cap on the number of commercial members and also the introduction of a code of conduct. Furthermore, DWA has had telephone conversations with both IV &amp; MA regarding these matters.</li> </ul> <p>HB reminded the Exec that 5.5 of constitution already states that ‘Individual and Corporate Members in the Commercial Member categories will be required to sign and commit to a Code of Conduct defining parameters for their membership’. Until recently this had not been enforced; all new commercial members are now requested to comply. Furthermore, section 6 of the constitution, which deals with special conditions of membership, already allows for restricting numbers from membership categories on the recommendation of the Executive Committee; so the ratio proposal is already provided for. It also stipulates that only Individual Members from a non-commercial background may be elected as Chair or Vice Chair. The Executive felt that the strength of CLOA came from the credibility of its members in the eyes of key national stakeholders such as LGA, ACE &amp; SE and concerns were expressed by IV, IB,VP,PH and MA regarding the implications of significant numbers of members from a commercial background. Our ability to influence and lobby would undoubtedly be affected.</p> <p>However, RH felt that we ought not to shut the door to those professionals who bring value to the sector. This point was supported.</p> <p>It was also noted that there isn’t an organization that currently represents professionals from the private sector, although through CIMSPA and UK active a trade association of types may emerge in future and have a role to play as part of our sector.</p> <p>MA – outlined there was a distinct difference between the role that IV fulfilled as the CEX of a Trust that advised the Council strategically, technically and which included briefing the Leader and Cabinet member with that of a commercially based Sports Trust who did not fulfill a strategic role with a Local Authority. A discussion took place around what constituted a commercial member.</p> <p>IV – Was of the view that the constitution should be reviewed and presented to the AGM to represent the discussions that had taken place in this and the last Executive meeting.</p>
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4.	Horizon scanning	<p>Whilst <sup>c</sup>CLOA recently submitted a response to the parliamentary enquiry into the work of ACE, we missed out on commenting on the independent library report led by William Sieghart on behalf of DCMS/DCLG.</p> <p>The aim of this agenda item was to ensure that we plan for and respond to issues that will affect our membership.</p> <p>Due to the need to consider agenda items with immediate relevance to the forthcoming AGM, this item has been deferred.</p> <p><b>Action – All to consider what upcoming issues and alert HB.</b></p> <p><b>Action – Horizon scanning to be a key agenda item for the September meeting.</b></p>
		<b><sup>c</sup>CLOA Business &amp; Information Items</b>
5.	Feedback from LGA Conference in Portsmouth	<p>DS – advised that the conference was considered successful by based purely on numbers, rather than based on feedback relating to the quality and content of the event. She noted that the innovation sessions were popular, but the LGA have a policy of these being member led, so profile wise it is a struggle to badge as <sup>c</sup>CLOA.</p> <p>IV – agreed it is an LGA driven agenda with a focus on Councillors; Sporta have fed back on content.</p> <p>MA – asked whether we could have an officers session in future?</p> <p>DS – agreed that we need to influence the content of the sessions.</p> <p>HB – gave some feedback on venue choice from sponsors who found that there were insufficient networking opportunities compounded by the fact that a venue without accommodation was selected.</p> <p>HB also raised the issue of the joint drinks reception asking the Exec to consider whether it represented value for money and the optional dinner, which resulted in fragmentation of <sup>c</sup>CLOA members.</p> <p>A LinkedIn Forum has already been opened to capture feedback</p>

	Feedback/PR from H&WB guide	<p>and identify ways to improve impact, value for members and sponsors and exhibitors.</p> <p><b>Action – HB to encourage Exec members who attended the LGA conference to contribute to LinkedIn forum</b></p> <p><b>Action - DS to feedback to LGA</b></p> <p><i>The role of culture &amp; leisure in improving health &amp; wellbeing</i> was launched at the Culture, Tourism &amp; Sport conference in Portsmouth and we even got a mention by the Culture Secretary in her conference address. Hard copies were sent to members and partners. Supportive statements were received from NICE, Public Health England, Sport England, LGA, CIMSPA, the Sport and Recreation Alliance, Arts Council England. A press release was issued using these and the document cascaded through e-mail to our membership, via NCLF, and through the agencies detailed above asking that the document was shared with PH colleagues and other relevant commissioners.</p> <p>Recently the guide has been mentioned in a blog article for S&amp;PA Extra <a href="#">here</a></p> <p>IV &amp; MA also wrote an article for The Leisure Review, however this was not published. Jonathan Ives, editor, has asked that CLOA considers sponsorship for a series of Leadership articles and roundtables.</p> <p>The Executive considered proposal and were uncertain about the benefits</p> <p><b>Action – MA to follow up and seek further clarification.</b></p>
6.	Draft Budget for 14/15	<p>The draft budget was circulated in advance with explanatory notes. There is currently just over £6K in reserve.</p> <p>HB advised that the accounts for 13/14 have been sent to Twinn Accountants for auditing.</p> <p>The proposed budget was approved by the Executive</p> <p><b>Action - HB to ensure the audited accounts are available to the membership on the CLOA website in advance of the AGM.</b></p>
7.	CLOA AGM	<p>A draft agenda was circulated detailing the confirmed speakers:</p> <ul style="list-style-type: none"> <li>• Shaun Dawson - Chief Executive, Lee Valley Regional Park Authority</li> <li>• Stewart Kellett - Recreation and Partnerships Director, British Cycling</li> </ul> <p>Helen Grant Minister for Sport and the new Culture Minister Sajid David have sent apologies. Clive Efford Shadow Sports Minister has also been invited.</p> <p>HB has visited the venue and advised that space was an issue due to the configuration of the velodrome. As such, additional speakers may be more practical than a panel discussion.</p>

		<p>The Exec agreed that there needs to speakers from a cultural perspective and the broader CTS sector. The following suggestions were made:</p> <ul style="list-style-type: none"> <li>• Ed Vaizey, Under Secretary of State for Culture, Communications and Creative Industries,</li> <li>• Christopher Rodrigues, Chairman VisitBritain</li> <li>• James Berresford, CEO VisitEngland</li> <li>• A speaker on <a href="#">Cultural Destinations</a> the Arts Council England/VisitEngland initiative</li> <li>• Sam West, Chair National Campaign for the Arts</li> <li>• Janene Cox, President SCL – Libraries and welfare reform</li> <li>• A speaker from NESTA – <a href="#">Rethinking Parks</a></li> <li>• One of the authors of <a href="#">Rebalancing our cultural capital</a></li> </ul> <p><b>Action – HB to send out further invites soonest and circulate another draft agenda once replies have been received.</b></p>
8.	A.O.B	<p>Nomination to the Executive Committee</p> <p>HB informed the Executive that information regarding nominations to the Committee and for the post of Vice-Chairs would shortly be circulated to all <sup>c</sup>CLOA members. Nominations need to proposed and seconded and should be returned to <a href="mailto:info@cloa.org.uk">info@cloa.org.uk</a> no later than noon on <b>Friday 16th May</b>.</p> <p>IB – asked for the full list of existing members in order that the current Exec could consider who they might approach and nominate.</p> <p><b>Action – HB to send the members list to the Executive.</b></p>
	Dates of next Executive meeting	<ul style="list-style-type: none"> <li>• Friday 13<sup>th</sup> June 2014 – AGM, Lee Valley Velopark</li> <li>• Friday 26<sup>th</sup> September 2014 – The National Archives</li> </ul>