

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 22nd April 2020
Place:	Virtual via Microsoft teams
Times:	0930 – 1200
Participants:	CLOA Executive – Val Birchall, Alison Hibbert, Caroline O’ Neill, Chris Holliday, Debbie Kaye, Ian Brooke, Iain Varah, Ian Jones, Ishbel Murray, Jane Wilson, Jayne Knight, Mark Allman, , Nigel Lynn, Polly Hamilton, Stefania Horne, Sue Thiedeman, Symon Easton, Tony Witton, Vincent Paliczka, CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	John Wileman, Julie Russell, Matt Partridge

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	Minutes of meeting 21 st January 2020 were circulated in advance of the meeting and agreed as an accurate record. Work to further explore ‘cold spots’ started, with some Executive Members contributing local knowledge. However, this has paused due to limited capacity during the ongoing Covid-19 crisis.
2	Covid-19 – Impact on the sector	Executive Members were invited to contribute thinking in advance of the meeting via the Executive LinkedIn Forum around the following points: <ul style="list-style-type: none"> •Key issues for service delivery and any replicable solutions/adaptations •Unintended consequences arising •Priorities immediate and moving forwards •Requests – this may be that CLOA highlight specific problems to other bodies, help identify support, undertake collective action A separate document is available that captures these comments. CLOA is engaging in the National conversation through the Local Government Physical Activity Partnership (LGPAP), which is meeting weekly to discuss the practical implications and is beginning to think about co-ordinating actions around remobilisation and how to reposition for the future. IB – Chairs this group and acknowledged that there is ‘reduced

		<p>bandwidth' to think about the future amongst LA's, as many are focused on managing emergency responses. ukactive have recently been invited to join the conversation and the notes of the meetings can be found in the Executive LinkedIn Forum. Sport England has put together a framework of consultants to help, which may enable the LGPAP group to do something collaboratively.</p> <p>CLOA are also engaging in the national debate for Culture via the LGA & Partners/ACE Covid-19 group, which includes CLUK, Core Cities, Key Cities, NCVO and Rural Services Network. The focus of the group is to consider the impact of the central government response to the arts, museums, libraries and heritage sectors and make recommendations for policy.</p> <p>VB – has posted updates about this group in the Executive LinkedIn Forum and would welcome any observations or recommendations.</p> <p>JW – noted that Let's Create, the ACE 10 year plan focused on everyday engagement, however their emergency fund is focused on supporting those that have previously been publicly funded and are already plugged into the ACE system, missing out significant parts of the sector and opening up a gap in support.</p> <p>Action – VB to raise this at the next meeting of the LGA & Partners/ACE Covid-19 group</p> <p>IL – advised that the LGA has written to the Secretary of State for Digital, Culture, Media and Sport (DCMS), Oliver Dowden to raise concerns about the future survival of the leisure sector. https://www.local.gov.uk/future-survival-leisure-sector</p> <p>Focus for LGA is on supporting gaps across the CTS sectors. Trying to establish an advocacy structure for recovery, which will initially be around the economy, but will also be seeking to influence around the communities agenda. Council Leaders have been clear that this isn't about resuming normality, but valuing the things that we are able to do, so Parks & Open Spaces have moved to the top of the agenda. The LGA CTS has also set up a coronavirus hub https://local.gov.uk/our-support/coronavirus-information-councils/covid-19-culture-tourism-leisure-and-sports</p> <p>The discussion moved onto recovery planning, what will an incremental reopening involve, what support is required?</p> <p>DK – highlighted the need to think about what communities need and want and repurpose services in response with the resources available. It isn't viable to expect LA's/Government to infill everything. Also felt that a National position was required for those client LA's; offering to support commercial contractors in isolation isn't necessarily going to save them.</p> <p>PH- heading up managing the deceased for Rotherham has</p>
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3	AGM	<p>HB – had circulated a draft programme for consideration in advance of the meeting and advised that initial conversations with speakers and the venue regarding potential postponement of the event had already been undertaken.</p> <p>This prompted a discussion regarding postponement.</p> <p>In the constitution it is stated that:</p> <p>12.1 An Annual General Meeting of the Association shall be held before the 1st September each year, except where in exceptional and unavoidable circumstances a reasonable extension to this is agreed by the Executive Committee.</p> <p>There were some differing opinions regarding this issue and, after some debate, it was agreed that a virtual AGM would be held as planned on 23rd June to meet the constitutional requirements with a conference convened later in the year, circumstances allowing, to bring members together and build on recovery best practice.</p> <p>HB – advised that for the AGM to be quorate a minimum of 25 members need to take part.</p> <p>The Executive felt that we should take the opportunity to use the Chairs Report to update members what CLOA has been doing for the sector re. Covid-19. A further incentive to join online would be to</p>

