

EXECUTIVE COMMITTEE MEETING MINUTES

Date:	Wednesday 24th January 2024
Place:	Via Teams
Times:	0930 - 1300
Participants:	CLOA Executive – Caroline O’ Neill, Debbie Kaye, Donna Pentelow, Iain Varah, Ian Brooke, Ian Jones, Jonathan Cochrane, Julie Russell, Mark Allman, Matt Partridge, Nigel Lynn, Penny Greenwood-Pearsons, Robert Campbell, Thorsten Dreyer, Val Birchall, Vincent Paliczka, Zsuzsi Lindsay CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
Apologies:	None received – although some participants had to leave the meeting at various points

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Minutes & matters arising	The minutes of the meeting Friday 22 nd September 2023 were reviewed and agreed to be an accurate record. Matters arising: Ian Brooke advised the Committee that in March he would be starting a new job as a CEO of a Housing Association. The Executive expressed thanks to IB for his contribution to CLOA, which has been immense over the years, his leadership, knowledge and commitment will be greatly missed. JR – expressed a hope that we can forge new alliances with housing through the networks IB joins. IB will remain an Honorary Member of CLOA Action – HB to obtain IB’s new contact details
2	Draft Expenses Policy	More recently, a number of Executive Committee members have retired from local authority, but remain active and involved on the Executive Committee. This has prompted discussion regarding the availability of expenses. A paper was circulated in advance of the meeting that outlined the approach to expenses to provide clarity. VP - spoke to the paper and recommended that the new policy was approved and the approach implemented with immediate effect.

		<p>It was unanimously agreed to adopt the revised approach as detailed below:</p> <ol style="list-style-type: none"> Executive members should use the resources of their authority to cover travel to in-person meetings and this should be agreed in advance when securing permission to stand as an Executive Committee member. However, the travel expenses of attending an in-person Executive meeting by those in Honorary posts can be covered (i.e. Treasurer, Secretary and Immediate Past Chair – if not in LA employment). Accommodation cannot be resourced. In sending delegates to represent CLOA at meetings and speak at events, the associated costs should also be covered by their council. If this is not possible, and in exceptional circumstance where the Chair thinks CLOA should be represented at the most significant meetings/conferences, travel expenses may be agreed, but accommodation cannot be resourced by the association. <p>Action – HB to advise new members joining the Executive in June 24.</p>
3	EDI update presentation and next steps	<p>The refreshed EDI plan had been circulated in advance of the meeting. ZL also gave an update on the progress to date and ongoing work, including how the recent Allyship training has informed thinking for additional actions to strengthen the EDI plan.</p> <p>She talked about the 4 pillars of the plan and how the new actions would further embed EDI within the organisation as we progress in the Maturity Model from ‘Thinking Strategically’ towards ‘Weaving it into the fabric’</p> <p>A discussion followed regarding the new actions and commitment was secured from the Executive to progress these over the coming months. In particular it was agreed that:</p> <p>Action – All a consistent sign off on blogs and emails would be adopted #everyoneCANlead</p> <p>It was also agreed to be important to foreground the commitment to allyship.</p> <p>Action – EDI working group to develop a statement on allyship that can be used to profile commitment, act as guidance for strategic relationship management and signpost speakers towards</p> <p>Ensuring that events, roundtables and the annual conference include speakers from under-represented groups was also agreed to be vital. And a suggestion for a further focused session on allyship for the whole membership was welcomed, with IL offering to collaborate on a joint roundtable.</p>

