

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 26th April 2023
Place:	Virtual meeting via Teams
Times:	0930 – 1330
Participants:	CLOA Executive – Caroline O’ Neill, Debbie Kaye, Donna Pentelow, Ian Brooke, Ian Jones, Iain Varah, Jayne Knight, Julie Russell, Karen Whitfield, Mark Allman, Matt Partridge, Nigel Lynn, Symon Easton, Thorsten Dreyer, Val Birchall, Zsuzsi Lindsay CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	Michelle Lord, Stefania Horne, Tony Witton, Vincent Paliczka, WLGA Observer – Sharon Davies

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	The minutes of the meeting Friday 20 January 2023 were reviewed and agreed to be an accurate record. Matters arising from the actions were as follows: A page for CLOA as an organisation has been set up on LinkedIn. This public page (17) The Chief Cultural & Leisure Officers Association: Company Page Admin LinkedIn will be used to get key messages out to those are not members and to profile our work. DK – acknowledged that CLOA couldn’t cover such a spread of activities without professional expertise and formally thanked HB for her support.
2	Constitutional amends:	Following on from the discussion at the last Executive meeting, a paper detailing proposed constitutional amends was drafted by VP and circulated in advance of the meeting. The proposed resolution will allow a maximum of 2 members from a single local authority to sit on the CLOA Executive Committee. This will act to ensure that no single member organisation is over-represented, whilst allowing for aspiring leaders to join the CLOA Executive Committee. Also, to allow Local Authority Trading Companies (LATCOs) to join CLOA on the same basis as Trusts. DK – presented the draft constitutional amend on behalf of VP and asked the Executive to approve with a view to putting it forward at the June AGM.

		<p>TD – raised some issues with wording that may be interpreted to run contrary to the existing wording in other areas of the constitution. Also, that in 10.5 the constitution specifies ‘employed officers’ only are eligible to join the Executive Committee.</p> <p>JR – highlighted that we have to consider a number of aspects, such as ensuring a balance of representation geographically and across rural and urban areas, enabling diversity and encouraging aspiring leaders to come forward.</p> <p>DK – felt that we should progress with the two amends outlined above, taking into account any minor wording amends required for consistency and look at the other issues raised by TD later in the year.</p> <p>Action – TD to suggest revisions to wording</p> <p>Action – HB to circulate constitutional amend with AGM papers</p> <p>Action - HB to include eligibility to join the Executive as an agenda item for September</p> <p>In order for these resolutions to be passed they must be supported by at least two thirds of the members present and voting at the AGM.</p>
3	Strategic Relationships: updates	<p>A summary document updating on the key strategic relationships was circulated in advance of the meeting.</p> <p>Leads for the various strategic relationships emphasised specific issues and opportunities for Executive input/steer. A number of updates were also shared in the meeting chat.</p> <p>Action – HB to distil additional updates into the main Strategic Relationships template and recirculate.</p> <p>VB – gave an update on the work to collect data by ACE and there was some discussion about the various mechanisms currently being used and a pressing need to ensure coordination.</p> <p>JR – updated on a recent meeting with Sport England, which was widely attended by the sector. It was a stock take the Future of Public Sector Leisure and enquiry into whether the situation had changed. SE know local government are struggling currently, but there was a sense that we need to move forward into a new era in which leisure services transition to being focused on active wellbeing. General consensus that the group should meet again, however JR felt there needs to be more focus on cohesive debates and thinking about how to take forward the challenges and drive the necessary change.</p> <p>MA – gave feedback from the National operator group and Swim England Strategy, which is due to be launched in May. CLOA have been asked to sit on the swimming collaboratorium, within the SE partnerships directorate. MA highlighted that governing bodies require support to navigate the landscape and there’s a need to properly join up with clear messages and a vision for solutions.</p> <p>We still need a member of the Executive Committee to take on the role of strategic relationship lead for swimming. Given the continued importance of national work in this area, it was agreed that that when</p>

