

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Tuesday 29th January 19
Place:	The Heritage Learning Suite, Level 4, Library of Birmingham
Times:	1100-1530
Participants:	CLOA Executive - Ian Brooke, Debbie Kaye, Chris Holliday, Iain Varah, Ishbel Murray, Jane Wilson, Jayne Knight, Karen Creavin, Matt Partridge, Stefania Horne, Symon Easton, Sue Thiedeman, Val Birchall, Nigel Lynn, Vincent Paliczka, Tony Witton CLOA Business Manager – Heidi Bellamy, LGA Observer – Ian Leete
Apologies:	John Wileman, Julie Russell, Mark Allman, Polly Hamilton, Caroline O’ Neill

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
	Welcome from host and presentations: <i>Contributing to the wider social agenda in Birmingham</i>	<p>Many thanks to Symon Easton and Birmingham City Council for providing the venue.</p> <p>Symon Easton - gave a presentation on the approach to cultural development within the city, which focuses on co-design as a central principle with arts fora in each district supported by a commissioning budget. This has increased engagement and volunteering amongst the diverse communities.</p> <p>Karen Creavin, Steve Rose and Asif Afridi (BRAP) gave a presentation on impact and outcomes of The Active Wellbeing Society (TAWS) pilot to test, demonstrate and learn how sport and physical activity contribute to community cohesion outcomes using a framework of measures. This work was funded through the Sport England/CLOA Commissioning project Phase 2.</p> <p>Invitation - TAWS are keen to develop the cohesion metrics further and are looking to work with other local authority areas who are interested in measuring the relationship between sport & leisure activity and social trust.</p> <p>Action – HB to share a copy of the presentations alongside the minutes.</p>
1	Minutes & matters arising	The minutes of the 28 th September 2018 were circulated and agreed.

2	Honorary Membership & Role of Past Chairs	<p>Following on from the September Executive HB circulated a paper on Honorary Membership & the Role of Past Chairs.</p> <p>The Executive discussed whether Retired Members ought to continue to automatically receive Honorary membership or whether this accolade ought to only be bestowed in a more considered way in future. Alongside the issue of valuing membership, compliance with GDPR and securing sign up annually to the ebuletin circulation list influenced the preference to re-introduce an annual nominal fee for Retired members.</p> <p>They also discussed the Role of Past Chairs including whether they should automatically become eligible for Honorary Membership and whether they ought to retain the right to attend Executive meetings as Observers or in a voting capacity where relevant?</p> <p>Whilst many of the Executive felt that retaining organisational knowledge and established networks were valuable, others expressed concerns about a risk to the association's income and that it might affect stakeholders' perception of CLOA as a dynamic, vibrant network.</p> <p>SCL were cited as an example of a professional association who have regenerated with a new Executive, whilst drawing on the knowledge of Past Presidents. Furthermore, they have increased the profile of their work by consistently nominating someone to the Honours list. Overall, it was agreed that there was value in seeking to balance an influx of new ideas and enthusiasm with retaining organisational memory.</p> <p>However, as Chairs are only elected into post for a period of 2 years, the designated role of 'Immediate Past Chair' was felt to be important in ensuring continuity across relationships with key partners.</p> <p>IB – summarised the discussion concluding that there was no longer support for Retired Members to automatically receive Honorary membership.</p> <p>It was however agreed to retain and actively promote the category of Honorary Member as per 4.2.1 of the Constitution and ask for nominations at the next AGM.</p> <p>Relating to the role of Past Chairs, a feeling that churn on the Executive was positive resulted in a majority in favour of retaining the existing nomination process.</p> <p>IB – reminded the Executive that we would be asking them to report back on their contributions over the year, to ensure that we are an active engaged board moving into the next round of elections.</p> <p>Action – IB/HB to develop a constitutional amend for sign off at the April Executive meeting.</p> <p>Action - Once the constitutional amend has been endorsed at the AGM in June, HB to write to retired members advising them of the £30 fee to retain membership.</p>
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3	AGM update	<p>HB circulated a draft programme for the AGM in advance of the meeting.</p> <p>The timings currently allow for 45 min per speaking slot, this may be revised down depending on the final line up.</p> <p>Previously the Executive had agreed that priority should be given to the following topics: social mobility, life expectancy, inclusive growth, and future proofing. Whilst some of these will be touched upon by the speakers, the venue layout will allow for table based discussion and debate.</p> <p>Roger Higman, Director the Network of Wellbeing, has now been confirmed and it was felt that his presentation could lead onto a discussion about how a wellbeing focus might change culture and leisure practice and impact on the areas above.</p> <p>HB – advised that members of the Executive would be required to host a table at the event and a draft list of discussion points would be collated to help.</p> <p>Action – Executive to suggest discussion points for consideration at the next Executive.</p> <p>The Executive supported the idea of interspersing sessions on Breathing/Relaxation, Mindfulness, Work life balance /Lifestyle Wheels, Sphere of influence from Steve Woods into the programme between speakers.</p> <p>KC – suggested that Qi-Gong would also offer delegates a positive experience and offered to bring along a TWBS colleague to lead a session.</p> <p>Action – HB to firm up the intermissions above and include a ‘save the date’ note in the next e-bulletin.</p> <p>In discussing the programme, it was suggested that the event is titled <i>Breathe – take time to join your CLOA colleagues to network, learn, share.</i></p> <p>HB –advised the Executive that GLA would like CLOA to have PL insurance in place for this event up to £5,000,000.</p> <p>Action – HB to investigate options</p>
4	Finance update	<p>A financial update was circulated in advance of the meeting.</p> <p>VP talked through the budget variables and highlighted that although there were additional unbudgeted expenses, such as the upgrade of the CLOA website, currently our Finance Manager anticipates that a small surplus will be generated due to growth in the membership base. There are currently 330 members – this includes 19 New Individuals and 4 new Corporate alongside 8 conversions to Corporate from Individual.</p> <p>Action – Executive to continue recruiting CLOA members. HB to recirculate the free 3 months offer to assist.</p> <p>NL – offered thanks to VP for the work undertaken in his role as Honorary Treasurer.</p>

