

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Tuesday 19th January 2021
Place:	Virtual via Microsoft teams
Times:	0930 – 1145
Participants:	CLOA Executive – Val Birchall, Caroline O’ Neill, Debbie Kaye, Ian Brooke, Iain Varah, Ian Jones, Julie Russell, Nigel Lynn, Stefania Horne, Symon Easton, Vincent Paliczka, Jayne Knight, Sue Thiedeman, Ishbel Murray, Tony Witton, CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	Matt Partridge, Polly Hamilton, Alison Hibbert, Jane Wilson, John Wileman

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	Minutes of meeting 25 th September 2020 were circulated in advance of the meeting and agreed as an accurate record.
2	Proposed Constitutional amends	<p><u>Honorary Secretary</u></p> <p>VP – advised that the recent departure from the Executive of Mark Allman (Leeds Council and Past Chair of CLOA) due to voluntary retirement, had led to conversations regarding retaining skills and safeguarding organisational memory. In this context, the Executive were asked to consider the opportunity to modernise and reintroduce the role of Honorary Secretary, which has been vacant since the AGM on 14th June 13.</p> <p>HB - described for the Executive the primary roles of the Honorary Secretary as being one which previously included contract and performance management for delivery of administration services, signing off the minutes of Executive meetings and supporting planning for the annual conference amongst other requirements such as reporting the business of the Executive to the AGM.</p> <p>VP - added that critically the Executive can make use of any skill set available to it from its membership and that would include the Honorary Secretary role. MA had expressed an interest in this role to provide added rigour in the management of CLOA, but also to make his skill set readily available for any additional tasks the Executive may</p>

		<p>set. VP highlighted that Paragraphs 10.6 and 11.5.2 gave the Executive power to create officers with special responsibility on an annual basis and that he believed that MA fulfilled the requirements in Para 5.1 to be an Individual Corporate Member. However, in response to a question from the Executive, VP was unable to confirm that the consultancy that MA has aligned himself is a "small business" as required by the constitution and agreed to investigate further. The Executive agreed in principle that, subject to a future report in April, the role of Honorary Secretary be re-introduced and that VP should establish whether the consultancy MA has aligned with is a "small business".</p> <p>Action – VP to investigate further and produce a report in relation to the role of Honorary Secretary for the April Executive.</p> <p>Post meeting note: VP has established that the consultancy MA has aligned with comfortably meets the definition of a "small business" as detailed in the UK Companies Act 2006</p> <p><u>Succession Planning</u></p> <p>IB - Proposed reducing the time in the post of Vice Chair to a max of 3 years (currently there is no upper limit) to allow improved succession planning. This would enable other Executive members to benefit from the CPD the role offers and develop into readiness for progressing onto the role of Chair or to step back if they were unable to commit further.</p> <p>There was a discussion regarding the merits of this proposal and also whether it was preferable to retain openings for 3 Vice-Chairs or look to reduce back down to 2 officers.</p> <p>It was agreed to retain 3 Vice-Chairs, but to limit the time in office to a maximum of 3 years to enable improved succession planning.</p> <p>Actions - HB to draft a constitutional amend for the AGM.</p> <p>Actions – All to consider stepping up to the 2 available Vice-Chair roles from June 2021.</p>
3	Strategic Relationship Plan	<p>Between September and November 2020 the CLOA Executive convened virtually to prioritise the current importance of our existing strategic relationships using the Stakeholder Mapping technique. The aim being to identify which relationships, given CLOA's limited capacity, should be given most attention.</p> <p>Following on from this exercise, the nominated relationship leads were asked to answer a series of questions with a view to understanding the current status of the relationship.</p> <p>A report was then circulated collating the responses from each relationship lead, highlighting issues such as capacity, flagging up where the relationship could be improved and noting practical information in order to help steer the Executive Committee consider resource allocation moving forwards.</p>