		<p>Action – DK to develop an outline for an Allyship roundtable in collaboration with IL and LGA.</p> <p>There was discussion regarding how best to collate where we are now in terms of Diversity amongst the Executive Committee and whether collating a baseline of protected characteristics would be desirable.</p> <p>JR – voiced that a simple survey of protected characteristics would help us understand the make up of the Executive Committee. This should be anonymised and collated at high level to share back with the Committee.</p> <p>DP – felt that we also need to understand the membership diversity.</p> <p>DK – added that understanding the make-up of the organisation in terms of diversity would be a useful tool in talking with strategic partners and allow CLOA to influence strategic topics such as Placemaking, ensuring there is a diverse range of voices at the table.</p> <p>Action – HB to develop a simple survey to collate data about the protected characteristics of the Executive Committee with support from TD.</p> <p>Once this has been trialled, the Executive to discuss how it can best be applied to the wider membership.</p> <p>VB – queried the leadership angle, LAs have a high percentage of diversity in the workforce, but what roles are they in? We are uniquely placed to flag up where there is a lack of diversity amongst decision-makers.</p> <p>SOLACE is undertaking some work in this area and has produced a statement of intent and a report Understanding and Improving ED&I in the Local Government Workforce: A spotlight on data collection and good practice</p> <p>Action – MP offered to pick up with SOLACE regarding the potential to collaborate.</p> <p>JR/VB – thanked ZL for progressing the work and bringing the progress to life with her presentation.</p> <p>Action – HB to circulate ZLs presentation</p>
4	Sport & Physical Activity Action Plan	<p>Following on from the discussions at the September meeting a Sport & Physical Activity sub-group was set up and an action plan has now been created. The plan is based upon a current analysis of sector challenges and opportunities and sets out a coherent set of key priorities to focus our support for the sector.</p> <p>JR – gave the background to the development of the plan and the process for resourcing it by bringing it back to the April Executive and then seeking investment endorsement at the June AGM.</p> <p>DK – as Chair of the Sport & Physical Activity Sub-Group gave an update on the groups discussion, and areas of focus such as how to manage and maintain an effective high-level relationship with Sport England; how best to feature the health agenda within the plan; the need to review relationships with governing bodies; and a golden thread to link facility/infrastructure that meets local need/aspirations/outcomes.</p>

		<p>From a practical perspective there is a need to be able to update the document. But no single shared drive will work for all those contributing.</p> <p>Action – DK to retain responsibility for updating the plan after each mtg of the SPAG.</p> <p>IJ – Gave a reflection of the issues in Wales. Inequity of opportunity is key; in Wales there has been some work done across pricing and concessions and there are huge inconsistencies in school swimming which is embedding inequity for the longer term. Net carbon zero is also important.</p> <p>DK – invited IJ to join the SPAG and noted that the plan needs to reflect the Wales dimension.</p> <p>Action – DK to liaise with IJ re. joining the next SPAG meeting.</p> <p>NL – all his contracts include free learn to swim, as it is linked to tackling deprivation.</p> <p>IL – Sport England is targeting place-based partnerships for support and has gone out to tender for the Officer Leadership programme.</p> <p>Action – DK/JR to refine the plan and bring back to the SPAG.</p>
5	Strategic Relationships update	<p>A summary document updating on the key strategic relationships was circulated in advance of the meeting. Highlighting matters of importance for CLOA at a strategic level and indicating how the association can become involved in shaping plans of relevance to LA's.</p> <p>IL – gave further details on recent political discussions at National level in this general election year and what the priorities of the opposition might be.</p> <p>RC – felt it would be useful for LGA to influence politicians with a more nuanced view of how a tourism tax might support resourcing local authorities.</p> <p>VB – since the document was circulated a there has been an extension of ACE NPO term; a request for CLOA to contribute to a conversation about Libraries data following the Sanderson Review, which CLOA is also considering making a formal response to; and an inaugural meeting of the National Alliance for National Alliance for Cultural Services is being planned, which will mirror the Local Government Physical Activity Partnership. However, there are a lot of channels and several officers at ACE are involved in these workstreams so we need to ensure that there is co-ordinated communication regarding these initiatives.</p> <p>JR – suggested that CO'N inputs into the parallel plan for Culture to ensure there is a Welsh dimension.</p> <p>Action – VB to liaise with C'ON, JC and RC re. inputting into or joining relevant national culture meetings.</p> <p>DP – TNA is doing work with LGA at the moment and are happy to contribute to roundtables. They are interested in skills, EDI and digitisation.</p> <p>MP – New ADASS contact and seeking to reconnect with OHID.</p>

