

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 29th September 2021
Place:	Virtual via Microsoft teams
Times:	0930 – 1300
Participants:	CLOA Executive – Debbie Kaye, Caroline O’ Neill, Ian Brooke, Julie Russell, Iain Varah, Ian Jones, Nigel Lynn, Stefania Horne, Symon Easton, Vincent Paliczka, Matt Partridge, Ishbel Murray, Tony Witton, John Wileman CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete, WLGA Observer – Sharon Davies
Apologies:	Karen Whitfield, Jayne Knight, Mark Allman, Val Birchall, Jane Wilson, Jane Wilson, Sue Thiedeman

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	Minutes of meeting 21st April 2021 were circulated in advance of the meeting and agreed as an accurate record. Matters arising – DK advised the Executive that Val Birchall has ceased working at Coventry City Council. VB has stated a desire to continue in the role of Immediate Past Chair, which was welcomed.
2	The Future of Local Authority Sports & Leisure research	DK - ‘Securing the future of public sport and leisure services’ summary report has now been published. This is the culmination of a research project led by APSE in partnership with the LGA and CLOA to explore the future of public sport and leisure services, following the seismic changes to the sector as a result of the health pandemic. It evaluates the current state of public sport and leisure services and sets out recommendations to ensure the survival and development of the sector. The report calls for £1billion in capital investment into the leisure estate to bring it up to modern design and environmental standards. It has attracted significant media coverage, with Dame Tanni Grey-Thompson, writing an article for the MJ highlighting that councils play an integral role in delivering health goals for their local areas. DK - flagged up that we now need a clear path to address the key issues and progress the recommendations. Action – Follow up agenda item for Executive meeting in January.

		<p>IB - The report was about getting us off the starting blocks; now we need to work hard to follow up. The work of LGPAP will be important to establish more structured engagement re. Rec 7, Alison Burford (seconded to LGPAP) is already making progress.</p> <p>The report should give places a resource for engaging locally, e.g. in Oxford IB is using it with the Oxfordshire P.A leadership forum.</p> <p>NL – working through the LGA will drive home the carbon omissions issue and the appointment of Michael Gove as New Secretary of State for the Department for Levelling Up, Housing and Communities (LUHC) will help to make this happen.</p> <p>IL – The report is going to be sent to every MP and Peer. LGA are planning on creating a slide set briefing to help Heads of Service communicate key messages to their senior leadership and Councillors. Also, a series of briefings to explore some of the issues raised at the parliamentary launch inc. alternative financing and how it relates to integrated care; this will help to keep the messages live and LGA will also work with media partners.</p> <p>Action – IL to engage members of the CLOA Executive in creating the briefings.</p> <p>IL - On the issue of climate change; trying to push within LGA so that people are aware of the impact of the leisure estate.</p> <p>MP – asked for confirmation that the report would connect through to the planned Commission on Culture.</p> <p>IJ – using the document to gain traction in Wales, how in the future we can ensure that facilities are more self-sufficient.</p>
3	EDI Working Group Draft Action Plan	<p>CO’N introduced the draft EDI plan that has been developed by the working group who met on 27th July.</p> <p>The plan identifies the steps to drive improvement in following areas:</p> <ol style="list-style-type: none"> 1.Diversity and inclusivity of the Executive Committee 2.Diversity of the staff teams in leisure & cultural services, especially (but not exclusively) in management roles 3.Development of good EDI practice across the sector 4.Promotion of our commitment and visible demonstration of it in practice <p>The plan includes the appointment of an EDI Champion – VB has offered to lead this.</p> <p>C O’N invited the Executive to discuss the plan and consider whether we need external support to progress the work.</p> <p>NL – queries the terms ‘reaching out to ethnic minorities/promote and encourage applications from ethnic minorities’ – and asked how will we do this?</p> <p>DK – noted the point, but highlighted that progress on the plan needs whole Executive leadership not just involvement from the working group.</p>

