

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 21st April 2021
Place:	Virtual via Microsoft teams
Times:	0930 – 1300
Participants:	CLOA Executive – Val Birchall, Alison Hibbert, Caroline O’ Neill, Debbie Kaye, Ian Brooke, Iain Varah, Ian Jones, Julie Russell, Nigel Lynn, Stefania Horne, Symon Easton, Vincent Paliczka, Jane Wilson, Matt Partridge, Sue Thiedeman, Ishbel Murray, Tony Witton, Mark Allman CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete, WLGA Observer – Sharon Davies
Apologies:	Polly Hamilton, John Wileman, Jayne Knight

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	Minutes of meeting 19 th January 2021 were circulated in advance of the meeting and agreed as an accurate record.
2	Constitutional amends	IB - introduced the draft constitutional amend, which had previously been discussed at the January 21 meeting for Vice Chair & Honorary Secretary. It was unanimously agreed by all those in attendance. At the forthcoming Annual General Meeting on 23rd June 21, members will be asked to support a resolution that limits the time in the post of Vice Chair to a max of 3 years to allow for improved succession planning. They will also be asked to support the reintroduction of the role of Honorary Secretary. Action – HB to circulate constitutional amends with AGM papers
3	Honorary Secretary – co-optation of Mark Allman	VP - confirmed Mark Allman’s eligibility for Individual Commercial membership of CLOA under 5.1 of the constitution. He then went onto advise that although this type of member cannot be elected to serve on the main body of the Executive Committee (5.4), under 10.6 and 11.5.2 of the constitution the Executive can appoint from membership on an annual basis any Special Responsibility officers as it deems necessary to fulfil the mission and purposes of the Association.

		<p>The role of Honorary Secretary is a Special Responsibility and as such falls within the power of co-option afforded to the Executive.</p> <p>Mark Allman was proposed by VP for co-option into the role of Honorary Secretary and seconded by Ian Brooke.</p> <p>MA's nomination was approved by those in attendance and he was then invited to join the meeting.</p>
4	Equality, Diversity and Inclusion statement	<p>A draft statement outlining CLOA's commitment to equality, diversity and inclusion was presented to the Executive Committee. It builds on previous work including expert support from Jacqui Francis.</p> <p>VB - introduced the EDI statement, expressing that it makes an explicit commitment to the sector and the aim of this work is to improve the experience of our members, help them in their professional role and make our organisation more diverse.</p> <p>The EDI statement was adopted by the Executive with some minor amends.</p> <p>VB – suggested that the next step is to develop an EDI action plan. A discussion followed regarding actions that might be taken to improve accessibility, such as the introduction of easy read documents and translations. Safeguarding issues and making adjustment for marginalised individuals were also raised. As resources would need to be considered carefully, it was agreed that an EDI sub-group should take this work forward and a number of Executive Committee members volunteered.</p> <p>DK – had previously suggested that this should be informed by an anonymous survey of members, so that we have an understanding of the make-up of the association in term of protected characteristics.</p> <p>Action – HB to set up a meeting of the EDI sub-group which will include VB, DK, C'ON, JR, VP, JW, MP.</p> <p>VB – advised that to actively recruit more diverse members onto the Executive the ratified EDI statement will be promoted at the same time as the call for nominations.</p> <p>Action – VB to write a statement to include in the call for nominations</p>
5	Roles & Responsibilities – Executive Committee Member	<p>A working group meeting was held on 17th February 21 and the latest document circulated reflects the feedback given for the roles and responsibilities of an Executive Committee Member.</p> <p>A question was raised regarding what action would be taken against those Executive Members that may not be contributing sufficiently.</p> <p>HB – suggested that a clear way to identify this would be by linking it firmly to the existing self-assessment form.</p> <p>IB – also flagged up that it is the role of the Chair to have conversations with those 'coasting'.</p> <p>MP – suggested that when the roles and responsibilities of the Chair & Vice-Chairs are updated there should be a stronger emphasis on the need to be outward facing in terms of developing relationships.</p>

