

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 28th September 2022
Place:	The Meadows Community Centre, 1 St Catharine's Road, Cambridge CB4 3XJ
Times:	0930 – 1345
Participants:	CLOA Executive – Carole Stewart, Debbie Kaye, Donna Pentelow, Ian Brooke, Julie Russell, Mark Allman, Michelle Lord, Nigel Lynn, Stefania Horne, Thorsten Dreyer, Val Birchall, CLOA Business Manager – Heidi Bellamy
Apologies:	Caroline O’ Neill, Ian Jones, Iain Varah, Jayne Knight, Karen Whitfield, Matt Partridge, Symon Easton, Tony Witton, Vincent Paliczka, Zsuzsi Lindsay LGA Observer – Ian Leete

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	<p>DK welcomed new members of the Executive:- Carole Stewart, Michelle Lord, Donna Pentelow and Thorsten Dreyer.</p> <p>Thanks were also given to Ishbel Murray, who has stepped down, for her contributions to the Executive Committee and as Chair of London CLOA.</p> <p>The minutes of meeting 28th April 2022 were circulated in advance of the meeting. Matters arising from the actions were as follows:</p> <p>DK - advised that there has been a ‘pause’ on plans to individually target aspiring leaders from diverse backgrounds for a conversation about joining the Executive, as nominations came through other channels.</p> <p>Ways to interface with the National Sector Partners Group, which comprises of Active Partnerships, CIMSPA, LGA, Sport for Development Coalition, Youth Sport Trust and ukactive, are still being explored as it has been made clear that it would not be appropriate for CLOA to join the group.</p>
2	Update on the EDI Action Plan	<p>In advance of the meeting HB circulated an update on the progress against the actions over the last year.</p> <p>VB talked about the background to the plan for the benefit of new members and updated on achievements to date.</p>

		<p>There is a meeting of the EDI group planned for 20 October to prioritise remaining actions/identify further actions.</p> <p>Progress has been made in all areas with the exception of Area 2 – ‘Diversity of the staff teams in leisure & cultural services’ and this will be a key area for discussion.</p> <p>It was requested that ‘diversity in leadership’ be part of the roundtable leadership discussion.</p> <p>Action – NL & HB to plan programme that incorporates this important issue.</p> <p>CS – felt that communicating the progress made was really important. Also, that another action to address unintended barriers to joining the Executive might be to offer buddying up opportunities, so that any new members experienced a ‘soft landing’</p> <p>SH – suggested the AGM as a good platform to use to cascade the progress and share/call for learning.</p> <p>Action - EDI group to look at how the action plan and progress can be communicated.</p> <p>TD – voiced that it would be important to capture the difference, and be clear which actions worked and identify which to repeat.</p> <p>JR – added that we also need to be clear where we haven’t made progress and ask for member support.</p> <p>MA – asked whether we need to plan an external review of progress.</p> <p>HB – suggested Jacqui Francis who initially supported the Executive in developing an EDI policy might be appropriate.</p> <p>VB – advised that the EDI group would peer review the plan at the October meeting and consider this then.</p> <p>ML – asked whether there was any baseline research.</p> <p>Action – HB to share ‘Diversity in the workforce – Collated Intelligence Report’, with new Executive members, which informed original EDI plan.</p> <p>ML – highlighted that Robin Simpson CEO of Creative Lives could offer an example of how they have diversified their board. When they were Voluntary Arts they won the Board Diversity & Inclusion category at the Charity Governance Awards for the positive strides in improving the diversity and inclusion within the organisation at board level and relationships with creative groups across the UK.</p> <p>DK – invited new Executive members to join the EDI working group - Zsuzsi Lindsay, Carole Stewart volunteered.</p> <p>Akua Obeng-Frimpong, who supported the delivery of the AGM has also volunteered to join the working and was duly co-opted.</p> <p>Action – HB to send all the new EDI working group members the meeting details.</p>
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3	Strategic Relationships: updates and reassignment of responsibilities	<p>DK - explained to new members how the Executive had reviewed the approached to strategic partnerships and prioritised commitments in relation to the available Executive capacity. DK also emphasised the importance of Executive members assuming individual responsibility for taking these relationships forward. DK - reminded everyone of the importance of using the Executive LinkedIn Forum to solicit views and give feedback after meetings. Leads were asked to provide written updates in advance of the meeting for the top 3 quadrants.</p> <p>In addition to the written updates received, verbal updates were given by DK on the work with LGA, VB on the work of ACE stakeholder group, IB on Sport England and LGPAP.</p> <p>Action - Invite Jane Selwood secondee to LGPAP to next Exec mtg</p> <p>Action – IB, MA and DK to arrange to meet with Lisa Dodd-Mayne, Executive Director, Place and Tim Hollingsworth, CEO, at Sport England.</p> <p>Action – HB to extend complimentary membership of CLOA to Lisa Dodd-Mayne.</p> <p>NL – advised that he no longer has contact with VisitEngland/VisitBritain, so it would be preferable to find another Executive member to lead on this area – Symon Easton was suggested.</p> <p>Action – HB to contact SE to explore taking on strategic responsibility for tourism.</p> <p>MA – asked whether we should be consulting with CLOA members on the announcement around the Energy Bill Relief Scheme.</p> <p>HB – advised that LGA are leading on this already and an article inviting feedback feature in the latest ebuletin.</p> <p>There was also concern aired that the cultural sector has not been as prominent in profiling the plight of venues in terms of the challenges associated with the rising cost of energy.</p> <p>Action – Energy group to have another meeting and to broaden this discussion out to culture. DP and SE to be invited to the meeting. Also invite LGA as they are involved in pulling together feedback on the likely impact of the Energy Relief scheme.</p> <p>DK – also reminded the committee that CLOA had made a statement via the Chairs blog on the issue of rising energy and cost of living in relation to public sport & leisure and continued to include comments, views and news on the topic in the ebuletin.</p> <p>VB – suggested that there was an opportunity to connect more strongly with Libraries Connected.</p> <p>Action – other Executive members offered to help VB build this relationship ML, DP, JR, and TD.</p>
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4	Post-conference feedback report	<p>HB - circulated a report on the 22 AGM and conference. This included the survey analysis on the individual sessions, participants experience of Airmeet and also feedback from the Chair and event team, suggestions for future topics, preference for format and timing. It also invited respondents to indicate a willingness to be part of a working group to help plan next year’s event.</p> <p>DK - thanked HB and the team, and said the conference was a great example of innovation and brought forward learning.</p> <p>HB – advised that taking the feedback into account, the report recommended a variation on a hybrid model, which will seek to offer the best of both worlds by securing a well-equipped venue that accommodates around 30 people. In this way we would be able to offer choice, whilst also allowing efficient use of time for those desiring to dial in.</p> <p>A series of recommendations were also included and the following were approved.</p> <ol style="list-style-type: none"> 1. A restricted hybrid event curated in a suitably sized space that has all the necessary technology in situ along with good support. The recommended approach is to limit the number of ‘in person’ spaces available, prioritising CLOA Executive attendance in the first instance and encouraging the wider membership to join virtually.

