

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Thursday 25th April 19
Place:	The Lakeside Suite, Fairlop Waters, Forest Road Barkingside, Essex, IG6 3HN
Times:	1100-1530
Participants:	CLOA Executive - Ian Brooke, Debbie Kaye, Chris Holliday, Iain Varah, Ishbel Murray, Stefania Horne, Sue Thiedeman, Val Birchall, John Wileman, Julie Russell, Mark Allman, Polly Hamilton, CLOA Business Manager – Heidi Bellamy, LGA Observer – Ian Leete
Apologies:	Caroline O’ Neill, Jane Wilson, Jayne Knight, Karen Creavin, Matt Partridge, Nigel Lynn, Symon Easton, Vincent Paliczka, Tony Witton

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Tom Robbins, Head of Cultural Development Fund & Place-based investment in Arts, Heritage & Tourism team at DCMS	<p>TR gave an overview of the areas of work he is involved in supporting.</p> <p>*Cultural Development Fund – this £20m programme administered by ACE will be invested in 5 different places to explore how culture can drive growth, Wakefield, Plymouth, Grimsby, Worcester and Thames Estuary. Evaluation to establish the causal link between culture and growth is being commissioned.</p> <p>JR – asked whether impact measures around skills have been built into the evaluation?</p> <p>TR – there was an economic impact tool in the application and the information will be standardised. Wider issue of how culture is being measured and DCMS analysts are looking at new ways to measure 'cultural value' to align with Treasury Green Book methodologies, and learning from the way Defra measure environment impact. DCMS planning a symposium event planned for summer 2019 which CLOA could attend/support.</p> <p>Action – TR to share more information and advise how CLOA can engage.</p> <p>*UK City of Culture – working with Coventry and considering launch of competition for 2025.</p> <p>* Cultural Cities Enquiry – Now exploring how best to harness cultural assets; interested in Cultural Compact models that bring local leaders and stakeholders together to make more strategic decisions. Strongly encourage lots of areas to establish their own compacts or share best practice if this is already happening. City Trust is another idea,</p>

		<p>whereby LA's transfer assets to independent trusts that may be able to secure funding to reinvest into the assets concerned and ensure sustainable growth and affordable space for cultural sectors and business.</p> <p>* High Streets Fund (HSF) – 300 EoI's were received for the £600million pot of money and are now being reviewed. There is also likely to be a Strong Towns fund; it is in the early stages of development and DCMS are keen to influence how the metrics and the criteria for the biddable pot is developed where possible, and support LAs in bidding for proposals that include DCMS sectors that deliver on the themes of HSF.</p> <p>* Supporting development of Local Industrial Strategies by feeding into Ministry of Housing, Communities and Local Government (MHCLG) and LEP engagement to identify where culture plays a role. DCMS has published a Connected Growth manual for places working to boost their digital, cultural and social connectivity. It aims to highlight to LEPs why and how to build DCMS sectors into Local Industrial Strategies on the theme of connected growth. DCMS are going to organise some regional road shows. This presents an opportunity to help LA/LEP Leaders become more effective cultural leaders.</p> <p>Action – CLOA are keen to help promote these road shows – TR to provide information for inclusion in the ebulletin.</p> <p>IL - asked about Combined Authorities and how they are engaging with the development of Local Industrial Strategies. In addition, some LA's are thinking about tourism and there is an opportunity for DCMS to help with a co-ordinated approach and then evaluate the impact.</p> <p>DK – felt there was a vacuum of cultural decision making at this level and expressed frustration as this is the route for major investment, but the focus is largely on infrastructure. Guidance on cultural infrastructure would help address this issue.</p> <p>TR – recognised that capability building is required and the Cultural Compact is a starting point for DCMS to back a model. DCMS are looking at best practice i.e. what are the ingredients that make a successful conversation, strong leader, board with cultural representation. DCMS reflect this best practice to date in manual, and will look to update the toolkit in future too.</p> <p>* Social Prescribing - DCMS has a role in advocating for the cultural sector to the DoH, via roundtables between the Secretaries of State. Links are also being forged with PHE. DCMS are keen to share best practice and think about this area in relation to the Spending Review.</p> <p>IL – LGA are looking at this too, currently the emphasis is on the prescribing aspect. Can DCMS influence here, as it is as much about investing in the cultural offer; currently there is not enough activity to prescribe people onto.</p>
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2	Library Innovation – Anita Luby, Culture, Library & Heritage Service Manager	<p>An interactive session from our hosts on Lab Central – the digital making space. Libraries are the perfect place for nurturing the next generation of innovators and the space allows people of all ages to discover and test new technologies, learn programming and designing skills, experiment with virtual reality, circuits and robots and explore STEAM subjects. There is also a tech lending library that includes VR headsets, Raspberry Pi and micro-bits.</p> <p>The library service wanted to improve economic and life chances for those from the most deprived areas of the borough by providing skills for the future to access job opportunities. With investment from the Libraries Innovation Fund, the initiative has drawn on staffs skills to create a dynamic new digital learning space and helped illustrate that</p>