		<p>The report also provided some headline recommendations from across the strategic relationships.</p> <p>DK – introduced the report and emphasised the following:</p> <p>Responsibility for strategic relationships moving forwards needs to be shared equitably, with the most relevant people leading, whilst also allowing opportunities for others to step forward and develop their skills. The critical element that has changed over the last months is the use of IT, which will make managing these relationships more efficient.</p> <p>Communication is key and consistent use must be made of the dedicated Executive LinkedIn Forum to ensure that there is clarity on the CLOA position prior to meetings. Likewise, the membership should be consulted on issues where relevant via the Members LinkedIn Forum.</p> <p>So that key developments can be reported back and insights gathered, a short update in advance of Executive meetings would be helpful. To share the workload it is proposed that each person has a max of 3 relationships each – 1 key player, 1 keep satisfied, 1 keep informed.</p> <p>Action – DK, VB & HB to review the allocation of responsibility to bring some balance to the workload.</p> <p>DK – asked the Exec to think about whether there was a key player relationship they felt it vital they retain and advise. Please also advise if you are thinking of stepping down.</p> <p>The next step is to look ahead at what the relationship needs and a horizon scanning working group session to inform the development of a forward plan for CLOA over the next 12 months.</p> <p>Action – All safeguard 23 March 5pm for 1 hour – Horizon scanning.</p> <p>Following on from the discussion under agenda item 2, it was also proposed that it was an opportune time to update and formalise the roles of the Chair, Vice-Chair, Immediate Past Chair & Executive Members.</p> <p>The drafts of these will be considered by a working group.</p> <p>Action - All safeguard 17 February 4pm for 1 hour – Roles & Responsibilities.</p> <p>TW - endorsed this approach, streamlining and clarification would be welcome.</p> <p>SH - agreed that a forward plan provided a good opportunity to make a difference.</p> <p>NL – ministerial relationships are really important, if we are going to influence policy, which is a priority for CLOA.</p> <p>VB – emphasised that it was important to make sure our view is a collective view and we need to actively put out a position.</p> <p>VP – agreed that there is a need to make sure that people don't solely give a personal point. Need to take a 'sounding board' approach.</p> <p>JK – suggested developing some sharp summaries about what we</p>
--	--	--

		<p>want to achieve.</p> <p>JR – agreed that key bullet points would be advantageous.</p> <p>Action - Leads for each relationship to develop 3 high level points by liaising across the Executive.</p>
4	Virtual Round Table Programme	<p>In advance of the meeting HB had circulated an update on the programme of virtual roundtables, detailing attendance and highlighting those events still to be planned.</p> <p>Following straight after the last Executive meeting there was a session on 'Climate Emergency' which was attended by 31 participants</p> <p>A further session entitled 'Culture under Covid' was hosted in mid-December by JaneW, JK, SE & TW attracting 38 people. Four case studies were created by the panel and these are available for download here.</p> <ul style="list-style-type: none"> • Using data to make the case, New Anglia LEP Culture Board - Jayne Knight • The challenge of balancing the Corporate COVID response with making the case for Culture under COVID. A District Authority experience – Jane Wilson. • Advice, Information & Support for Culture under COVID. Birmingham and West Midlands COVID Cultural Response Unit – Symon Easton • Retail Therapy an innovative cross sector partnership. Jasmin Vardimon Company and McArthurGlen - Tony Witton <p>Since circulating the update, a session focusing on Archives has been agreed for 16th February and will feature a keynote by The National Archives and Case Studies from Barnsley and Gloucestershire.</p> <p>As per previously agreed, as this is a specialist area, eligibility to attend will be extended to colleagues within LA's who hold a current membership.</p> <p>Action – HB to promote the session via dedicated email, LinkedIn, ebulletin and Twitter.</p> <p>NL – suggested that we aim to hold at least 4 virtual roundtables per year.</p> <p>ST - appealed for someone to support the Digital engagement session.</p> <p>C'ON offered to contribute a case study on how theatre productions and arts activities moved online in Wales. Also offered to contribute.</p> <p>In order to ensure it is of broad interest, a leisure element/p.a element would be welcome.</p> <p>Action - HB put a call out in cover email to Executive.</p> <p>DK – suggested future sessions might be held on topics that we don't have best practice to share, for example Doughnut Economics and we could invite external experts.</p> <p>Action – HB to ask members what they would like to learn more about via the ebulletin and LinkedIn forum so that we can create a 'wishlist'.</p>

5	Finance Update	<p>A financial update was circulated in advance of the meeting. VP - talked through the budget variables and highlighted that although projected membership figures were based on 25% reduction in the wake of the Covid-19 crisis, there instead been a small increase. Membership (currently stands at 358 with 7 Retired, 75 Individual and 46 Corporate members).</p> <p>Currently our Finance Manager anticipates a surplus of around £4000 will be generated.</p> <p>HB - Furthermore, recently an agreement with Big Wave Marketing has been negotiated that sees them acknowledged as Associate Sponsor from 1st January on a contra deal that includes website maintenance, annual hosting and 10hrs development plus a part payment of £1610.</p> <p>VB – queried the amount current held in reserve.</p> <p>HB – advised that this was £26K</p> <p>There was some discussion regarding how much it was prudent to hold and whether this should be invested differently. It was agreed that a good principle was to hold at least 6 months running costs in reserve.</p> <p>Action – VP/HB to draft a Reserve policy for consideration at April Executive.</p>
6	AGM 21	<p>In June 20 the CLOA AGM was held virtually for the first time ever and 45 members participated. There was a single keynote speaker, Dr Daisy Fancourt, who gave a presentation on the findings from the National study into the psychological and social effects of Covid-19 in the UK.</p> <p>The Executive were asked to consider whether, due to the ongoing uncertainties regarding hosting large gatherings, it would be prudent to again plan a virtual event.</p> <p>The consensus of opinion was to hold a virtual event.</p> <p>JK - MS Teams has been updated so that you can have breakout sessions, we should aim to offer these on specific topics.</p> <p>The Executive discussed content and potential theme.</p> <p>VB - recovery issues, Levelling up and Future Opportunities are all likely to be of universal interest.</p> <p>JK – suggested that a forward looking ‘think piece’ on what’s been learned and what’s changed</p> <p>JR – building back fairer and tackling the widening inequalities caused in the wake of the pandemic.</p> <p>IB – ‘Building back better’ as a theme allows for a raft of opportunities for breakout sessions, post pandemic issues that will come to the fore such as deconditioning in older adults, obesity etc</p> <p>DK – cooperative communities, how we build on the relationships developed during Covid. ‘Communities First’ suggested as a potential theme.</p>