		<p>2. To maintain a high calibre of speakers there should be an option to present either 'in person' or remotely.</p> <p>3. For some people the screen time of a full day event is more exacting than a live event, so a 3-3.5hr event is recommended.</p> <p>4. To supplement this shorter duration, and as a way of engaging people and starting conversations in advance, content could be created and shared ahead of the event using a mix of videos and blog articles released weekly; for example, the Members Showcase could be filmed and released in soundbites in the run up to a future conference. This approach would build interest in the chosen topics.</p> <p>5. To ensure that there is a quorum for the AGM, which is essential for ratifying the budget and making any decisions regarding subscription increases or constitutional changes, all those standing for the Executive Committee must ensure they are present either in person or virtually.</p> <p>Action – Mandatory attendance at the AGM will be highlighted when the call for nominations to join the Executive is made in May 23.</p> <p>6. A 'test poll' should also be run at the outset of the hybrid event to ensure everyone joining virtually is familiar with the voting functionality at the AGM.</p> <p>7. Moving forwards there is a need to make events yet more dynamic and interesting to retain attention; this could be achieved by including prompts from the speakers back to the audience to help sustain engagement, and mobilising other mechanisms such as Mentimeter to explore topics.</p> <p>8. To encourage virtual participants to network, there could be a dedicated discussion session on the programme within the virtual space, which would familiarise delegates with the principle and perhaps engender more networking during breaks. This could be replicated for the 'in person' attendees and could cover a range of relevant topics around tables.</p> <p>In response to the recommendations:</p> <p>CS – felt that having panel members in the same space would create atmosphere, but there is a need to ensure sufficient capacity for those members that want to attend in person.</p> <p>NL – advised that LGA are creating a more informal setting for conferences with a small stage and easy chairs, and that hybrid allows for questions from the audience.</p> <p>DP – felt that the hybrid option was really important for EDI work and offers aspiring leaders an opportunity to attend virtually.</p> <p>Action – HB to convene a meeting of the AGM Working Group - JR, ZL, JK, DK, NL and TW from the Executive plus Tim Bryan from Harrow Council who has also offered to contribute.</p>
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5	Roundtable programme – development of content	<ul style="list-style-type: none"> Local Government and OHID – 3 October 22 11.00am to 12.30pm <p>This has come through from LGPAP working and is a joint CLOA/Community Leisure UK member session with the Office for Health Improvement and Disparities (OHID). The session will cover: The role and purpose of OHID and how OHID links to other parts of the health sector.</p> <p>Engaging NHS system leaders in whole systems approaches to physical activity. What does this mean for public leisure? Who should members engage, the best method and also when is best to engage, is there a prime time in their planning cycle?</p> <p>An overview by CLUK and CLOA of the role of leisure in supporting Health priorities. There will also be opportunities for Q&A and open discussion.</p> <p>Action - HB to advise CLUK that DK, IB and JR are attending from CLOA Executive.</p> <ul style="list-style-type: none"> Region of Learning – 3 November 22 1-2.30pm <p>An ambitious, multi-year social mobility project that will use the Cities of Learning framework to badge, map and connect learning in the region. It grew out of the LCEP and now encompasses skills as well as culture and creativity and will be opened up to anyone that wants to register with the digital platform. Using digital badges as a common currency, a way of promoting local offer and establishing uptake and impact.</p> <p>Session to be structured to encourage take up of model and highlighting pathways into the sector through skills development. ML leading with input from Tim Richards, Director of Navigatr, the RSA, Badge Nation and Future Creators. DK to Chair.</p> <p>Action – ML to send HB copy for session as a priority to allow time for promotion to membership.</p> <ul style="list-style-type: none"> Meeting the challenges of the rising energy cost - series <p>After discussion amongst the Executive Committee it was agreed that this was such a significant issue that there should be a series of roundtables on the topic to allow for the various sector interests to be fully explored. Also, given the pressing need to support members face the immediate challenges, the date of the first session was brought forward.</p> <p><i>Meeting the cost of energy challenges for Leisure</i> will now take place on Thursday 10 November between 3.30-5pm.</p> <p>DK – stated that LAs need to be supported to be able to take a more strategic view about what services they need to and can continue to</p>