		<p>libraries are a key contributor to local priorities. The outreach element has worked with older people and those in residential homes, offering new digital experiences, and a spoke model for the branch libraries is also in place.</p> <p>Lab Central has presented opportunities to involve local people in shaping the service and programme and also helped the library play a significant role in the regeneration plans for the town centre.</p> <p>IB – thanked Vision Redbridge for hosting the meeting and providing a fantastic interactive session.</p>
3	Minutes & matters arising	<p>The minutes of the 29th January 2019 were circulated and agreed.</p> <p>Matters arising – At the last Executive meeting HB advised that a condition of hire for London City Hall for our AGM, was that CLOA must have PL insurance in place of £5,000,000.</p> <p>3 quotes were obtained and the most competitive was from Markel who specialise in clubs and associations at £134.40. This is annual cover, and as well as Public Liability it includes Employers Liability; which CLOA now need to have by law for volunteers, which the Executive are classed as.</p> <p>IB – reiterated the importance of sending out the ‘3 months free trial offer’ and urged all of the Executive to contact any colleagues in neighbouring authorities who are not CLOA members.</p>
4	AGM – Final Programme	<p>HB - circulated a draft programme detailing the confirmed speakers and outlining their presentation topic.</p> <p>The theme for conference will be <i>Breathe</i> and the event will take place on Tuesday 25th June 2019 at London City Hall.</p> <p>HB – advised that it has not been possible to secure Sadiq Khan to provide the hosts welcome and it has been suggested that instead we opt for a member of the Mayor's Cultural Leadership Board.</p> <p>However, Mims Davies, Minister for Sport and Minister for Loneliness, had also been invited to give an opening address on the topic of how taking part in physical activity can help combat isolation and build a sense of belonging. Her office has sent apologies, but would very much like for her officials to attend, and speak at the event in her absence.</p> <p>There isn't a specific sport/leisure/parks contributor if DCMS don't come through (although Roger Higman will touch on these services), so it may be prudent to allocate the time to something that would address this gap.</p> <p>DK- suggested open water or outdoor swimming and lidos are enjoying a resurgence. A possible theme; How can LAs support swimming without an indoor pool.</p> <p>VB – suggested that, as this event will be laid out cabaret style, we could use the 30 mins for some round table discussion instead. Maybe moving the Wayne Hemingway keynote forward.</p> <p>IM – suggested The Royal Parks as a focus, offering greenspace, health</p>

