

## EXECUTIVE COMMITTEE MEETING MINUTES

<b>Date:</b>	<b>Tuesday 25th January 2022</b>
<b>Place:</b>	Virtual via Microsoft teams
<b>Times:</b>	<b>0930 – 1315</b>
<b>Participants:</b>	CLOA Executive – Debbie Kaye, Caroline O’ Neill, Ian Brooke, Julie Russell, Iain Varah, Ian Jones, Nigel Lynn, Stefania Horne, Vincent Paliczka, Matt Partridge, Ishbel Murray, Karen Whitfield, Mark Allman, Val Birchall, Jane Wilson, Jane Wilson, Sue Thiedeman CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete, WLGA Observer – Sharon Davies
<b>Apologies:</b>	John Wileman, Symon Easton, Jayne Knight

	<b>Item Description</b>	<b>Relevant business considered, facts noted, decisions taken and actions agreed</b>
1	Minutes & matters arising	Minutes of meeting 29 <sup>th</sup> September 2021 were circulated in advance of the meeting and agreed as an accurate record.
2	EDI Final Action Plan and Rationale Intelligence regarding under-represented groups	<p>Following on from the September Executive meeting the EDI group met again to refine the action plan. Subsequently a Final EDI Action Plan was circulated to the Executive along with a paper written by VB, the EDI Champion, explaining the rationale.</p> <p>VB – advised that the first step on the action plan was to increase our understanding regarding under-represented groups; as such HB had collated a report that gave an overview of the available intelligence from National data sources and other industry bodies. The purpose being to highlight the percentage of people with certain protected characteristics in the wider population, within the local authority workforce and the culture &amp; leisure sectors. Whilst the data is not complete at sector level and England-centric, there are useful baselines that can be applied when considering how best to ensure that CLOA is fully representing the diversity of its existing and potential membership. Such as, 14% of the UK population is from a minority ethnic background and 20% of the working population has a disability.</p> <p>VB – then explained the rationale for the proposed actions to drive improvement in four key areas:</p>

		<p>1.Diversity and inclusivity of the Executive Committee This includes ring-fencing spaces for those with more diverse backgrounds, who otherwise wouldn't meet the criteria, to join the Committee.</p> <p>The Executive had a full discussion around ring-fencing places on the Committee and how best to support emerging leaders, whilst retaining a level of experience and seniority which included the following points:</p> <p>The allocation of 4 places may be seen as proportionately too high and could be perceived as tokenism.</p> <p>By inviting 'those who wouldn't otherwise meet the criteria' might this impact on the seniority of the Executive.</p> <p>It was argued that because of the lack of diversity, there is a need to support the emerging leader workforce in order to make progress. Also, it is harder for people from diverse backgrounds to get on the leadership ladder and CLOA needs to be proactive in this area. One suggestion made was to split out formal development roles on the Executive and using mentoring to help support newcomers. Another idea was to look at those from outside the sector who could be co-opted onto the Committee.</p> <p>DK – proposed a vote to support the principle of ringfencing up to 4 places on the Executive to encourage those who wouldn't otherwise stand. Everyone present at the meeting voted in favour of the principle.</p> <p><b>Action – HB to draft a constitutional amend for approval at the CLOA AGM in June 22 that enshrines the ringfencing up to 4 places on the CLOA Executive for those who otherwise wouldn't meet the criteria; initially prioritising those from Ethnic minorities/with a Disability.</b></p> <p>The other priority areas below were discussed and all the associated actions approved.</p> <p>2.Diversity of the staff teams in leisure &amp; cultural services, especially (but not exclusively) in management roles</p> <p>3.Development of good EDI practice across the sector</p> <p>4.Promotion of our commitment and visible demonstration of it in practice</p> <p>JW – suggested that Corporate members look to extend their membership to officers with protected characteristics.</p> <p>DK – emphasised that the action plan was a working document and All of the Executive had a role to play in helping to ensure that it has impact. There are a number of actions for <u>All of the Executive</u> including:</p> <ul style="list-style-type: none"> <li>• Promote and encourage applications to join the Executive from Ethnic minorities/Disability backgrounds</li> </ul>
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3	Event Survey feedback and recommendations from AGM Working Group	<p>HB circulated a report on the CLOA Members Event Survey in advance of the meeting. A broad range of topics for future roundtables were suggested and, given the resources available, recommended that the CLOA Executive identify the top priorities. There is also a need for Executive members to step forward and volunteer to lead on developing and Chairing future sessions. IJ – asked why we had taken a decision not to record roundtables. HB – explained that our roundtables are currently <a href="#">Chatham House</a> as we are striving to create a safe space for candid peer to peer conversation. VB – asked for the suggested topics to be condensed into more generalised themes.</p> <p><b>Action – HB to categorise the list of topics and share.</b>  <b>Action – Executive to review topics and support by volunteering to Chair a roundtable and/or offering case studies.</b></p> <p>Although there was a significant interest expressed in the survey for a Hybrid AGM event, there are a number of issues around the associated practicalities, risks and costs, which were considered by the AGM &amp; Members Conference working group when they met on 12 January. A further note was circulated to the Executive summarising this discussion, which recommends that an online format is again adopted, but that we strive for the best of virtual events, by working with an expert provider and/or using technology to offer an enhanced experience. This would allow us to include a sponsor area and networking zone alongside keynotes and case studies.</p> <p>HB was tasked by the working group with researching potential partners/platforms to help deliver the event and establish likely costs. An update on the outcome of meetings with Airmeet, Basis and WhySports was given.</p> <p>Airmeet has provided a quote of £1,485 for use of the platform to host a single conference of up to 100 people. This will allow for a customised Virtual Reception and offer a spontaneous networking experience through the Social Lounge. There is also the potential to run multiple sessions in parallel without compromising on video and audio quality. Airmeet also offer training as part of the onboarding process.</p> <p>JR – suggested that if a platform is preferred we look at Hopin too.  <b>Action – HB to review before progressing final selection.</b></p>