		<p>offer, so this session might cover strategic rationalisation to best meet the needs of the people in their area. Coupled with information and examples of the decarbonisation programme. In terms of an outline :-</p> <p>DK to Chair and invite client officer Ian Ross to talk about Swimming Pools; CCC has secured funding to retrofit and reduce energy consumption/de-carbonise.</p> <p>IB to talk about the Public Sector Decarbonisation Scheme.</p> <p>Other suggestions were inviting Kevin Mills from Sport England to talk about asset rationalisation and consultancy support and inviting LGA to talk about their consultation on the impact of the Energy Bill Relief Scheme.</p> <p>JR also offered to contribute.</p> <p>Action – DK, IB and JR to liaise with HB to develop content</p> <p><i>Meeting the cost of energy challenges for Culture</i> will be planned for Wednesday 7 December 2-3.30pm</p> <p>Cultural Venues are facing slightly different problems and need to identify relevant case studies from arts centres, museums, archives and theatres, along with examples of the Public Sector Decarbonisation Scheme for these.</p> <p>Invite a Libraries representative, as these are being held up as default locations to stay cool/warm and offering breakfast.</p> <p>Action - A further session focusing in on Communities will be developed for January 23.</p> <p>NL – suggested drawing on the LGA Cost of Living Hub. He also recommended Senior LGA Adviser Rose Doran as a speaker.</p> <p>Action – Existing energy group plus DP to talk about the content for all the sessions and involve the LGA in planning so as not to duplicate.</p> <ul style="list-style-type: none"> • Leadership in times of crisis (reboot) – February tbc <p>The Committee felt that members are looking for inspiring examples of what can be done and where to focus their energies, so this session should look at the issues afresh with renewed resilience. It will be structured to be particularly useful for those new into roles and cover how to make difficult decisions by drawing on the relevant data.</p> <p>NL to Chair and set the scene.</p> <p>VB gave an excellent talk on Leadership as part of the LGA senior officer programme that could be used.</p> <p>TD offered to cover how to use data effectively to inform decision making.</p> <p>CS offered to talk about succession planning and involving staff in decision-making as a way to develop the next generation of leaders. Other ideas were to cover leadership support available and link to the CPD available by becoming part of the CLOA Executive.</p>
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6	General Updates	<p>LGA update received via email in advance of the meeting.</p> <ul style="list-style-type: none"> • The LGA has written to the new Secretary of State and will be seeking an early meeting. They are also engaging with the new Ministers as their portfolios are confirmed, and Baroness Sanderson as she seeks views on the Library Strategy. It's clear the new focus is on growth, so they are rethinking how to communicate the value of the portfolio through that lens – it means a change of emphasis rather than creating new narratives. • The CTS team are part of a fortnightly working group with DCMS on the impact of energy costs on sports facilities. At the moment there is a call out for evidence asking for feedback from councils about how the energy cap will affect their facilities. They are expecting to need to make the case for swimming pools to be part of any extra support, but also have concerns about theatres. The goal is to get precise detail from DCMS about what data HMT will need to make the decision on who receives support, and then go out to the sector for that data. • Alongside this, as part of their commitment to helping the sector to respond to Securing the future, they have produced a guide on identifying additional financing options for sport and leisure services. • The Culture Commission is in the process of refining its recommendation, with a launch tentatively scheduled for early December. <p>VB - updated as one of the Commissioners, on the themes coming through. Looking to strengthen the role of CLOA in terms of the recommendations coming forward. Launch planned for early December, so CLOA will need to consider aligning comms.</p> <p>Action – VB to update on findings via Executive LinkedIn Forum and Executive Members to input into final document to ensure the recommendations resonate.</p> <p>No update was received from WLGA.</p> <p>Action – HB to contact CON to ascertain whether Sharon Davies remains the relevant contact.</p>
7	A.O.B London CLOA	<p>London CLOA emerged when the London Culture and Sport Improvement Network was wound up. It has been in operation in its current format since 2011 and, amongst the regional networks, has had the strongest support and engagement from members over the years. It is supported by London Councils, who help to programme, administer and host meetings, both in person prior to the pandemic and more latterly via MSTeams.</p>

