

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Friday 25th September 2020
Place:	Virtual via Microsoft teams
Times:	0930 – 1145
Participants:	CLOA Executive – Val Birchall, Alison Hibbert, Caroline O’ Neill, Chris Holliday, Debbie Kaye, Ian Brooke, Iain Varah, Ian Jones, , Jane Wilson, John Wileman, Julie Russell, , Nigel Lynn, Polly Hamilton, Stefania Horne, Symon Easton, Vincent Paliczka, CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	Matt Partridge, Jayne Knight, Sue Thiedeman, Ishbel Murray, Mark Allman, Tony Witton

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	<p>Minutes of meeting 22nd April 2020 were circulated in advance of the meeting and agreed as an accurate record.</p> <p>Following on from a submission to the Senedd’s Impact of Covid-19 Inquiry, CLOA has been invited to give oral evidence to the Culture, Welsh Language and Communications Committee about how the pandemic has affected the arts sector.</p> <p>CO’N will act as our representative for the session on the morning of Thursday 15 October.</p>
2	Strategic Relationship Plan	<p>A paper was circulated by DK prior to the meeting, which summarised the discussion at the Executive Meeting in April.</p> <p>The current context has highlighted that a number of relationships don’t appear to be progressing our objectives despite time and energy invested.</p> <p>Given the constraints on our capacity, it is now important to identify the HIGH VALUE/INTEREST and HIGH POWER strategic relationships whereby we can best influence with a view to focussing on a smaller number of relationships where we can really bring value.</p> <p>A discussion was led by PH using a stakeholder mapping process to identify who we should give most attention to and those we can afford to give minimal attention.</p> <p>The Stakeholder Mapping tool was adapted to reflect CLOA’s own strategic goals:</p>

		<ul style="list-style-type: none"> • Strengthening our Capacity • Extending our Influence <p>In addition to prioritising only key strategic relationships the proposal was for CLOA to spend more time on influencing outwards rather than just upwards with sector leads – to deepen relationships across the piece, build capacity in the sector and a better understanding and awareness of the issues and opportunities insofar as they relate to our objectives. This could take the form of more regional and sub regional working with related agencies and other partners such as Combined Authorities, Regional Growth Partnerships.</p> <p>Managing our relationships this way will require a better a way of connecting with each other.</p> <p>DK & PH proposed a monthly catch up of 1.5 hours to discuss how we connect and broaden our strategic relationships, so it depends less on personal connections and enables us better to influence as a collective association.</p> <p>There was a general consensus that this would be of benefit and the following Executive members volunteered to take the work forward: JaneW, JR, IB, SH, CO’N SE, JohnW.</p> <p>We will become more powerful to our membership if we shape the collective voice.</p> <p>Action – Other Exec members to self-identify to help further populate the stakeholder map and develop work around key actions.</p> <p>Suggestion that outside of core hours might work whereby the day to day work doesn’t interfere.</p> <p>Action - HB to reshare the draft stakeholder map and organise a further meeting to finalise.</p> <p>Action - Future time within the core CLOA Executive agenda will be allowed for feedback on strategic relationships and to track those that are growing/ faltering.</p>
3	Virtual Round Table Programme	<p>In advance of the meeting HB had circulated a short paper describing the purpose, format and roles in relation to the virtual roundtables. Also the current programme and further offers from people to lead/support sessions.</p> <p>The Tourism & Visitor Economy Roundtable, hosted by NL was attended by 8 people. The notes are available on the CLOA Members LinkedIn Forum. They include an overview of the lobbying work that is underway via the District Council Network (DCN) Task and Finish Group and conversations with government ministers.</p> <p>The session also acted as a mechanism for collating views to lobby the government on how they can further support the visitor economy to recover effectively via quick wins and over the longer term.</p> <p>The conversation between participants is summarised in the</p>

		<p>document and includes a number of recommendations that DCN have already identified that align with these concerns.</p> <p>HB advised that there has been a strong sign-up from the membership for the Climate Emergency session (24 people), which was scheduled to take place after the CLOA Executive meeting. This suggests that thematic rather than sector specific roundtables may have a greater appeal.</p> <p>It was agreed that a further building a programme of relevant and cross-cutting virtual roundtables, offered an opportunity to raise the profile of CLOA, connect with membership and draw messages through to inform our lobbying position with strategic partners.</p> <p>It was also agreed that eligibility to attend virtual roundtables could be extended to colleagues within LA's who hold a current CLOA membership.</p> <p>There is a need to confirm more of these sessions soonest and DK asked all of the Executive to think about how they can contribute to the programme and find some time to help lead these networking events.</p> <p>Action – All to put forward proposals to HB with an outline of the content for the theme, any suggested guest speaker and a proposed date by 16th October.</p> <p>Action - HB to promote the programme to sector magazines and highlight how non-members can join CLOA.</p> <p>Action – HB to share programme with IL for inclusion in the CTS ebuletin and help drive 3 months free offer.</p>
4	Feedback from Diversity Discussion	<p>The session was open to the wider Executive and membership however only VB, DK, PH, JW and HB took part in a discussion on 9th September. The purpose was to identify practical actions CLOA should take to ensure we are actively supporting the progression of a diverse pool of culture and leisure professionals at all levels and that all of our members can be confident of a warm welcome onto the Executive Committee.</p> <p>The proposals that came forward are as follows: For CLOA to implement a programme of improvement to ensure diversity is both embedded within the governance of the association and supports emerging leaders from BAME backgrounds. The programme would involve:</p> <ol style="list-style-type: none"> 1. The Executive sharing best practice and data on diversity within their own culture and leisure teams. <p>Action – All to add to the CLOA Executive LinkedIn Forum, which is a closed space for the group to share and connect.</p>