		<p>invite an inspirational speaker to give a short address or present a paper relevant to the local government sector.</p> <p>Action – HB to progress planning for a virtual AGM and seek input from an inspirational speaker</p> <p>Action – Executive Members to safeguard 23rd June 20 in their diaries and, where there is a Corporate membership in place, encourage other CLOA members to participate.</p> <p>Action - As the AGM will go ahead as planned on 23rd June, requests for nominations will be issued on 12th May.</p>
4	<p>Review draft budget for 20/21 - 1140</p> <p>Membership renewals</p>	<p>HB – circulated a draft budget in advance of the meeting and highlighted that: Pitchbooking have decided that in the current circumstances they are unable to renew as Associate sponsors and Morgan Sindall was going to be a new sponsor from 1st May, but they have ‘paused’ until post-Covid.</p> <p>VP – led a conversation regarding whether, due to the potential impact of Covid-19 on membership levels, we need to revise the Membership Fees estimate. This would lead to a deficit budget projection and impact on the reserves.</p> <p>It was agreed that some membership attrition was inevitable and that the draft budget would be revised based on a loss of 25% of membership income.</p> <p>Action - HB to liaise with Anelli Bryant, Finance Manager regarding a revised budget.</p> <p>The Executive also considered the issue of timing for membership renewals, which would under normal circumstances have been sent out w/b 6th April.</p> <p>HB – informed the Executive that several LA’s have already issued PO’s without these being requested as their Councils have instructed that small suppliers should not be adversely affected.</p> <p>NL –advised that severe financial cutbacks would follow as LA’s income from car parking, property and leisure has been lost. The true extent of the moratorium on spending is not likely to be evident until the next financial year, with subscription budgets and discretionary services at risk.</p> <p>CLOA has been in discussions with Sport England regarding the implications of a potential loss of members and actual loss of sponsorship. They have devised a Sector Partner Fund; however it focuses largely on ‘immediate financial distress for organisations with a risk of ceasing operations due to the ongoing crisis.’ CLOA are not currently in this position.</p> <p>It was agreed to start issuing renewal notices along with a communications message about the importance of leisure/culture and collective support and action through CLOA.</p> <p>Action - HB to respond to Sport England to advise that we can’t currently demonstrate ‘immediate financial distress’, but may wish</p>

		<p>to be considered at a later point.</p> <p>Action – HB to instruct Anelli Bryant to begin issuing renewal notifications</p> <p>Action – VB to draft a short message to members for incorporation in renewal</p>
5	A.O.B Events cancelled	<p>HB advised that two CLOA affiliated events had needed to be cancelled - <i>Maximizing the benefits from your leisure centres</i> and <i>Navigating Local Systems evaluation</i>.</p> <p>SH – queried whether the former event could be delivered virtually.</p> <p>Action - DK to liaise with IB regarding the potential, however Covid-19 has had a dramatic impact on the proposed content for the event.</p>
	Dates of next Executive meetings	<p>Tuesday 23rd June 2020, AGM virtually via Microsoft Teams</p> <p>Friday 25th September 2020 Arts Council England Offices, London</p> <p>Tuesday 19th January 2021 The National Archives, Kew</p> <p>Wednesday 21st April 2021 The Hepworth, Wakefield</p>