		<p>DK – advised that HB would need support in the run up to the event to provide additional capacity and resilience and in case of any technical issues/wifi outage on the day.</p> <p><b>Action – Executive Committee to consider whether there is a member within their team who would benefit from this CPD opportunity and bring the requisite skills.</b></p> <p>JR – reflected on experience of Airmeet and suggested we need a facilitator to show people around the virtual space and encourage use of Chat rooms.</p> <p>ST – suggested that the Executive could act as facilitators and encourage Chat.</p> <p><b>Action – HB to organise a familiarisation session with Executive on Airmeet or alternative prior to the AGM.</b></p> <p><b>Action - CLOA Executive to allocate sufficient funding in the budget in the forthcoming year to cover the expense of a platform and speakers.</b></p> <p>A number of potential dates were discussed and it was agreed to run the event on <b>Wednesday 22<sup>nd</sup> June.</b></p> <p><b>Action – HB to put a ‘Save the Date’ message in next ebulletin.</b></p> <p>A longlist of potential speakers has been identified including:  <a href="#">Dame Tanni</a> Grey-Thompson in her role as President of the LGA  Martin McElhstton OBE who's CEO of <a href="#">Wheelpower</a>  Tracy McCillan CEO of <a href="#">UK Sports Association</a>  Barry Horne from Activity Alliance  <a href="#">Jo Verrant</a>, Senior Producer at Unlimited  <a href="#">Andrew Miller</a> ex ACW Council Member, now at ACE.  Rose Ayling-Ellis or alternatively UK Wheelchair dance  However, we ideally need to include speakers from Parks, Visitor Economy and Libraries if possible.</p> <p><b>Action – Executive and Working Group to provide any helpful introductions. HB to make contact with suggested speakers and draw together an overview of those interested, available and affordable for a further meeting of the working group.</b></p> <p>It was agreed that it would be good to feature CLOA members examples of how they have been providing new opportunities for people with disabilities to participate in culture and leisure. A number of members have already indicated a willingness to contribute to a showcase.</p> <p><b>Action - HB to contact those that volunteered and also issue another call out in ebulletin and LinkedIn – Chair and Vice-Chairs to make the final selection.</b></p> <p>It has also been proposed that we invite strategic partners to lead short sessions on how their work relates to the topic. Delegates would choose which of these ‘Strategic Snapshots’ they attended</p>
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4	<p>Budget Update</p> <p>Reserve Policy</p> <p>Membership Fees</p>	<p>A financial update was circulated in advance of the meeting.</p> <p>VP - talked through the budget variables and highlighted that a surplus is still projected at the end of the financial year.</p> <p>VP presented the Reserves Policy outlining the rational and amount of protected reserves for administration and operational use.</p> <p>JW – asked for the terminology to be amended to ‘designated’ rather than restricted.</p> <p>VP - recommended that:</p> <ul style="list-style-type: none"> <li>• A designated Administration Reserve amounting to 50% of the base cost of the Culture First contract be established;</li> <li>• A designated Operational Reserve of £5000 be established to manage operational risk and</li> <li>• The remaining budget be considered as part of the Undesignated Reserve for furthering the aims and objectives of CLOA.</li> </ul> <p><b>These recommendations were endorsed by the Executive.</b></p> <p><b>A number of actions were also agreed:</b></p> <ul style="list-style-type: none"> <li>• Prior to the agreement of the annual contract with CLOA’s administrators, the Chair will consult with at least two of the Vice Chairs and the Honorary Treasurer to identify whether there is anything which might indicate CLOA may be unable to meet its financial commitment;</li> <li>• Access to the Undesignated Reserve will be part of a coherent plan and be the subject of a report to The Executive;</li> <li>• Delegated authority be given to the Chair to utilise up to £2000 of the Undesignated Reserves with a report to the next Executive Committee highlighting the use to which the resource was/will be put.</li> </ul> <p>The Executive discuss whether it was appropriate to increase the membership fee from £150 for Individuals and £450 for Corporates. HB – advised that the last increase was a £10 for Individuals and a £30 for a Corporate subscription which took effect from April 18. VP – felt that a static subscription for 5 years was a long time. IJ – suggested using this as a positive message emphasising that we have done everything we can to keep the fees affordable in</p>