		<p>Action – HB to update roles and responsibilities of Chair, Vice-Chair and Immediate Past Chair in line with the final Executive Committee Member version.</p> <p>Action – HB to work with VP and MA to draft role and responsibilities for Honorary Treasurer and Honorary Secretary.</p>
6	Draft Budget & Reserve policy	<p>A draft budget for 21/22 was circulated in advance of the meeting. VP - talked through the budget projection, which is based on static membership retention.</p> <p>HB – gave an update on progress regarding reissuing membership subscriptions, which is going well.</p> <p>DK – asked that a ‘Big thank you’ be minuted to acknowledge members prioritising their subscription.</p> <p>No increase in membership subscriptions has been proposed for introduction at April 22/23. As any increase needs to be ratified at the AGM there is a long lead in time.</p> <p>Action – Membership fees to be an agenda item for January 22.</p> <p>VB – noted that the allowance for Executive meetings has been halved and expressed a desire that these will resume in person. It was agreed to increase this budget line to reflect.</p> <p>Action - Increase in budget for Executive meetings to £300 for final budget proposal.</p> <p>The Executive approved the budget for presentation at the AGM. 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> <p>At the last meeting there was some discussion regarding how much it was prudent to hold in reserve and whether this should be invested differently.</p> <p>VP – explained that further consideration had highlighted that the only significant commitment CLOA holds is the contracted annual fee for administration. This is a decreasing commitment throughout the year. There’s a need to think about what amount of risk to take in developing initiatives whilst also protecting the contract.</p> <p>DK – queried whether we would not be eligible for funding from other bodies due to the level of our reserves?</p> <p>JW – advised on the approach taken at ADUK, which allowed for a controlled closure.</p> <p>It was agreed that a good principle was to hold at least 6 months running costs in reserve. Some Executive members felt that CLOA should start thinking about spending the additional income on planned project activity. Other members felt a need to act cautiously and consider worst-case scenarios.</p> <p>DK – suggested a blue-sky risk assessment. For example, what if the government decide to impose a moratorium to prevent LAs from paying for professional memberships on behalf of their staff? At</p>

		<p>which point CLOA may need to reduce individual fees.</p> <p>It was also suggested that the reserve is split into 'protected reserve' and a reserve that the Executive can make decisions regarding allocation.</p> <p>Action – VP to formulate a reserve policy proposal for June AGM</p>
6	AGM 21	<p>HB - circulated the draft AGM programme and advised that CLOA has secured Colin Jackson CBE, Great Britain's Legendary Hurdler, star of Dancing on Ice & Strictly, as <u>keynote speaker</u>. Colin also speaks on topics of diversity, inclusion and mental health and so it was felt he would be an inspirational addition to the programme. His fee is £1500, which would have been spent on hospitality at a meet in person event.</p> <p>ST, JK and JR have all volunteered content for '<u>Next slide please</u>' element of the programme, which will showcase innovation in delivery and stimulate thinking.</p> <p>As the offered content is videos so far; HB expressed a concern regarding the possibility of technical issues in streaming from rural Suffolk and asked for support from an Executive Member based in a city area.</p> <p>Action – relevant Executive to consider offering support for this element.</p> <p>It was agreed that sport, leisure, parks needed to be covered too.</p> <p>VB – offered to contribute on Sport in Parks</p> <p>SE – offered to contribute on Commonwealth Games</p> <p>NL – offered to contribute on Dog Fouling.</p> <p>Action – HB to liaise with relevant Executive members and also make a call out to whole CLOA membership for upbeat 5 min, single slides or videos to illustrate practical placemaking.</p> <p>Action – if more content is offered than time permits, these will be added to the CLOA website.</p> <p><u>Sponsors Platform</u> HB – advised that part of the sponsorship package was a platform at the AGM to showcase services.</p> <p>It was agreed that this should be offered as a virtual benefit this year to reinforce CLOA's commitment and thank sponsors. Sponsors will be asked to ensure their slot is engaging. Executive members will identify questions to ask to get a discussion going.</p> <p>Action – HB to contact sponsors and advise of this opportunity.</p> <p><u>Panel session</u> – Laura Dyer, Deputy Chief Exec from ACE has agreed to participate and so too has Sarah Powell CEO of Sport Wales.</p> <p>A discussion ensued regarding who else might be approached to contribute and talk specifically about collaborative working with Local Government.</p> <p>ST – suggested Ros Kerlake, CEO of the National Lottery Heritage Fund.</p> <p>NL – felt that Visit Britain would be an option as money will be</p>