		<p>we send out the nominations invites to the whole membership in mid-May we specify that we particularly welcome members with an interest in leading in this area to step forwards.</p> <p>JR – asked whether it would be possible to establish the frequency of meetings.</p> <p>Action – HB to make a callout for a representative at swimming forums</p> <p>Given the challenges facing pool operators and the Swim England is now a Low Capacity – High Influence relationship.</p> <p>Action - HB to amend the strategic relationships framework.</p> <p>DK – felt that there was a need for a further meeting with Lisa Dodd Mayne to discuss place-based provision with JR, MA and IB attending if possible.</p> <p>Action – DK to make contact with Sport England and set up a meeting.</p> <p>IB – also suggested that a meeting with CEO, Tim Hollingsworth would be beneficial when CLOA transitions to a new Chair.</p> <p>Action – New Chair to meet with Tim Hollingsworth post June election.</p> <p>VB/IL – Baroness Sanderson is finishing off deep dive into Library themes and a draft strategy will be out for consultation in the Autumn. LGA are seeking to identify what the ‘single ask’ is for their own libraries manifesto.</p> <p>Action – IL to invite VB/DP to meeting with Libraries Connected to discuss libraries manifesto.</p> <p>NL – suggested more support and guidance required for CLOA members around the asylum agenda.</p>
4	Update on the AGM	<p>HB – advised that although Smith Square had been booked for a hybrid event, it has proven difficult to secure high calibre speakers who are prepared to attend in person. There has also been a low level of response to the call for case studies from members on the topic of how digital technology is being used innovatively. Furthermore, since the draft programme was circulated Dr Eva Nieto McAvoy of Creative Industries PEC and Cardiff University has cancelled.</p> <p>DK – suggested that we revert to a virtual meeting in order to manage the risk of a fluid agenda, the potential of low level in-person attendance from members, and to control expenditure.</p> <p>HB – shared a further outline for an online programme and, after some discussion, it was agreed to revert to a virtual AGM and members conference.</p> <p>Action – HB to cancel venue hire with LGA</p> <p>Action – HB once speaker slots have been confirmed, circulate a revised draft programme.</p> <p>Action – HB to advise those who submitted showcase examples and liaise regarding securing content.</p> <p>Action – HB open bookings to members in mid-May, regardless of confirmed line-up, so that sufficient promotional time is available.</p>

		As the AGM working group had been keen to include an open discussion about when services should not be digital, there is the potential to follow up with a roundtable to generate discussion over the coming year.
5	EDI action plan – verbal update	<p>VB – advised the Executive that since the last meeting the following activities have been completed:</p> <p>The Leadership Roundtable had an EDI integrated as an element. VB covered the benefits of distributed leadership as a mechanism to both develop and diversify the next generation of leaders and share the responsibility of decision-making.</p> <p>A roundtable Equality, Diversity and Inclusion in Leisure and Cultural services showcased examples of best practice that highlight how members are working inclusively by co-designing initiatives with under-represented groups, working to create a welcoming environment for those from diverse backgrounds, and acting in allyship to help break down barriers and reduce discrimination or bias. 5 case study examples were selected including an archive, library, museum, sport and physical activity plus a broad strategic approach to support and inspire attendees in developing and improving practice their own locality. The event received particularly positive feedback. There were a total of 17 case studies submitted, following a call out to members, these will be added to the webpage for EDI as part of an evolving resource.</p> <p>Plans for informal meetings to encourage aspiring leaders to join the Executive Committee are underway. The first took place on 26 April and 3 interested members attended. The next session is scheduled for 11 May, prior to the nominations forms being circulated. 6 people have registered, although registration is not mandatory and the link has been circulated in the ebulletin.</p> <p>DK - thanked VB for leading this area of work.</p> <p>VB – added that a number of actions have been carried forward from the EDI action plan and urged the Executive to contribute where possible. The EDI group had agreed to focus on allyship and the Executive had agreed to invest in CPD for the Executive in September to build knowledge about allyship and inter-sectionality.</p> <p>Action - Executive to make suggestions for facilitators that might lead this training.</p> <p>Action – VB/EDI Group and other Executive members to consider whether they could to contribute to a blog on allyship in the coming months. JR offered to contribute on allyship, referencing the arrival of Unlimited in the district, and the ongoing learning arising.</p> <p>Action - Future potential event with SOLACE still in the EDI plan and to be discussed at next working group meeting.</p> <p>Action – HB to co-ordinate a date for the working group to meet</p>
6	Draft Budget 23/24	A draft budget for 23/24 was circulated in advance of the meeting.