		<p>DK – highlighted the work with swimming via the Swimming Alliance, and attendance at one of the collabatoriums, which are being led by consultants bringing all agencies working in this sphere together to look at areas of commonality. There is now a charter for swimming, but no ToR which is hindering. DK has offered to lead on this work and potentially CLOA will take on Chairship, as have a vested interest in access to public swimming and an established reputation. The topic is largely about skills shortages rather than learning to swim.</p> <p>PPG – emphasised that Moving Communities is considered the ‘single point of truth’ by Sport England and they will require all those applying for funding to be using this in future.</p> <p>IB – LGPAP relationships good between the organisations. OHID connection still maintained, and there is also a connection with DCMS health team.</p>
6	Update from AGM Working Group	<p>A paper was circulated in advance of the meeting outlining the thinking and proposed approach for the June AGM.</p> <p>JR – talked about her vision for ‘Creating better health outcomes for all: through physical activity, culture and creativity’.</p> <p>Prof Daisy Fancourt was not available to speak at the AGM, but she has agreed to speak at a roundtable instead.</p> <p>Action - HB to begin to promote the event through the website, ebulletin, LinkedIn platforms.</p> <p>Prof Marmot has been invited, but has not responded and so we will now be inviting Prof Chris Witty.</p> <p>Heema Shukla Chair of the Arts and Health Special Interest Group - Faculty of Public Health which is a forum for public health professionals to consider and support the use of the arts to improve health and wellbeing has agreed to contribute.</p> <p>There was a general approval for the proposed approach and endorsement of some of the speakers.</p> <p>Action – JR and HB to continue approaching speakers as per the paper.</p> <p>RC – asked whether we should we use this as an opportunity to talk about CLOAs Sport & Physical Activity Plan and Placemaking through Culture plans.</p> <p>HB – advised that JR will have a slot on the agenda to give a Chairs report which will cover this and other strategic activity that has taken place across the year.</p> <p>The importance of forging connections with public health colleagues to help continue the conversational momentum after the AGM was flagged up.</p> <p>Action – HB to include in promotional messages encouragement for members to invite a public health colleague to attend.</p>
7	Budget Update	<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>

	Membership fees	<p>An increase of £10 for Individuals and a £30 for a Corporate subscription took effect from April 23. Given the dire financial circumstances many LAs are experiencing, VP suggested no further increase is proposed at the June. This was endorsed by the Executive Committee.</p> <p>Agreed – no increase in membership fees to be proposed at the June 24 AGM.</p> <p>DP – queried how the bonus to Culture First was calculated and HB advised that it was part of the contract agreement terms.</p> <p>The current number of subscribers was discussed and HB answered a query regarding the various reasons advised by those not continuing their membership subscription.</p>
8	Roundtable programme – update on delivery and development of further content	<p>JR – reported on the roundtable that focused on Public Art and Placemaking. There were 50 attendees who enjoyed keynote presentations from the Contemporary Art Society and ixia along with 5 member case studies that highlighted a variety of approaches to public art with presenters offering a candid summary of the challenges and how these were addressed, as well as insights into the impact of the work and how it contributed to placemaking in the local area.</p> <p>TD – advised that the roundtable on Spatial planning and culture – navigating the planning system had been well received and attracted 30 attendees. It brought together an overview of the planning process, exploring the key points when engagement can be most effective, covering planning policy development, planning decision-making, and securing planning contributions. The 3 case studies demonstrated what engagement with the planning system looks like in practice, and the outcomes we can achieve.</p> <p>Other topics that are in the pipeline for the coming months are: An Audience with Prof Fancourt on 21st May 1.30-2.30pm offering a keynote and follow-up discussion that focuses on the evidence base of how the arts can support mental health, and include recent research and examples across Social Prescribing schemes. This evidence discussion will act as a warm up to the conference around data led approaches and tackling health inequalities.</p> <p>JC - gave an update on the progress to plan a Cultural Compacts roundtable. A conversation has taken place with Paul Bristow (Strategic Partnerships Director) and Harinder Matharu (Compacts lead) at ACE about collaborating in relation to a roundtable. Two objectives: 1) widening CLOA membership awareness of the opportunity to seek a Cultural Compact award as a priority ACE place based initiative. 2) potentially aligning CLOA with the national evaluation of compacts taking place between now and the summer that is being managed by the ACE National Place Based Initiative Peer Learning Network that includes Compacts. ACE are keen to support and JC is discussing aligning a date</p>