		<p>and wellbeing, sport and play opportunities, by inviting Loyd Grossman as Chair or Andrew Scattergood as Chief Executive. Also Hugh Brasher, Race Director of the London Marathon as this has had significant impact on many different levels - sport, achievement, place, people</p> <p>Action – IM to make enquiries on both suggestions.</p> <p>Action – All Executive members to their place via Eventbrite and also bring an emerging/future leader.</p>
5	Review of draft budget for 19/20	<p>HB - circulated an updated draft budget for 19/20, which included an additional £3000, as we have recently secured a new Associate sponsor Pitchbooking; this arrangement will commence 1st May 2019. As such, our Finance Manager anticipates a projected surplus of £6,306 for 18/19.</p> <p>The money agreed for the website rebuild was not drawn down in the last financial year as there has been some issues with the design and build that came to light after HB had checked and approved all content and was undergoing the user training.</p> <p>Big Wave has now taken a decision to rebuild parts of the website to make managing the content an easier experience. It is hoped the new site will be live by the middle of May.</p> <p>No increase in membership subscriptions has been proposed.</p> <p>The Executive approved the budget for presentation at the AGM.</p> <p>The budget needs to be formally agreed at the AGM, so it will need to be circulated to members registering to attend 1 week in advance.</p> <p>Action – HB to circulate the budget along with final event details</p>
6	Constitutional amend	<p>At the last Executive meeting in January 2019 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 ebulletin circulation list, influenced the preference to re-introduce an annual nominal fee for Retired members. This will initially be set at £30.</p> <p>To that end the following constitutional amend was drafted for consideration:</p> <p>4.1.3 Retired members, who are no longer actively working in any capacity, are eligible for a reduced subscription.</p> <p>It was agreed to retain and actively promote the category of Honorary Member as a complimentary subscription for individuals who are making or who have made a significant contribution to the development of the cultural and leisure disciplines nationally and/or internationally.</p> <p>The Executive agreed both of these proposals and felt that a maximum number of 2 awards ought to be made each year. It was agreed that, in seeking nominations, we ask for a short summary (up</p>

		<p>to 150 words) of the achievements of the nominee with an emphasis on their contribution to supporting CLOA.</p> <p>The nominations will be reviewed and Honorary allocation agreed by the Chair and Vice Chair.</p> <p>Executive</p> <p>Action – HB to circulate the constitutional amend to members in advance of the next AGM.</p> <p>Action – HB to ask for nominations to Honorary membership in advance of the next AGM.</p> <p>Action - Once the constitutional amend has been endorsed, HB to write to retired members advising them of the £30 fee to retain membership from April 20.</p>
7	<p>General Updates: Sport England Commissioning Project</p> <p>Local Government Physical Activity Partnership and Think Piece</p>	<p>HB - advised that following on from the most recent commissioning workshop on 2nd April, a brief for the design of a support programme to help LA sport and physical activity officers navigate local systems and the evolving commissioning landscape has been issued to Deb Watson and Martyn Allison. There is an ambition for the new approach to be agreed and ready for testing prior to the beginning of June 2019, this will allow an opportunity for reflection over the summer period.</p> <p>MA – added that supporting authorities would remain the overarching aim, but the future programme would drop the emphasis solely on commissioning and following a prescriptive set process.</p> <p>Action – HB to share the new design of the programme with the wider Executive.</p> <p>MA – recapped on the membership, which includes Community Leisure UK, Sport England, the Local Government Association, APSE and Active Partnerships. Early work has focused on coalescing views around public sector provision, collective views and agreeing a common purpose statement.</p> <p>The first think piece was shared with the membership on 25th March. It was also uploaded onto LinkedIn, where it received some feedback. Furthermore, the think piece was shared by LGPAP members and sent to the following media outlets: S&PA Professional, Leisure Management, Leisure Review, MJ, LGC news, LGiU</p> <p>The media haven't yet picked this up, so it will need a second push, as the purpose was to agitate and inform, which hasn't happened.</p> <p>There's a need to look at the pipeline and sequence of further papers.</p> <p>JR – asked why ukactive hadn't been involved.</p> <p>MA – advised that a decision was made that initially the group would target leadership from bodies supporting the public sector.</p> <p>JR – to circulate the future priorities of ukactive to encourage thinking about joint working.</p> <p>Next LGPAP meeting will be on 9th May to coincide with Elevate, IB</p>