5	<p>General Updates: Sport England Project – Phase 3</p> <p>Sport & Physical Activity Partnership</p> <p>Discussions with Arts Council England</p>	<p>HB – updated on a workshop that was held on 12th December 18 to look at a new phase of activity shaped by what we’ve learned and what might be needed in the current and future environments. It was attended by a mixture of participants from previous phases of the programme, the expert advisers, CSP extended workforce, members of CLOA Executive and Sport England.</p> <p>There was an expressed desire for any future work to benefit more practitioners and go wider than just engaging with commissioners. A framework of support was favoured that could be customised to locality and driven by local priorities. Alongside this, the offer may involve more enabling and coaching than just ‘brokering’ relationships by the expert advisers.</p> <p>We were also keen to ensure that the skills development is embedded in the offer and integrate existing support such as the LGA Leadership programme.</p> <p>Action – HB, IB, MA to participate in a further phone conversation with Sport England on 5th February 2019.</p> <p>IB – the November agenda agreed four areas for collaborative focus and IB and Cate Atwater delivered a joint session at the LGA conference on <i>What are the challenges for the public leisure marketplace?</i> MA/IB have now developed thought pieces for the group to consider ‘What good looks like’ for Physical Activity & Sport Services and Leisure Management. These will be fine tuned and agreed at the next meeting on 7th February, the aim being to offer a collective piece that helps people at local level. This will be cascaded to all members of CLOA, APSE, CLUK, CSPN and through LGA/SE. Future pieces might be around Systems Change....</p> <p>Action – HB to circulate on behalf of CLOA once final versions agreed</p> <p>Following on from the minutes of the September meeting there was an action to incorporate the AD:UK Fellowship scheme into the CLOA framework of activities linked to the organisational development aims and seek a way of securing funds from ACE.</p> <p>HB – advised that since then ACE have launched a £6m leadership investment fund for museums, libraries and the arts with grants ranging from £150,000 to £1m. Through this fund ACE want to test a range of different approaches covering coaching, mentoring or action learning sets, as well as more formal learning. Expressions of interest need to be made by 7 February 2019. However, the short lead in time and requirement for 10% cash contribution means that we cannot submit a bid. Instead, it was felt that CLOA ought to perhaps seek to establish a pilot around parameters of need already identified that could be up scaled.</p> <p>ST - updated on a recent discussion with Helen Parrott who is leading on local government. However, given the ongoing dialogue CLOA have had with ACE over the past 18 months about the need for</p>
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	<p>London CLOA - summary of survey feedback</p> <p>Engagement with DCMS, ADASS, PHE</p>	

	<p>Parks & Health – networking, current themes, future work and opportunities</p> <p>Museums & Heritage</p>	<p>Knowledge and Intelligence Team. They don't have a specific programme, but Healthy Towns and Social Prescribing are a priority. SH – instigated a discussion around Parks & Health. Against a backdrop of the Future Parks Accelerator national initiative funded by HLF & National Trust SH is going to talk to Parks Alliance and look at what can be scaled up and then advise how CLOA can complement the work at National level.</p> <p>SH - has also secured a slot for a public service transformation conference on 23rd May; which includes a 30% discount for CLOA members.</p> <p>Action - HB to include offer in next in e-bulletin.</p> <p>ST/VB – have spoken to Eilish McGuinness, Director of Operations at HLF, Sharon Heal, Director of the Museums Association and Duncan Wilson CEO of Heritage England. The approaches have been well received and they are keen to share good practice. Next steps suggested - a round table with the heritage organisations.</p> <p>Action – HB to update the Strategic Partnerships plan</p>
6	<p>A.O.B</p> <p>Brexit</p> <p>CLOA website</p> <p>Wales</p>	<p>SE – mentioned that a Core Cities Enquiry paper is being launched on 5th Feb in London.</p> <p>IV – Libraries taskforce have handed over secretariat to ACE. Sophie Lancaster now the lead at ACE for Libraries and taskforce. Next mtg in Leeds.</p> <p>IL – LGA have an advice hub where they are collecting info relating to Brexit, this is predominantly transport, with nothing yet around the possible impact on sport, leisure and cultural services. Although it is acknowledged that migrant workers will be an issue for the tourism sector. LGA have also developed a template that prompts thinking about the potential issues.</p> <p>DK – added that leisure contract cleaners could be an issue, also looking at critical supplies such as specialist chemicals.</p> <p>At the meeting in September the CLOA Executive approved spend from reserves to migrate the website to a Wordpress format.</p> <p>HB circulated a link to the evolving new website here – feedback from the Executive was largely positive although some alternative photos needed for the home page.</p> <p>CO'N – was unable to attend, but in order to further relationships and encourage Welsh membership of CLOA, CCLOW have requested attendance from the Executive at their next meeting on March 22nd in Aberystwyth at Ceredigion County Council's offices.</p>
	Dates of next Executive meetings	<p>Thursday 25th April 2019 Fairlop Waters</p> <p>Tuesday 25th June 2019 AGM City Hall London</p> <p>September 2019 Wales venue tbc</p>