

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Friday 22nd September 2023
Place:	The Hepworth Auditorium, Gallery Walk, Wakefield, WF1 5AW
Times:	1030 - 1515
Participants:	CLOA Executive – Debbie Kaye, Donna Pentelow, Iain Varah, Jonathan Cochrane, Julie Russell, Mark Allman, Penny Greenwood-Pearsons, Robert Campbell, Thorsten Dreyer, Val Birchall, Vincent Paliczka, Zsuzsi Lindsay CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	Caroline O’ Neill, Ian Brooke, Ian Jones, Matt Partridge, Nigel Lynn

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Wakefield Culture and Leisure service	JR - gave the Executive an insight into placemaking through the work of Wakefield Culture and Leisure service.
2	Minutes & matters arising	<p>The minutes of the meeting Wednesday 26th April 2023 were reviewed and agreed to be an accurate record.</p> <p>Matters arising from the actions were noted as follows:</p> <ul style="list-style-type: none"> • Eligibility to join the Executive has not been included as an agenda item as a letter of Commercial Interests is sent out to members of CLOA whose status changes when they start to operate in a commercial manner. • A meeting with Sport England CEO Tim Hollingsworth has yet to be convened. • A blog on allyship has yet to be written; it was confirmed that this could link and follow up from the Allyship training in October. <p>New members of the Executive were warmly welcomed:- Penny Greenwood Pearsons, Robert Campbell and Jonathan Cochrane Thanks were expressed to those standing down for their contributions to Executive Committee – Stefania Horne, Tony Witton, Jayne Knight, Karen Whitfield, Michelle Lord</p>
3 & 4	Breakout group discussions	The Executive split into 2 groups to discuss issues, opportunities and identify actions with the aim to support and advise members and provide an informed and coherent voice at a national level.

		<p>The two groups looked at the following areas:</p> <ul style="list-style-type: none"> •Tackling physical inactivity/the future of public leisure –discussion about the issues (inc swimming pools). •Placemaking through culture inc Commission on culture and local government. <p>Feedback from the breakout groups followed, and the next step agreed was to work up thinking into thematic actions plans – outlining the issues/opportunities, key messages, action, outcome, partners, timescale, resources needed.</p> <p>Action – VB and MA to refine feedback and liaise with JR to create action plans for the next 3 years.</p> <p>Capacity was discussed as an overarching issue, with a need to think longer-term, as any associated budget would need to be agreed at June 24 AGM. Conversations with Sport England and Arts Council England are also likely to be required.</p>
5	<p>Events programme</p> <p>Roundtables</p>	<p>HB/JR – updated on the Moving Communities webinar, which took place on 19 September had attracted 45 attendees. The session was delivered through collaboration with Sport England, 4 Global Leisure-net and Right Directions (Quest). It also resulted in a 10% offer for CLOA taking up the survey element.</p> <p>JR – advised that we have been trying to organise a roundtable on ‘Public Art and Placemaking’ with ixia (the public art think tank) and Beam taking a lead role. However, this has not progressed.</p> <p>The Executive discussed potential content for the session and agreed to progress in early November. Wakefield has adopted a Public Art Framework and JR offered to Chair/provide a case study.</p> <p>Action – JR & HB to liaise regarding dates</p> <p>Actions – JR to invite ixia and Beam to contribute or participate</p> <p>Action – HB to invite the Executive and wider membership to put forward case studies.</p> <p>Other topics that were agreed for the coming months were:</p> <p>TD – offered to lead a session on ‘How to engage with the Planning system’ covering participating in discussions around S106, CIL, policy, decision-making, planning, influencing.</p> <p>Case studies could be drawn from public art, play, parks, leisure and culture infrastructure.</p> <p>TD – suggested this could be offered in January 23.</p> <p>Action - TD to send a description and liaise with HB re. a date.</p> <p>Action – HB to invite the Executive to submit case study examples.</p> <p>DP – suggested developing a roundtable to consider how to address the loss of skills in culture and sport which is creating staffing gaps. It could be titled ‘Skills development for the cultural sector’. UCL has set up a School for the Creative and Cultural Industries. Kent and Essex were noted as having local policy innovation status for supporting the creative industries.</p>