		<p>challenging times and have also increased the benefits of membership to include roundtables.</p> <p><b>Action – VP to propose an increase of £10 for Individuals and a £30 for a Corporate subscription at the June 22 AGM.</b></p> <p>HB – advised that if ratified in June 22 this will come into effect in April 23 at the point of renewal.</p>
5	Strategic Relationships update	<p>Leads for the various strategic relationships gave a verbal update on significant issues and opportunities that needed the Executive input/steer.</p> <p>VB – advised that the most recent ACE stakeholder meeting focused on sharing intelligence in response to the Government settlement. The meetings don't generate notes, but are well attended by Key Cities, Core Cities, CLUK, Rural Network, London Councils, NCVO. CLOA needs to think about how we engage with them on more significant issues.</p> <p>DK – updated on the meeting attended with IB where they met Tim Hollingsworth to discuss areas of connection around the topics of government, health and systems. TH asked whether CLOA would support the mandating of investment into Sport and Leisure. DK &amp; IB advocated directed support for Local Authorities and discuss the investment into Tennis. It is Important for CLOA to be at the table demonstrating we are interconnected, independent and representative of the sector.</p> <p>There are significant changes afoot in Sport England whereby a number of people that have been in post for a while will be leaving.</p> <p><b>Action – DK to put a note in the Executive LinkedIn Forum summarising the discussion.</b></p> <p>IB – members of LGPAP report that they are still struggling to fill roles, a sub group for recruitment has been set up. Jamie Blackshaw National Lead for Physical Activity at OHID Manger and Ian Fitch representing the District Councils Network have joined the partnership. The notes from the latest meeting are <a href="#">here</a>.</p> <p>CON - Cultural Recovery round 3 for Wales has been announced and is being administered by ACW – Lasa are not eligible.</p> <p>IJ – the next CLOW meeting will be on 18 Feb. Money has been set aside for Capital investment in strategic facilities across Wales and Sport Wales is reviewing free swimming for children and over 60s. They are also looking at impact of Covid on children and young people and reviewing the how the new curriculum will impact on sports clubs. Pressures on workforce and there's a real challenge re. recruitment causing problems operationally in Wales.</p> <p>ST – is leaving Barnsley in February and will contact new NLHF Chief Executive Eilish McGuinness. There's an opportunity for CLOA to be involved in the <a href="#">Heritage Pulse</a> collaborative research project.</p> <p><b>Action – ST to contact Eilish McGuinness and cc to HB.</b></p>

		<p><b>Action – HB to circulate table of strategic relationships and invite Executive to volunteer to step forward to assist with ACE, NLHF and also provide extra capacity around Sport England.</b></p> <p>MP – posted update on <a href="#">LinkedIn Forum</a> with some key points from his discussion with Clare Perkins at OHID.</p>
6	<p>General Updates: The Future of Local Authority Sports &amp; Leisure research</p> <p>LGA update</p> <p>WLGA update</p>	<p>IB – gave an update on the work of the partnership to promote this research. LGA are creating a slide deck with key research pieces and weaving in Moving Communities data. It will be designed so that people can shape it locally and draw on the data/narrative that resonates. It will be launched with the LGPAP landing page. The Politics show on Friday 28 January will feature the Future of Leisure and focus in on Portsmouth where they've closed 3 pools.</p> <p>IL – added LGA is also developing some sector briefings on working across boundaries and alternative sources of funding, which will be published in May/June.</p> <p>IL – updated that LGA has been invited onto the Tourism Industry Council, which gives an opportunity to boost the Local Government perspective. They are pushing for the recommendations from the <a href="#">DMO Review</a> to be implemented. Ministers have put the National sport sector group on a formal footing and this will meet with a Minister bi-monthly. Improvement with DCMS engagement and IL met Lord Parkinson designated Minister for Art; he has agreed to quarterly meetings. 2022 is a year of festivals with the Platinum Jubilee, Baton Relay and Unboxed; all have regional representative from Local Government. LGA are planning an event on Unboxed and encouraging them to think about a Legacy that takes productions on tour and links in with Councils.</p> <p>Commission on Culture and Local Government will investigate the contribution of culture to recovery from COVID-19 and the unique role of council in supporting creatives. The main themes are health inequalities, place, economic recovery and social mobility. It will launch in early March alongside Hearts for the Arts.</p> <p>IL - fed into the national audit Inquiry for Sport, which looked at why sport participation is useful not just levels of participation. So, coupled with the Lords report on a <a href="#">National Plan for Sport and Recreation</a> there is quite a lot of pressure on DCMS to respond.</p> <p>The Levelling-up paper is delayed; there will be a section on Pride in Public Place and Quality Public Service, this will include reference to culture and leisure.</p> <p>LGA are also planning to respond to DCMS Select Committee Inquiry – <a href="#">Reimagining where we live: cultural placemaking and the levelling up agenda</a>.</p> <p>SD – advised that she is attending a meeting with Dawn Bowden the Deputy Minister for Sport and Arts who will give an update and take</p>