		<p>IM –agreed it needs to be owned by the Executive and asked whether we need endorsement and/or oversight from a specialist to ensure terminology is consistent.</p> <p>MP – suggested an extra meeting of the EDI working group to refine all of the actions to ensure improved clarity.</p> <p>DK – felt the objectives were right, but agreed there needs to be more detail regarding how actions will be delivered, more consistent language. However, it will be iterative process to refine the action plan.</p> <p>JR – suggested that we involve key individuals across sector, so for example a CEO from disability-led arts organisation. But felt that we should make a start on some of the easier actionable points.</p> <p>SE – felt that we should more explicitly reference all nine protected characteristics.</p> <p>HB – advised that the EDI action plan needs to read in conjunction with the endorsed EDI statement, which fully recognises these. Discussion ensued regarding whether there should be actions to address and support all of the protected characteristics, However, it was noted that capacity dictated the action plan focus in on Ethnic minorities/Disability backgrounds.</p> <p>JW - felt that the timescales needed to be more flexible, given the volume of work involved. Also, that CLOA would benefit from looking at what other organisations are doing. And from being clear on what success looks like, as some of these aspirations are quite complex.</p> <p>VP – highlighted the need to work with real information; gathering EDI data to further our understanding of what the deficiencies are within our sector.</p> <p>IL – mentioned that LGA have some resources that maybe useful to draw on.</p> <p>DK – in summarising the discussion, proposed that the document is revised to reflect the comments made above. A final edit will then be circulated to the Executive. The EDI Group will also identify the support needed and propose back to the January Executive meeting.</p> <p>Action – HB to arrange a meeting of the EDI group (VB, Jane W, VP, MP, C O’N, JR, DK) to refine the action plan, identify additional resources required and take forward the actions.</p> <p>Action - Follow up agenda item for Executive meeting in January.</p>
4	Strategic Relationships update, feedback and reassignment of responsibilities if required	<p>Leads were asked to provide written updates for the top 3 quadrants or report ‘no progress’ and also give a verbal update on anything significant that needs the Executive input/steer such as consultations, new initiatives etc.</p> <p>Additional verbal updates were given by:</p> <p>SH - on Parks Management Association and Landscape Institute.</p> <p>IL - on LGA CTS Board composition and focus for the work programme. The CTS teams have handed over the Improvement work</p>

		<p>with Sport England and Arts Council England to the LGA Improvement Team, so that their focus can be more effectively placed on the APPG groups.</p> <p>TW – decision by ACE to focus on 54 priority places and need to identify ways of working with other Councils.</p> <p>HB – added that VB has recently attended the Local Gov Stakeholder mtg convened by ACE and had offered CLOA as a channel to draw on membership experience and knowledge of good practice.</p> <p>IL - LGA offering a series of roundtables focusing in on Place-based collaboration for culture and heritage.</p> <p>C O’N – flagged up that ACW is without a CEO and several senior posts. Lobbying ACW Chair Phil George for the investment review to be postponed due to this lack of senior leadership.</p> <p>NL – has resigned from DCN group due to move to take up post as CEO of West Berkshire Council.</p> <p>TW – Creative Industries Federation has launched a #WeAreCreative campaign and is encouraging people to volunteer as a Creative Champion.</p> <p>MP – alerted the Executive to the opportunity to engage Karen Murrell, Deputy Director Strategic Engagement and Partnerships within the Marketing Directorate at PHE. She would be happy to join a meeting to discuss PHE/CLOA further and potentially to work up a jointly authored proposal on how we can work together in the immediate future and some thoughts about strategic focuses for the longer term.</p> <p>Action – MP to invite Karen Murrell to attend the January Executive meeting as a guest for the final agenda item.</p> <p>Action - Reassignment of Sport England to Karen Whitfield instead of Alison Hibbert.</p>
5	Reserve Policy	<p>VP had prepared a draft reserve policy for consideration by the Executive, which was circulated in advance of the meeting.</p> <p>CLOA has built up financial reserves, which at the June AGM were recorded as amounting to £30,020.</p> <p>VP – summarised the position and invited the Executive to consider how much of the reserves should be restricted to meet operational commitments. Also, to think about how the unrestricted reserve might be allocated to further the priorities of CLOA.</p> <p>NL – proposed that £15K should be maintained within a restricted reserve in order to underwrite the administration contract. That some funds should be used to progress actions within the EDI plan and the rest kept to fund priority projects.</p> <p>There was general endorsement for this approach.</p> <p>VP – added that in order to ensure transparency it would be appropriate to clarify to members at the next AGM why we are holding the reserve pots.</p>

