

ACTIVE LANCASHIRE LIMITED (“the Company”) MINUTES OF A MEETING OF THE BOARD OF DIRECTORS / TRUSTEES

Held at Lancashire Football Association, Leyland, and via MS Teams video conference on the 19th July 2023 from 2.00-4.15pm

Present:

Brian Cookson	Director / Trustee - Chair	BC
David Clarke	Director / Trustee	DC
CC Michael Green	Director / Trustee	MG
CC Rob Bailey	Director / Trustee	RB
Roger Davies	Director / Trustee	RD
CC Scott Smith	Director / Trustee	SS

In attendance:

Adrian Leather	Chief Executive, Active Lancashire (<i>attended from item 2 onwards</i>)	AL
Claire Lovick	Company Secretary and Executive Assistant, Active Lancashire (<i>attended from item 2 onwards</i>) - minute taking	CL
Justine Blomeley	Strategic Lead - Place, Sport England (<i>joined meeting at 14.20</i>)	JB
Mark Stephenson	Operations Manager - Sport, Active Lancashire (<i>attended from item 2 onwards</i>)	MS
Steve Whiley	Brand and PR Officer, Active Lancashire (<i>attended item 16 only</i>)	SW
Stuart Oliver	Director of Finance, Active Lancashire (<i>attended from item 2 onwards</i>)	SO

Apologies:

Bryan Jones	Director / Trustee	BJ
Ken Masser	Director / Trustee	KM
Lynne Horner	Director / Trustee	LH
Zuleikha Chikh	Director / Trustee	ZC

ACTION

1 CEO Salary Review

- 1.1 Following a confidential Board members only discussion, the Board approved the CEO’s Annual Appraisal, which was carried out by the Board Chair and Senior Independent Director (Sherry Kothari). The Board authorised the increase of one additional increment to the CEO’s pay scale, backdated to 1 April 2023. The Chair will inform SO of this so he can make the relevant pay arrangements.

BC / 1.1

- 1.2 The Board asked we record their thanks to AL for all his excellent work over the past year.

ACTIVE LANCASHIRE STAFF MEMBERS JOINED THE MEETING AT THIS POINT.

2 Board Chair Welcome, Quorum and Outline of Session

- 2.1 The Chair welcomed everyone and confirmed a quorum was present.

3 Apologies

- 3.1 The Chair noted apologies (listed on the front page of these minutes).

4 Declarations of Interest

- 4.1 There were no conflicts of interest declared in respect of items discussed at this meeting.

5 Minutes of the Previous Meeting

- 5.1 It was proposed that the minutes of the Board meeting held on the 19th April 2023 were a complete and accurate record. The Board approved.

It was resolved that the minutes of the meeting held on the 19th April 2023 be approved as an accurate record of the meeting.

6 Action List

- 6.1 The Chair confirmed the actions are listed as tabled for the meeting, are ongoing and will remain on the action list, or they have been completed and will be removed from the action list ahead of the next meeting.

7 Matters Arising

- 7.1 There were no matters arising to report.

8 CEO Report - Questions from Board

- 8.1 AL presented and the paper was taken as read. This report covers Q1 2023/24 and the following points were highlighted:

- 8.2 Lancashire County Council (LCC) are establishing a Sport and Culture Strategy, and CC Peter Buckley is involved with this project. This gives Active Lancashire the opportunity to work with stakeholders across the county as part of a Partner Stakeholder Collaborative Group to develop a shared overarching strategy which ideally links up cultural heritage, arts, tourism, sport and physical activity across the system.

- 8.3 As part of this framework we are looking to have some overarching shared objectives and we will potentially be looking to see our strategy aligned under this framework. This sport and cultural network is seeking to engage with and influence the priorities that will emerge from Lancashire 2050. An initial workshop has taken place and it was agreed this network will aim to position sport and culture as part of the projection of Lancashire's image, both nationally and internationally.

- 8.4 For the last three to four years, we have been bringing together the cultural and leisure lead officers for each Local Authority, and leisure and culture operators, across Lancashire in a group called Lancashire Culture and Physical Activity Network (Lancs CPAN). We are increasingly looking at utilising this group as a mechanism to coordinate and communicate our activities across Lancashire. We are aiming to link them with health and wellbeing groups which are being established across all of our districts, and joining up with the strategic opportunities which Lancashire 2050 may provide in the future.

- 8.4 Active Lancashire has achieved its Trauma Informed Organisation status. A lot of the people we work with have experienced significant trauma and it is recognised that by training and supporting our staff to engage with people who have additional complex needs we are better able to engage them in their journey towards physical activity and improving their health and lifestyle status.