		<p>Q&amp;A. The added restrictions in Wales have affected the sector. The new curriculum is being implemented and government has invested in music services in Wales on a 3 year basis. As part of that, WLGA been asked to develop and run the national music service for Wales.</p> <p><b>Action – SD to feedback after meeting Minister.</b></p>
7	A.O.B	<p>DK advised the Executive that CLOA would like to make a response to the DCMS Select Committee Inquiry – <a href="#">Reimagining where we live: cultural placemaking and the levelling up agenda</a></p> <p>Input is needed from the Executive to shape the CLOA response. VB has volunteered to lead on refining the collated feedback.</p> <p><b>Action - Please either add some thoughts to <a href="#">this LinkedIn discussion thread</a> or email them to <a href="mailto:info@cloa.org.uk">info@cloa.org.uk</a> before 1st February.</b></p> <p>Matters arising – John Wileman advised the Chair that he will be taking a back seat from the Executive due to the workload in Nottingham. There is a Moving Communities board meeting on <b>1st February</b> which he cannot attend.</p> <p>JR – offered to represent CLOA.</p> <p><b>Action – HB to forward details.</b></p>
8	Guest speaker	<p>Karen Murrell from Office for Health Improvement &amp; Disparities was invited as a guest speaker. OHID has a remit to join up the approach across Local Government and all those agencies that have a shared role in improving the health of our nation. KM gave an overview of the campaigns that OHID are leading; this includes a suite of products that Local Authorities can adapt and use in line with local need and service offering.</p> <p>The offer is largely in England, at the moment and KM expressed an interest to connect in Wales.</p> <p><b>Action – CON and IJ to pick up the conversation.</b></p> <p>KM proposed that OHID and CLOA to work in 3 ways:- Coalition – Co-creating special offers – Test and learn</p> <p>Discussion around actions that could be taken collaboratively over the coming months.</p> <ul style="list-style-type: none"> <li>• Coalition - OHID provides assets, calendar of campaigns etc for CLOA members to promote to residents and staff.</li> <li>• Co-creation might focus in on the Commonwealth Games. CLOA could endorse a call for leisure centres to offer free/discounted taster sessions.</li> <li>• Test and learn – which might involve smaller scale projects to test out a hypothesis or Scope for joint authoring case studies, papers etc.</li> </ul> <p>IB – emphasised the need to get better at join up and ensure the connections are made at local level. Keen to get behind the 11 day campaign in Oxford.</p>

		<p>JR – expressed the challenge in reaching those families who aren’t using leisure centres; they have huge pressures through increase in utility bills etc. This might be a good area for a case study bringing together national insights alongside local.</p> <p>KM – also suggested the focus could be on green spaces.</p> <p>DK – highlighted the challenges flagged up within <a href="#">Securing the Future of Leisure</a> and issue of access due to swimming pool closures – how can we link in to think about solutions?</p> <p>DK – affirmed that CLOA is keen to engage with this debate nationally and are able to help develop innovative solutions and requested that KM involve us in any discussions.</p> <p>MP – who is the lead contact for this relationship, thanked KM for her time and advised that we would continue the conversation around the more developmental aspects of her proposal.</p> <p>Partner resources from OHID campaigns can be download <a href="#">here</a> and you can also contact your regional lead to discuss what you might do at individual Council level.</p> <p><b>Action – HB to share presentation with the Executive for further reflection.</b></p> <p><b>Action – HB to liaise with KM regarding cascading out assets to the wider membership and progressing co-production around the Commonwealth Games.</b></p>
	Dates of next meetings	<p><b>Thursday 28th April 22</b> – virtual CLOA Executive Meeting via MSTeams</p> <p><b>Wednesday 22nd June 22</b> - AGM &amp; Members Conference hosted on Airmeet or similar</p>