		<p>Action – VP to finalize the Reserves Policy outlining the rational and amount of protected reserve. Also, confirm the amount to be held in an unrestricted reserve and the priorities for this use.</p> <p>Action – Exec to think about how the unrestricted reserve might be used to further the aims of the Association.</p>
6	Virtual Roundtables and AGM 22	<p>In advance of the meeting HB had circulated an update on the programme of virtual roundtables, detailing attendance and highlighting events in the planning stage.</p> <p>In the last year CLOA has held sessions on Diversity & Inclusion, Tourism & the Visitor Economy, Climate Emergency, Culture under Covid, Topical Issues for Archives, Tackling Health Inequalities, Navigating Local Systems, 'The Future is Phygital'. Attendance levels have varied, but attracted a total of 229 participants across the series.</p> <p>MP – confirmed that he would be hosting a session entitled 'Working with LEP's to boost community and economic recovery' on 6th December 4-5.30. The session is a collaboration between CLOA and the LEP Network and Mark Bretton, Chair of the LEP Network, will give a keynote address. The session will also include a case study presentation highlighting collaborative good practice.</p> <p>HB – advised that although Jayne Knight was unable to attend the meeting, she had offered to contribute. Suffolk County council has been very proactive in embedding the cultural and creative sector through working with the New Anglian LEP.</p> <p>SE – also suggested David Furmage, Creative & Cultural Lead at Greater Birmingham and Solihull LEP as a contributor.</p> <p>HB – asked whether we need a leisure/physical activity case study for balance? Manchester was suggested.</p> <p>SH – gave an update on progress to develop a session focused on Parks & Wellbeing, which has a tentative date of 16th November.</p> <p>The line-up is likely to include:</p> <ul style="list-style-type: none"> • Protecting greenspaces- Fields in Trust • Sustainable green spaces- income generation and Local authority reality – Eddie Curry, Nottingham Council • Activating green spaces- Hamira Sultan, Public Health Consultant and Parks Accelerator in Birmingham • Plus a panel discussion <p>Action – HB and SH to arrange a Teams meeting to refine the detail and begin promoting to members.</p> <p>IJ – advised that Carmarthenshire were hoping to have a case study to share role of culture and leisure in economic regeneration, linked to plans to relocate fitness facilities into town centre vacant department store. However, this has not yet progressed sufficiently.</p>

		<p>JK – added that we could draw on health becoming a driver for Economic wellbeing using the example of work underway in Stockport.</p> <p>C O’N – added in terms of town centres, that Treorchy in RCT won the Great British High Street Award and draw significantly upon culture.</p> <p>Action - Executive to come forward with new topics they are prepared to lead/host session on.</p> <p>The AGM in June 21 was again held virtually and 78 members registered (58 attended).</p> <p>Colin Jackson CBE was secured as keynote speaker for a fee of £1500 and spoke on the topics of diversity and inclusion and mental health. A call out was made to CLOA members inviting them to submit examples of innovation in grass roots service delivery to showcase how they have been placemaking innovatively over the last year. 9 organisations responded (some with multiple examples) 6 presentations were selected to illustrate the breadth of the culture and leisure portfolio and amalgamated into ‘Next slide please!’.</p> <p>These can be viewed in our archive here. The remaining examples have been showcased through the ebulletin.</p> <p>The event finished with a panellist session on the topic of working with Local Government around the placemaking agenda.</p> <p>HB - asked the Executive whether the AGM in 22 should be in person and if so to identify potential venues.</p> <p><u>Format</u></p> <p>MP – asked whether we should offer a hybrid solution.</p> <p>DK –cautioned that there may be a danger of hiring a venue and then only a few people opting for ‘in-person’ attendance.</p> <p>VP – felt that if it’s just the AGM, it should remain online, but if it’s a networking event it might be better in person.</p> <p>TW – experience shows that a hybrid doesn’t work that well, if you are online you tend to feel excluded. Preference for virtual, as better for the environment and no travel costs. We could make a statement that this is the preference for all CLOA events and calculate the omissions reduction?</p> <p>IM - agreed with having online or in person and not hybrid, as the interaction between the room and screen is stilted.</p> <p>There were a number of Executive members who expressed a preference for a virtual event in the meeting Chat.</p> <p>SH – suggested a quick survey of members to ask what their preference is and establish reasons i.e. time/travel costs/carbon omissions/opportunity to network etc...</p> <p>Action – HB to circulate a short member survey.</p> <p>Action – AGM working group to reflect on the survey results and develop content for AGM – VP, DK, JW, JR</p>
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7	<p>General Updates: Navigating Local Systems</p> <p>LGA update</p>	<p>HB advised that the CLOA/Sport England project Navigating Local Systems has completed culminating in a Systems Leadership event on 28 July. In liaison with Sport England it was agreed that the residual budget should be transferred to each of the three pilot localities (£500 each to Wakefield, Luton and Liverpool) in order to help them continue the work.</p> <p>IL – Heads of Culture and Leisure services survey. The LGA conducted a survey of local government culture and leisure services in England, to help them to understand how councils have responded to the COVID-19 crisis and to understand the effects of the pandemic on these vital community services. IL advised that 20% of the sector responded, so it's an indication of trends. The findings illustrated how the sector has supported leisure providers and are not reporting immediate impact on budgets and closure of facilities; so a more optimistic picture than anticipated. Recovery plans are in place in a number of localities; supporting economic growth is a priority for culture, whereas increasing participation is the key focus for leisure. Supporting educational catch up programmes didn't figure as highly as anticipated. Significant barriers include loss of income and lack of customer and service confidence. Not possible to draw meaningful conclusions regarding workforce skills.</p> <p>Action – IL to share more detailed analysis and briefing with CLOA.</p>