		<p>2. The Executive to share articles/blogs/documentaries etc to create a 'reading list' that will encourage and open up discussion on the topic. Action - All to add to the CLOA Executive LinkedIn Forum.</p> <p>3. An expert on diversity issues invited to address the Executive to discuss how others have successfully embedded diversity principles within their organisation. C O'N suggested Hardish Virk https://www.hardishvirk.com/ VB suggested Jacqui Francis http://adinamay.co.uk/ Action – All to send suggestions to HB so that we have a shortlist of possible advisors.</p> <p>4. Allocate a number of protected spaces on the Executive Committee for BAME members of CLOA. This would require a constitutional amend to be drafted in readiness for approval by the April Executive at the latest. To put it into practice we would need to contact specific CLOA members and encourage them to stand.</p> <p>VP/NL – reflected on the progress that has been made and highlighted that, during their time involved in the Association, significant progress to balance gender representation on the Executive has been achieved (currently there are 11 women and 11 men). The need to avoid tokenism was also aired and there was a feeling that diversity should not purely be focused on ethnicity. However, CLOA haven't undertaken a diversity audit of the Executive that would provide information about non-visible differences. It was felt important therefore, to take guidance from an expert prior to reserving spaces on the Executive.</p> <p>It was also suggested that positive messaging about the association welcoming members from diverse backgrounds onto the Executive ought to be highlighted more. It was explicit in the call for nomination this year, but ought to also be evident on the website. Action – HB to review web content and emphasise the Executive welcome people from all backgrounds.</p> <p>PH – flagged up the power of allyship and the role of the Executive Committee in encouraging others to come forward. JW – suggested that Executive Members might be interested in joining an online event Culture is bad for you, which will examine the connection between culture and social inequality. IL – suggested bringing someone in from LGA Workforce team who is looking at this issue for local government as a whole. They are appointing Equality champions. Furthermore the Be a Councillor campaign aims to increase the pool of talent from which councillors are elected.</p>
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		Action – HB to organise for an Expert to participate in next meeting to help establish next steps.
5	<p>General Updates: Local Government Physical Activity Partnership and 'Think Pieces'</p> <p>DCMS and continued advocacy need</p> <p>LGA update</p>	<p>IB advised that during the initial lockdown period LGPAP met weekly, then fortnightly and now meet monthly. ukactive has joined the conversation and also the Sports for Development Coalition. During the pandemic attendance has been really good and the value of a body focused on public leisure provision is particularly evident. Good profile was achieved for Think Piece 2 Why an active community needs to be at the heart of renewal and it was referred to by the LG information unit.</p> <p>CLOA submitted written evidence to the Digital, Culture, Media and Sport Committee's Inquiry into the Impact of Covid-19 on DCMS sectors. We were not however invited to give oral evidence. Furthermore, although IV was asked to contribute to the Libraries sub-group of the Cultural Renewal Taskforce, our request to also be included as part of the Recreation and Leisure sub-group was rejected.</p> <p>There was an acknowledgment regarding the difficulty of connecting with DCMS across all areas of specialism and recognition that we need to advocate about why local government officers are important policy specialists and have responsibility for a valuable public asset portfolio.</p> <p>LGA/CLOA/CLUK event <i>The future of public leisure and physical activity services</i> in the planning pipeline for 9th November. Aim to provide space for councillors and officers to share their challenges, local solutions, and collectively work together to maintain our physical activity offer in communities.</p> <p>The discussion will include the perspective and experiences of a Chief Executive, a Director of Public Health, and a Head of Service; breakout sessions with Community Leisure UK, Swim England, and the Lawn Tennis Association, to hear how they are working with councils and grassroots organisations to respond to Covid-19.</p> <p>Action - HB to support contacting the preferred speakers and by researching interactive tools.</p> <p>Working with ministers to help secure a package for supporting public leisure, lobbying to ensure the focus isn't just on 'national gems'. DCMS now have someone responsible for public leisure so incremental progress and greater opportunities for influencing. Working on a guide on how to bring services inhouse rapidly if needed, it will be published in stages.</p> <p>LGA is continuing to build the portfolio of case studies showing how LA's are responding to the challenges, innovating and adapting. Recent work includes a manifesto for local government on the visitor economy, this forms part of the LGA response to the comprehensive</p>

		<p>spending review.</p> <p>NL – dire warning regarding some councils that are thinking about withdrawing from supporting discretionary services and so lobbying MP's at local level is really vital right now.</p> <p>Improvement offer – Sport England officer training throughout the year and Cllr sessions ongoing. Arts Council England will be supporting a programme for portfolio holders and officers, which will commence with Libraries best practice.</p>
5	A.O.B	None
	Dates of next Executive meetings	<p>Tuesday 19th January 2021 via Microsoft Teams</p> <p>Wednesday 21st April 2021 The Hepworth, Wakefield</p>