		<p>Potential speakers were then suggested.</p> <p>DK - keynote inspirational speaker plus a video to illustrate case studies.</p> <p>NL – Dr Daisy Fancourt with an update on the Covid-19 Social Study how behaviour changed, what people’s attitudes and preferences are now for culture and sport activities.</p> <p>TW – alternatively there is some research being led by the Centre for Cultural Value/Audience Agency looking at the impact of Covid-19 on sector.</p> <p>It was agreed that the AGM should take place w/b 21 June.</p> <p>Action – HB to organise a meeting of the AGM Working Group DK, VB, JR, CO, TW, SE to progress ideas.</p> <p>Action - AGM Working Group to report back to the April Executive meeting with a draft agenda for the event.</p>
7	<p>General Updates: Local Government Physical Activity Partnership and publication</p> <p>LGA update</p>	<p>IB – advised that LGPAP was seeking to take a more systems based approach. LGPAP is planning to develop a collective response to climate change from the leisure/p.a sector in readiness for the UN summit in Nov in Glasgow. An exploratory session will focus on identifying a position statement on what the sector can do in response to the climate emergency, where the opportunities are, how the sector needs to change etc.</p> <p>Action - Volunteer needed to represent CLOA at a session to pool thinking.</p> <p>Following on from giving oral evidence to the House of Lords Select Committee on a National Plan for Sport & Recreation, an ‘ask’ has been submitted that LGPAP is mandated as a statutory consultee for government strategies and policies that include physical activity. Furthermore, CLOA is working with APSE/LGA on a publication ‘Sport and Leisure Services: Resume or Reset post COVID-19?’</p> <p>The purpose of research is to provide a rounded assessment of the current challenges facing local authorities due to COVID19 pandemic and assess how this may fundamentally affect the future shape of Sport and Leisure services. APSE are hosting the hub for this work and if you would like to keep informed about the research please add your details here.</p> <p>LGA team are currently focused on supporting leisure provision through the National Leisure Recovery Fund, through high level advocacy at political level and working with Sport England. LGA conference on ‘Reimagining the future of public leisure’ will feed into the APSE research work detailed above.</p> <p>Economic recovery is seen as a key priority and so too the mental wellbeing crisis that will be the legacy of the pandemic. Budget decisions are likely to impact on provision, and so creative delivery models will be required. The Levelling Up Fund prospectus should be</p>

	Navigating Local Systems	<p>available next week, there was a thread for culture and sport was also mentioned. Better engagement with DCMS is a focus; the pandemic has thrown into relief that as a department it is less outward looking. LGA are looking to see how they can gain better traction and planning to set up a place based group that focuses on local government. On a positive note, Neil Mendoza now wants to meet the CTS Board. Diversity and inclusion is the final priority with an equalities champion appointed.</p> <p>VB – asked how does CLOA lock in to that dialogue, how can we have a joined up approach to advocacy for culture and sport.</p> <p>IL – committed to inviting CLOA to conversations with DCMS and other relevant discussions so that Ministers get a direct briefing from the frontline.</p> <p>Action – IL/VB to develop a summary item from CLOA on the role of the sector in recovery for the next CTS Board.</p> <p>VB – the roundtables with Arts Council England and other cultural bodies have opened up an opportunity to set up a counterpart to LGPAP and are meeting to discuss 3rd February.</p> <p>HB advised that the learning resource for the CLOA/Sport England project Navigating Local Systems is being finalised, this comprises of:</p> <ul style="list-style-type: none"> • a document outlining the process, case studies from Wakefield, Luton and Liverpool, plus a section on tools and techniques • a series of video testimony from the facilitators with ‘top tips’ <p>It is hoped to cascade this by the beginning of February and consideration is being given to a complimentary webinar resources permitting.</p>
8	A.O.B	None
	Dates of next Executive meetings	Wednesday 21st April 2021 via Microsoft Teams 0930-1200