- 8.5 AL and CL met with Bridgehouse Company Secretaries on 12/06/23 and Bridgehouse have been contracted to update our Articles of Association in line with the proposed changes agreed at our previous Board meeting. This is progressing and there is a short report in the Board papers. AL highlighted that Bridgehouse Company Secretaries feel at the moment we are operating within our charitable remit, and this is being highlighted because of the BHM work which will be referenced later in this meeting (see item 17).

- 8.6 Opportunities are emerging from the UK Shared Prosperity Fund (UKSPF). It is looking realistic that Preston, Pendle, Rossendale, West Lancashire and Wyre local authorities will support our work on More Positive Together (MPT) through their UKSPF funding. Even with this UKSPF funding, there will be a significant decrease in our income once we lose the European funding at the end of December 2023

(European funding is currently 60% of our overall funding). This reduction in funding will significantly reduce our ability to support people with long term complex health to improve their health and wellbeing and therefore access employment. This does greatly concern us for those key communities across Lancashire.

- 8.7 MG was pleased to hear that five districts are supporting Active Lancashire with the MPT project through UKSPF funding and asked if we have received feedback from the other districts as to why they have not moved forward with this. AL confirmed that some of the local authorities are taking this forward themselves in-house. Blackburn and Blackpool for example have up-scaled the project and are using other funding for this. Burnley are continuing the project and have provisioned Calico (who have been working with us on MPT) to take this forward. Fylde have seen a significant reduction in funding in this area and Hyndburn have no funding provision at all in this area for the immediate future. With Lancashire having the highest level of economically inactive people in the entire country, largely driven by the county's health profile, it is concerning that funding is so limited in some areas of the county.
- 8.8 Our Staff Satisfaction Survey has recently taken place and satisfaction has fallen from previous years. This can be directly attributed to the lack of confidence we have in being able to provide our staff with long term employment due to the loss of the European programmes. We held another Team Briefing this morning (17/07/23) and staff are becoming increasingly anxious about their employment status.
- 8.9 Active Lancashire currently has 56 members of staff. The UKSPF funding we are receiving will mitigate the loss of the European funding, but unless we receive some alternative funding from the start of the next financial year we will see a reduction of approximately 20 members of staff during the restructure. We have advised all staff that funding for their roles is secure until the end of the current financial year (end of March 2024), as we are underwriting this where required from reserves).
- 8.10 We are in the process of reviewing staff skills, and will then link those skills to the business need which will be driven by funding available to us. The restructure will be discussed at the Human Resources, Remuneration and Nominations Committee meeting on 26/09/23 and then at the Audit and Finance Committee meeting on 06/10/23, before being brought to Board for further discussion on 11/10/23. Staff who are identified as at risk of redundancy will be informed following the Board meeting in mid-October, and will be given three months' notice. We recognise that staff who are identified as at risk and issued with redundancy notices may be asked to continue in employment if additional funding becomes available in the last quarter. Active Lancashire is working with HR Partner who are advising us with professional and specialist support on this matter.
- 8.11 The Chair thanked AL for this update and said that whilst this position is uncomfortable it is also unfortunately inevitable. The Chair highlighted that the challenge will be looking to slot existing staff into new roles if new opportunities arise.

9 Integrated Performance Report (IPR) - Questions from Board

- 9.1 This IPR was taken as read and AL and MS highlighted the main areas as follows:
- 9.2 Recognition has recently been received from the Ann Craft Trust in terms of the work undertaken for safeguarding adults and thanks to Jayne Wilson and team for all their work on this. We do recognise that we need to do more work around safeguarding to encourage organisations to allow more staff members to do safeguarding training and there will be a focus this summer in this area. JB confirmed that safeguarding is an area Sport England are also focussing on.
- 9.3 A lot of work has taken place on ISO 27001 and Cyber Essentials which puts us in a good position for opportunities going forward, particularly related to prisons and probation

services. AL recently met with the Police Crime Commissioner to discuss supporting opportunities in this area.