	WLGA update	<p>Commission on Culture and Local Government – The purpose of the Commission is to bring national, regional and local leaders in the publicly funded cultural realm together to discuss:</p> <p>1.The unique role of council funded and supported culture in Covid recovery, building back better, levelling up and addressing regional inequalities; and 2. A vision for the future of council funded and supported culture in the context of Place.</p> <p>A practitioners group will include academics and professionals from the sector (to include a representative from CLOA). Also DCMS are interested in providing a secondee to help with the analysis.</p> <p>SD – Expressive arts learning is a focus and WLGA are looking to provide schools with expertise.</p> <p>Participated with Museums Association research – funding and staff capacity are major issues in Wales with regards to Covid. Digital is flourishing, but in person attendances still low.</p>
8	A.O.B	<p>APSE Annual Leisure Seminar on 4th November – Rob Bailey invited JR to contribute to a panel discussion and give a CLOA perspective (and also that of a Unitary) on the role of Leisure within the Council.</p> <p>Action - Executive members asked to feedback to JR on whether Leisure is integrated into other services or is a standalone service mainly funded by gym memberships.</p> <p>DK – raised the Proposal for Mandatory Covid certification and a discussion ensued regarding the situation in various localities and how this is impacting on planning for events.</p> <p>There is a need for as many members to respond to this consultation as possible.</p> <p>Action – HB to flag up consultation in LinkedIn and next ebuletin.</p>
	9	<p>Paul Green, Policy Advisor, LGA joined the meeting to update on the UK Shared Prosperity Fund (SPF). This is the Government’s replacement for the European Structural and Investment Fund Programme (ESIF). The ESIF programme 2014-20 was a European programme that funded job creation, SME and business support, infrastructure and economic development. Delivery of the ESIF Programme continues until 2023.</p> <p>The Government has yet to announce the design of the SPF and had committed to releasing detail of the investment framework at the Spending Review in October. However, with a change of Ministers this timeline may now be impacted.</p> <p>Once the programme has been announced LGA is planning on gathering case studies to show what can be achieved.</p> <p>For CLOA this is relevant as culture and leisure facilities were included as potential investment areas.</p> <p>PG invited feedback on the process to date.</p>

		<p>SE – stated the need for realism on timescales given that the announcement of the investment framework has slipped.</p> <p>JR – added that lots of organisations that might have been successful weren't, as the initial timescale was prohibitive and affected the quality of applications. Also, LA's are applicants and/or enablers so need to navigate local relationships.</p> <p>DK thanked HB for her work in ensuring constructive and well-organised Executive meetings</p>
	Dates of next Executive meetings	<p>Tuesday 25th Jan 0930-1300 online</p> <p>Thursday 28th April - possibly in person depending on Exec preference</p> <p>AGM June date tbc</p>