		<p>However, recent meetings have attracted low attendance numbers and the current Chair, Ishbel Murray is stepping down. The London interim Chair, Thorsten Dreyer, is working together with National CLOA to consider the next steps and future of the network.</p> <p>As such we have circulated a survey to establish the views of those that attend London CLOA meetings to find out whether you want these to continue in the current format, change or discontinue. We are also keen to understand what other networking forums you benefit from and whether there are gaps in support that you experience. If you attend this regional network, it is vital that you are involved in making a decision about the future.</p> <p>Action – London CLOA Executive Members please complete the survey at https://www.surveymonkey.co.uk/r/C5888B8 before 3 October 22.</p>
	Levelling Up Project	<p>This project is looking at how the levelling up agenda could be expanded for people and places. It is being led by ADEPT with input from ADASS, ADPH, ADCS and LGA.</p> <p>DK has been liaising with the lead Jess David, who is freelancing for ADEPT, and is seeking case studies from LAs on the following:</p> <p>Leisure</p> <ul style="list-style-type: none"> • Delivering new facilities targeted to local health needs • Environmental performance <p>Marmot places</p> <ul style="list-style-type: none"> • Impact of public health agenda on places • Access to green spaces • Health/leisure for vulnerable groups <p>Action - JR offered one on Marmot Places. All other Executive to consider how they could contribute.</p> <p>Once the literature review is complete there will be a webinar and report, so it is a great opportunity for CLOA to add value.</p> <p>Action – HB to circulate further information about the project to the Executive.</p>
	Meeting with DCMS to discuss grant-making.	<p>DCMS have invited CLOA to inform their thinking about the experience of Local Authorities in applying for DCMS funded (incl. DCMS ALB delivered) and lottery funded grants - to test opportunities for improving the application / assessment process and applicant experience.</p> <p>As an Association we are keen to strengthen connections with DCMS and so, if you have relevant experience and insights into these areas, please join the meeting on 29 Sept at 11am.</p>
	Health Determinants Research	<p>TD - mentioned the Health Determinants Research Collaborations from NIHR and suggested it was worth keeping an eye on whether any CLOA member authority is successful in securing HDRC status. Working with and through successful authorities may help CLOA</p>

		further strengthen the evidence base for investment in sport and physical activity and could link into OHID.
	Dates of next meetings	<ul style="list-style-type: none"> • Friday 20 Jan 0930-1300, via Teams • Wednesday 26 April, probably via Teams depending on Executive preference tbc at January meeting. NL has offered Shaw House in Newbury