		<p>available for growth aligned to tourism and culture.</p> <p>IL - Patricia Yates spoke at CTS conference and offered to connect up. It was also suggested that as the LEPs are leading on community renewal funding, it might be useful to have a representative.</p> <p>MP – advised that the Chair of Herts LEP was also Chair of the National LEP Board and offered to help connect.</p> <p>DK – NCVO are powerful in representatives for the community & voluntary sector.</p> <p>Action – HB to follow up on the contacts suggested.</p> <p>It was felt that 4/5 panellists would be optimum. And there was broad agreement that a key question for the panel was how they will be collaborating with LA's to deliver on the placemaking agenda, as this would engage the whole of the CLOA membership. The question/s need careful framing so that they can be circulated in advance.</p> <p>Action – VB & DK to work with HB on developing the questions for the panel.</p> <p>ST – asked whether the event could be opened up to non-members given there would likely be great interest in Colin Jackson as a keynote speaker?</p> <p>There were a number of concerns aired about this approach.</p> <p>IB – felt over 100 attendees made for a really impersonal event.</p> <p>DK – highlighted the need to protect the value in CLOA membership. It was decided not to charge for event attendance, rather to link attendance to taking up the 3 month free trial offer, which provides sufficient time for potential members to experience the benefit of the regular ebuletin and other events such as the roundtables. This was felt to offer a more long-term strategy for generating income via membership growth.</p> <p>Action – HB to draft wording for a 3 month trial that includes attendance at the AGM and share with the Executive.</p>
7	General Updates: Navigating Local Systems	<p>HB advised that the learning resource for the CLOA/Sport England project Navigating Local Systems has been published. It focuses on driving change in the local system to increase physical activity within communities and comprises of:</p> <ul style="list-style-type: none"> •What we did and why? •Learning and advice from the three places involved •Video summaries from the three facilitators that provided support and guidance to each place •Practical tools and techniques that you may want to try <p>Furthermore, a virtual roundtable session was held on Tuesday 20th April. 39 people attended to hear more about the work that has been undertaken in Wakefield, Luton and Liverpool and reflect on how they might test elements of this approach in their locality.</p>

	<p>The Future of Local Authority Sports & Leisure research</p>	<p>CLOA is working with LGA and APSE on a research project to explore the future of local authority sports and leisure services following the seismic changes resulting from the pandemic.</p> <p>This research is exploring how, by embracing a more collaborative, systems-based approach to addressing physical inactivity, local authorities can influence and shape the look and feel of a locality. The research will provide evidence-based guidance for councils (by councils) at a time when many will be reviewing these services. It will help councils to reflect on what they are currently delivering, whether there is a need to reconsider the role they play in supporting better place-based outcomes, including post COVID recovery, and help to identify the risks and challenges if local authorities stop services due to a lack of funding.</p> <p>More information about the project can be found here.</p> <p>The survey has already received 259 responses from across the UK. Members of the CLOA Executive participated in a consultation session to inform the thinking on Thursday 25th March.</p> <p>Further sessions are planned over the coming weeks with sector lead organisations, key partners and stakeholders.</p> <p>MA - shared some initial key findings emerging from the consultation process to date. General discussion followed amongst the Executive regarding these emerging findings.</p>
	<p>LGA update</p>	<p>IL – advised that the priority has been to engage DCMS through the CTS Board and recently the Minister for Sport was invited. It does not seem likely that there will be future rounds of the National Leisure Recovery Fund. The issue is falling between MHCLG and DCMS, who report not hearing enough from councils regarding the funding issue for leisure facilities.</p> <p>NL – agreed that it would be difficult to get leisure funding moving forwards and that from conversations through DCN, it seems the government perspective is that this is a private sector issue. There is a need to emphasise the growth and wellbeing agendas.</p> <p>Action – Executive Members urged to write a letter to their MP.</p> <p>IL - felt that Neil Mendoza, Commissioner for Cultural Recovery and Renewal, will challenge the DCMS on their engagement level with LA's and so the LGA will be working with him on recovery. Also, Tony Strutt, a Team Manager at DCMS, is reviewing how investment works across a place and has set up a meeting with LGA & CLOA representatives to discuss this.</p> <p>JR – added that she has met with Neil Mendoza on behalf of Wakefield Council and has encouraged him to connect with CLOA. Can IL nudge this?</p> <p>There are a couple of consultations that LGA are submitting formal responses to that Executive Members are invited to share views on:</p>

		<p>Major Sporting and Cultural Events Inquiry Review of Destination Management Organisations</p> <p>IL – has sent a slide set of key facts and figures on council Culture & Leisure services to DCMS/Oliver Dowden showing the investment made by councils.</p> <p>Action – HB to circulate these in confidence.</p> <p>Action – SD to be invited to give an update on WLGA at future meetings.</p>
8	<p>A.O.B Elections</p> <p>Climate Change & Physical Activity Working Group</p> <p>AHRC consultation</p>	<p>Nominations forms will be circulated on 12 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> <p>IB – circulated a paper in development by the Climate Change sub-group of LGPAP. They are looking to present a more systemic view of the challenges, and working towards lobbying government linked to COP26, which will take place in November.</p> <p>If anyone has any further thoughts about ‘asks’ then share with MA, IM or IB to feed through to the main group.</p> <p>CLOA has been invited to participate in an AHRC project researching Towns and the Cultural Economies of Recovery to better understand the roles of the creative, cultural and heritage industries in the context of ‘levelling up’ in towns. A virtual consultation session is planned for 6th May.</p>
	Dates of next Executive meetings	<p>September 21, January 22, April 22</p> <p>To be confirmed after the election of a new Chair</p>