		<p>with a key milestone of the evaluation process. How to nuance the event to serve the two purposes will be the discussion to be held next.</p> <p>RC - has offered to lead a roundtable focusing on LVEPs and Destination Management Plans and maybe include a speaker from VisitEngland to cover what an LVEP is, why it's important and to establish a link with CLOA. There would also be some short presentations on Destination Management Plans to highlight what a good one looks like.</p> <p>DP - Berkshire is looking at a county based LVEP and she would be interested in a roundtable to find out more.</p> <p>Action – HB to liaise with JC and RC regarding dates, speakers and promotional copy.</p> <p>VB – suggested a roundtable on Economic Development in future.</p> <p>JR – expressed an interest to use the AGM as a springboard to continue momentum around the health and wellbeing agenda. Also suggested that pricing policy and social concessions would be a good topic for a roundtable after the AGM and mentioned that some work undertaken in Wakefield on this in terms of tackling inequality.</p> <p>Action – JR to lead on developing a session that incorporates this aspect within the theme of 'Widening access in a climate of funding pressure'.</p> <p>RC – suggested that the next roundtable for EDI might combine allyship and decolonising collections.</p> <p>DK – suggested offering updates on previous roundtables.</p> <p>Action – Executive Committee to reflect on the previous roundtable in the events archive and consider the best way to present updates where relevant through blogs, vlogs or additional webinars.</p> <p>NL – felt that the financial situation should be at the top of our agenda, with a roundtable giving an insight into bigger picture and sharing how best to advocate.</p> <p>IL – has contributed to a Libraries Connected event for those facing s114 and offered to collaborate.</p> <p>Action – HB to coordinate a meeting of those interested from the Executive with LGA to discuss content and timing.</p>
9	General Updates LGA update:	<p>IL – gave an update on the work of the Culture, Tourism and Sport Team. With 1 in 5 councils concerned that they will declare a section 114 over the coming months, LGA has coordinated a survey of CEOs to see where cuts are landing. The findings will be published shortly.</p> <p>Action – HB to cascade through ebuletin and social platforms.</p> <p>Devolution think pieces are being commissioned VB is leading on one. Nature Positive have been commissioned to create route maps for culture and for leisure, energy adaptations will be a feature. There will be a workshop that tests the ideas to make sure they are meaningful for LAs.</p> <p>Action – IL to publicise the workshops on LinkedIn. All Executive to consider inputting.</p>

		<p>The annual CTS conference will be focusing on 'Change and sustainability' this year and seeking to put a positive message forward with high level conversation and case studies. There will be sessions on promoting equality, diversity and inclusion within culture, tourism and sport too.</p> <p>Lots of political conversations underway, and it is anticipated that the shadow manifesto will be finalised in February.</p>
9	A.O.B	<p>DP – highlighted that HMRC has revised the treatment of VAT on in house leisure services. The feeling was that the impact on finances will depend on each individual local authority.</p> <p>HB – confirmed this has been cascaded via the ebulletin already HMRC-revises-treatment-of-VAT-on-in-house-leisure-services-November-2023.pdf (max-associates.com)</p>
	Dates of next meetings	<p>Dates of next Executive mtgs:</p> <ul style="list-style-type: none"> • Tuesday 23rd April 0930-1300, via Teams • AGM & Members conference - Wednesday 26th June, via Teams