		<p>HB - talked through the budget projection, which is based on static membership and sponsor retention.</p> <p>Given that the Executive had decided to revert to an online AGM and conference the AGM costs can be removed.</p> <p>VB – queried why the discretionary spend of £2,000 for initiatives brought forward by the Chair had not been included.</p> <p>HB- advised that this was not likely to be spent in 23/24 with a transition to a new Chair, as an initiative has to first be proposed to the Executive at the September/January meeting and then planned. Provision for this spend would definitely be included next year. However, given that VP was absent from the meeting, this matter would be double checked.</p> <p>Action – HB to liaise with VP regarding budget queries and circulate a revision to the Executive prior to the AGM.</p> <p>The budget needs to be formally agreed at the AGM, so it will also 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>
7	Roundtable programme – development of content	<p>An update on the roundtables held since the last Executive meeting was given highlighting the topics, speakers and attendance numbers:</p> <ul style="list-style-type: none"> • Building Leadership Resilience – 31 January. Chaired by NL with content from TD and VB; the session attracted 29 attendees. • Equality, Diversity and Inclusion in leisure and cultural services – 19 April. Chaired by VB with content from DP, along with 4 other case studies from members, the session attracted 48 attendees. <p>HB – reminded the Executive that their input into shaping future roundtables was necessary, by suggesting topics, offering case studies and stepping forwards to Chair sessions.</p> <p>Action – Executive to share further ideas for the next series</p> <p>JR – suggested a roundtable on place based wellbeing/physical activity drawing on data from Moving Communities, as not all authorities are currently using this and it is a useful tool to drive change.</p> <p>Action – HB to liaise and explore potential for a collaborative roundtable</p> <p>NL - highlighted the government directive on asylum seekers and refugees, which will have an effect on housing, education and community cohesion when implemented fully in April 24.</p> <p>DP & ZL - shared a long list of suggestions via email:-</p> <ul style="list-style-type: none"> • Embedding culture across services best practice • Projects delivering pride in place • Cultural Education Partnerships • Culture and Leisure delivering Mental Health benefits • Community Engagement • Partnerships on a local, regional and national level <p>Action – HB to liaise with incoming Executive over the summer period to identify preferred topics, case studies and hosts for Autumn series</p>