	<p>Leadership Fund bid with LGA to ACE and Libraries Connected partnership</p> <p>LGA update</p>	<p>and CLUK CEO Cate Atwater will be leading a session to look at Public leisure services for the future.</p> <p>Following on from the last Executive meeting and ACE launch of a £6m leadership investment fund to test different approaches including coaching, mentoring or action learning sets, as well as more formal learning, CLOA supported the LGA bid for a peer-led leadership programme that included support from The Leadership Centre. IL – advised that unfortunately this was unsuccessful at round 1 stage, and no specific feedback was received. However, LGA are looking to develop the bid further and have some capacity to develop the proposal further for next round.</p> <p>However, Libraries Connected (was previously Society of Chief Librarians) was invited through to round 2. They approached CLOA to support their bid and VB, PH, ST agreed to approve the ‘ask’ from CLOA that we:</p> <ul style="list-style-type: none"> • provide mentors from CLOA membership for 15 emerging leaders • become a member of the project board to support strategic development of the programme in line with local government transformation • act as an advocate and champion of the programme to CLOA members and stakeholder networks <p>Given that there is no financial commitment and due to the short turn round time, HB returned the form with an electronic signature. VB & PH – advised that they are trying to re-engage ACE around the leadership agenda and to position CLOA as the strategic lead for local authority officers.</p> <p>It is hoped that a high-level meeting with Paul Bristow in his capacity as Director of Strategic Partnerships and Helen Parrot, Senior Manager Skills & Workforce may help to recalibrate the relationship.</p> <p>IL – advised on the LGA Improvement offer for the coming year; 2 leadership Sport Essentials for Councillors, but a need to think about the cultural equivalent and build culture led regeneration and health & wellbeing into the programme.</p> <p>LGA are about to commission a cultural strategy in a box, advising councils with limited capacity how to build in considerations around assets and demographic needs. This will launch next year.</p>
8	<p>A.O.B</p> <p>Forthcoming CLOA Elections</p>	<p>Nominations forms will be circulated on 14 May detailing the process for re-election to the Executive Committee. These should be returned with the self-assessment form, which should be used to outline the contribution made in the last year.</p> <p>Action – HB to re-circulate the self-assessment form with the minutes</p>

	Libraries Week	<p>CILIP are planning for the Libraries Week in October.</p> <p>Action - JR to attend next Libraries Taskforce meeting and feedback on what more CLOA need to do.</p>
	DCMS tailored review of Historic England	<p>DCMS is conducting a tailored review of Historic England and IL is gathering the views on behalf of local government.</p> <p>Action – Executive to share thoughts via the LinkedIn forum comments function by 9 May 2019.</p>
	Culture and sport exemption on VAT	<p>MA - some LAs following Ealing case have secured revenue savings, but there are a number of consequential issues around capital spend on those exempt activities, as it could tip over the 5% threshold level. Each LAs position will be different and each LA will need to take its own taxation advice. Executive Members felt that it would be helpful if work could be undertaken to help improve understanding on this topic. APSE have already done a briefing on this issue and CLUK have some expertise.</p> <p>Action – IB & MA to take this to LGPAP for consideration about what can be done to grow understanding collectively.</p>
	Future meeting topic	<p>Following some discussion on the decline of music education in schools, Executive Members felt that this ought to be an agenda item for a future meeting and given the issues around inclusion, social mobility and skills we should invite the wider membership. CLOA have joined the lobby group Bacc for the Future.</p> <p>Action – HB to invite the founder of Bacc for the Future/Ofsted/ACE/UK Music for a panel discussion.</p>
	Dates of next Executive meetings	<p>Tuesday 25th June 2019 AGM City Hall London</p> <p>September 2019 Wales venue tbc</p>