	AGM & Conference	<p>RC – mentioned that Historic England is seeking to address the skills training needs for working with historic buildings.</p> <p>HB – added that Creative UK would be worth approaching as the policy lead for creative skills.</p> <p>There was some discussion about whether it would be useful to include sport and leisure, as part of the place-pilot work in Manchester has included training leisure staff to deliver health. Swim England has also had a focus on coaches and swim teaches. And Wakefield have a practical example of working with local colleges.</p> <p>It was agreed, due to the broad scope, that one session should focus on Arts, Culture & Heritage and another on Sports & Leisure.</p> <p>Action – DP to propose session outlines and share with HB/JR prior to the January Executive mtg.</p> <p>IL – added that there would be a further data focused session in November. CLOA will be represented with VB & TD attending.</p> <p>There was also some discussion around the merits of hosting a session that focused on income generation and cost savings, securing funding to balance the budget.</p> <p>DK – asked whether there was an opportunity outside of the roundtables to share information regarding key messages beyond the e-bulletin and LinkedIn</p> <p>HB - urged the Executive Committee to consider writing blogs on key topics and drawing on their areas of expertise.</p> <p>Action – JR to write an initial introductory blog as incoming Chair shortly - reflecting on the challenges faced by the sector.</p> <p>Action – All Executive to consider writing a blog on an area of expertise.</p> <p>The Executive discussed potential themes for the June AGM & Members Conference. This will again be a virtual event in response to member preference and in order that we can secure a high calibre of speakers and guarantee good member attendance.</p> <p>Budgetary pressures was suggested as a topic, focusing on what matters in a challenging environment and balancing the need to generate income with providing services.</p> <p>IL – suggested that it might be useful to have a high level speaker who could contextualise the overall local government-funding gap of 5.3 billion.</p> <p>The event could be used to provide examples of how people have resourced services in a difficult climate alongside the big ideas that have transformed services.</p> <p>DK – also put forward the suggestion to have children and young people as a focus.</p> <p>HB – invited Committee members to volunteer to work up the proposals in more detail. The working group was refreshed with JR, DK, ZL, PGP</p>
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		<p>volunteering. However, as several Committee members were absent it was agreed to seek additional volunteers.</p> <p>Action – HB to invite those that sent apologies to consider joining.</p> <p>Action – HB to convene a meeting of the AGM Working Group in late October/early November.</p>
6	Strategic Relationships: updates	<p>A summary document updating on the key strategic relationships was circulated in advance of the meeting. There were a number of vacancies to fill and the need to draw additional capacity from across the Executive Committee for key relationships.</p> <p>PGP, MA and DP volunteered to join the Sport England group, which was previously DK, IB and IV. Building on the earlier breakout discussion DK volunteered to co-ordinate meetings.</p> <p>Action – DK to contact sport and physical activity sub group to organise an initial mtg and set dates for future.</p> <p>JC, RC and JR volunteered to join the ACE strategic relationships group.</p> <p>Action – VB to co-ordinate an initial mtg to discuss how the workload will be shared and how they will work collaboratively.</p> <p>RC - offered to lead on Tourism.</p> <p>DK - agreed to share responsibilities of Swim England with MA.</p> <p>JR – asked the sport and physical activity sub group to identify a lead for Moving Communities Board.</p> <p>DP – agreed to replace JR on the Local Government Physical Activity Partnership.</p> <p>Action – HB to let Sam Ramanagh, Steven Liddell and IB know of this change.</p>
7	EDI action plan – Allyship training	<p>A paper outlining the rationale for spend from the undesignated reserves for Allyship Training was circulated in advance of the meeting. The date has now been set for this virtual training 12th October 23 between 1-4</p> <p>JR - emphasised the importance of participating, as it is part of the CLOA Executive Committee commitment to embedding Equality, Diversity and Inclusion.</p> <p>Action – All Executive Committee members to strive to attend the allyship training</p> <p>There was a discussion regarding the EDI Champion role and ZL was nominated as the new lead moving forwards.</p> <p>The EDI working group was refreshed with JR, TD, VB, DK, CO’N, ZL. It was agreed to ask Carol Stewart, previous VC, to join the group.</p> <p>Action – HB to liaise with ZL and co-ordinate a date for the working group to meet after the Allyship training session.</p> <p>Action – HB to invite Carole Stewart to join the EDI group.</p>
8	General Updates LGA update:	<p>IL – gave an update on the work of the Culture, Tourism and Sport Team. There is a new Culture, Tourism & Sport Board with a Lib Dem Chair,</p>

		<p>they have approved a work plan with two key themes; helping councils adapt to sustainability and also inclusivity.</p> <p>How services are responding to climate change is still a focus and LGA is commissioning two routemaps to decarbonisation to provide councils with support to embed sustainable practices in culture services and leisure services. CLOA has been invited to be a collaborator and LGA will draw on our existing resources collated for the leisure webinar and culture webinar.</p> <p>IL – invited CLOA to join their steering group. The chosen contractor will set this up and it is anticipated that there will be 3 steering group meetings of approx. 45min.</p> <p>It was suggested that IB might be a good candidate to join this group.</p> <p>Action – HB to share details with IB and cc to VP in case capacity is a challenge.</p> <p>The CTS Board is also seeking to influence manifestos by inviting politicians to meetings and making sure they understand the contribution of Local Authorities to the agenda.</p> <p>IL – also mentioned that he is planning to organise a meeting with specialist local government groups. CLOA will co-host and nominate 2 representatives to input.</p> <p>Action – IL to advise on the date/venue/agenda.</p> <p>Finally, LGA is developing some devolution think pieces and will invite CLOA to contribute to a Place-based Investment item.</p>
9	A.O.B	<p>HB – advised that we have secured a new Associate Sponsor – Blake Morgan Law Firm. The arrangement will commence on 1st October 23. Part of the package is an introductory email to the membership outlining their business and highlighting specific case studies. This needs to be supported by an endorsement.</p> <p>Action – HB to liaise with IB regarding copy for the endorsement.</p> <p>VB – raised the issue of the profile of CLOA, and asked whether how we are communicating with partners and potential members needed further consideration.</p> <p>DK – said that we need to think about what are we calling for first and develop the key messages through the sub-groups.</p> <p>HB – gave a summary of recent activities targeted at growing membership including the creation of 3 videos, the introduction of an organisational LinkedIn page and the successful 3 months free trial campaign.</p> <p>It was agreed that there is a need to amplifying each other's CLOA related messages. Also, that a small group of Executive members should meet to discuss communications priorities moving forwards.</p> <p>Action – HB to convene a group to discuss Communications</p> <p>IV – raised the issue of access to SALIX funding</p> <p>Action - JR to liaise with Sue Thiedeman regarding the concerns and with LGA on potential solutions.</p>

	Dates of next meetings	<p>Dates of next Executive mtgs:</p> <ul style="list-style-type: none"> • Wednesday 24th January 24 0930-1300, via Teams • Tuesday 23rd April 0930-1300, via Teams <p>AGM & Members conference - agreed for Wednesday 26th June –</p> <p>Action – HB to send out a Teams meeting invite.</p>
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