8	General Updates LGA update:	<p>IL – gave an update on the work of the Culture, Tourism and Sport Team. They have been responding to media queries about the incident in Finsbury Park caused by the Tough Mudder obstacle course; and councils plans for the coronation, including number of street parties approved. Planning a series of roundtables linked to the findings and recommendations within the Commission on Culture and Local Government – this will inform the team’s work plan for the next couple of years. The next event is on 25 May in Wigan and will be an opportunity to consider how local government can collaborate with education providers and the cultural sector to support a national Cultural Education Plan, with involvement from DCMS and DfE. See the agenda and book your free place here.</p> <p>DCMS have decided that CIPFA data for Libraries is insufficient and so they want to make a small number of data sets statutory. LGA are working with Luke Burton, who is the new ACE Libraries Director, Libraries Connected and other partners to make this work for the sector as well. Looking at something similar to Moving Communities.</p> <p>Helping SE and DCMS to think about the Swimming Pool Support Fund so they meet government directives but also distribute the support in a timely fashion with light touch application process. Two councils are currently sense-checking a short survey to inform the design – the survey is expected to go live next week. Further update likely to be mid-May, as the plans need to be agreed with the Treasury, so there is a need to manage expectations on the ground.</p> <p>The planned Sport Strategy is still being developed – LGA is hoping it will have local authorities as a golden thread or chapter. The new Minister for Sport, Stuart Andrew, is very active and engaged effectively and LGA are keen to build the relationship further.</p> <p>There are two tourism consultations out around short-term lets; DLUHC are proposing introducing a requirement for planning permission to be gained for a home to be used as a short-term let. The consultation details are available here.</p> <p>The DCMS is in parallel consulting on the detail of the planned register of short term lets here. LGA is making a response to both.</p> <p>LGA annual conference coming up in July and the Culture Commission has secured a plenary session. There will also be a leisure centre workshop Paralympian Alice Tai speaking. The session will also look at the green agenda and health inequalities.</p> <p>The environment is hyper-political and the CTS team are briefing as parties develop their manifestos.</p> <p>There will be changes in CTS Board and it would be useful for the new Chair of CLOA to speak to them in September about officer priorities.</p> <p>DK – thanked IL for working to secure funding in the spring budget and acknowledge his support for the CTS Board as an effective voice.</p>
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9	A.O.B Timetable and process for elections to CLOA Executive Committee	<p>Nominations forms will be circulated on 17 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. There is a new requirement to reflect on the contribution to progressing CLOA's EDI commitments.</p> <p>Action – HB to re-circulate the self-assessment form with the minutes.</p> <p>TD – asked about when the assets would be available for the MHW</p> <p>Action – HB to contact OHID regarding the need to cascade these in good time.</p>
10	Guest - Tony Strutt, Head of Domestic Heritage, DCMS	<p>A discussion took place regarding how CLOA can develop our working relationship with DCMS.</p> <p>TS - explained his brief, which stretches from dealing with high profile contested heritage through to contracts for grazing around Stonehenge. He acknowledged the challenge of working across arts, heritage and tourism as there are parallel policies, although in the last couple of years they have tried to shift the emphasis to more thematic working – for example on Place. Other colleague Xanthe Dennis is leading on this, and has been working with LGA on the Culture Commission. Looking to further thematic policy working to counter silos. Lots of the work is being driven by DLHUC through devolution, levelling up, and the associated funding; they are seeking to reflect the crosscutting agendas and engage with Northern Powerhouse.</p> <p>However, working with local government is still in its infancy; with Stoke on Trent the DCMS team are looking at heritage as a catalyst for change under the banner of levelling up. Trying to embed the work of their team as a crucial part of regeneration, as vital as infrastructure.</p> <p>Evidence from surveys show that people have an inherent pride in place, parks, historic buildings – all policy areas that DCMS delivers. They work closely through arm's length bodies, the heritage team is 16 people so they commission work through ACE and Historic England. Rely on the expertise and skills of ALBs who are more embedded regionally, liaising with them helps to formulate policy informed by regional priorities.</p> <p>TS expressed a desire not only to rely on economic modelling, but also anecdotal feedback. Trying to be more inclusive and consultative, hence this conversation is welcomed.</p> <p>DK – asked TS to put forward what we could do to support the aim to ensure that culture is not seen as an 'add on'.</p> <p>MP – asked what kind of engagement is going on across the political sphere, given there is the possibility of change.</p> <p>TS – advised that the formal process regarding when you can speak to the opposition meant that it won't be until later this year/early 24.</p> <p>When these discussions take place is mandated by Cabinet Office.</p> <p>The current governments timescales, for example around funding, is driven by the remaining 14 month term.</p>

		<p>IL – asked where has the recognition of the value of local engagement come from within the directorate.</p> <p>TS – said that each part of government recognises that they need to understand what is going on outside Whitehall. It's being driven by Emma Squire within DCMS, and also pressure from LGA plus Neil Mendoza to undertake this work. But caution needs exercising around relying on personalities, to drive this we need to build mutual policy. In response to DKs question, TS stated that we need to develop a resilient relationship with permanence.</p> <p>JR – raised how culture is embedded in regional authorities, for example the West Yorkshire mayor Tracy Brabin has recognised the value of culture, and introduced a sub-committee. But the challenge is how to work so that money isn't spent on bureaucracy rather than interventions that make a difference to a place.</p> <p>TS – finished off affirming that heritage is more than country estates and cream teas, it's about the visitor economy and moving towards net zero. For example they are keen to encourage a move away from demolition unless absolutely vital as part of the carbon reduction aims.</p> <p>Heritage needs to be recognised as central to economic development. High Street Heritage Action Zones are a catalysing change with investment from the private sector and regenerating towns; DCMS is now starting to evaluate the 65 schemes.</p> <p>All the teams within the department want to reconfigure the narrative to put arts and heritage as central to place.</p> <p>DK thanked TS and invited him to join our annual conference.</p> <p>Action – HB to issue a direct invitation to TS and other DCMS colleagues.</p>
	Dates of next meetings	<p>AGM & Conference - Wednesday 28 June, via Teams</p> <p>NL has offered Shaw House in Newbury for the September meeting date tbc w/b 25/9/23</p>