- 9.4 There is interesting work going on with Active Madrassah from a place level in Preston. This work is in collaboration with Together and Active Future (TaAF). We have been working in partnership with GLL Leisure who manage the West View Leisure Centre facility in Preston. GLL listened to the local community and reframed and redesigned their offer to support the muslim community in the heart of Deepdale. West View Leisure Centre recently invited a mosque and madrassah's from the local area to see their offering and over 600 residents attended to try a new activity. West View Leisure Centre are now seeing a direct relationship with mosques and madrassah's who are booking their venue to take part in activities and social events together.
- 9.5 We are starting to incorporate Empire Fighting Chance's boxing programme into our offering at the Pendle YES Hub to help and support young people with health challenges using the principles of boxing, and this is having a real impact on young people who come to the Pendle YES Hub with anxiety.
- 9.6 Opening Schools Facilities is a Department of Education funded programme for all Active Partnerships across the country. This is now in its second year offering resource for schools to be able to open their spaces up for students and the local community to use out of school time. We are getting some interesting partnerships established from this and doing some interesting work around how we connect to wider priorities such as holiday activities. We are also doing some interesting pilot work with Alison Moore from LCC connecting Opening School Facilities with the PASTA programme which is a term time food and activity programme.
- 9.7 RD asked that when it comes to opening up school facilities out of school hours, and with governing bodies having lots of conversations around the safety of opening up these facilities out of hours, how is this managed and who has accountability. MS confirmed there are currently lots of conversations going on in this area and in the majority of Opening School Facilities instances resource falls in line with after school extra-curricular work which falls with schools, but as we are looking at extending these activities to the community as a whole this will need clarifying to ensure all parties know where liability lies before it can be taken forward.
- 9.8 MG confirmed he is very supportive of opening school activities to communities as it could be very beneficial to many communities across Lancashire. If discussions are required to work out how we get past barriers MG would be happy to be involved in those conversations.
- 9.9 Within our Sporting and Workforce Development Plan we have been focussing on people within the community who have skills to share and stories to tell to help influence other people and other community clubs and organisations. Lancashire Football Association and Active Through Football Partnerships have both taken part in skills development across the country including in Blackburn. They have created an atmosphere around social football which creates a supportive family through the love of football, utilising learning. Active Lancashire and TaAF are both involved in looking at ways to take this forward.
- 9.10 MPT is on target and a lot of work has taken place in this area around UKSPF. There are concerns around BHM targets and this will be discussed later in this meeting (see item 17).
- 9.11 AL confirmed there are less volunteers in the community than previously as families are using their spare time to generate money rather than by volunteering. JB suggested we could think about volunteering in a different way by encouraging people to give some time to volunteering, but not the depth of commitment which was previously expected.
- 9.12 MS highlighted that one organisation was looking to offer canoeing to children but did not know the process or requirements they needed to complete to ensure the relevant skills and experience were definitely in place before taking on the activity. The provider did not provide the relevant information as they thought it was too bureaucratic. We highlighted it is crucial that providers offer this information.

- 9.13 AL confirmed we are working with an external consultant on our Diversity and Inclusion Action Plan (DIAP). Sport England have requested we submit this by April 2024. The quality of our work and involvement with underrepresented communities was very positive, particularly around the Lancashire Inclusion Network (LIN), but our ability to evidence and communicate the work we have done needs improvement and we recognise we need to record the work we do as case studies moving forward. We are working on a PR Strategy which will help us tell our story so we can evidence that we are working on this agenda and achieving impact, and it would be fantastic if Board members could help us by giving us a platform to share the message so we can receive some feedback from communities. This PR strategy will be presented to Board at a future meeting.

AL/9.13

10 School Games Briefing

- 10.1 MS provided an update. The School Games is a Sport England funded programme which has been running for 15-16 years in various guises. Active Lancashire have a long standing relationship of delivering the school games. There is a network of 14 School Games Organisers (SGO) across the county with varying amounts of time they can dedicate to this (some have additional responsibilities as part of their role and some are purely SGO's).
- 10.2 Historically as an Active Partnership our role around the school games has been the county offer; a one off event in Blackpool each year which is a culmination of celebrated work from the SGO's who deliver their local offer with a pathway into the Blackpool school games. This has transitioned over the years from a very structured pathway programme where local qualifiers culminate in coming to Blackpool for a county final, to an opportunity where we focus on young people who have never had chance to represent their school by coming to Blackpool and having the positive experience of being able to take part in the school games. It is a mixed approach currently of pathway and targeted work.
- 10.3 Over the last six months we have been working with SGO's, other Active Partnerships and the Youth Sport Trust to look at how we can reframe the school games for Lancashire so it is really focussed on what we do as an Active Partnership and the key outcomes required from a Sport England perspective, putting it at a localised place based level with young people at the heart of it. We obtained feedback from SGO's and the majority agreed it was time to rethink what the school games should look like for Lancashire.
- 10.4 Part of the Blackpool event is focussed around the facilities available rather than the needs and wants of young people. Our idea is to support and challenge SGO's to move to a local theme. Rather than a one off large event, we could move towards numerous smaller events across the county which focusses on young peoples' needs in their local areas. This local approach would give more young people who do not get the opportunity to travel to Blackpool to become involved.
- 10.5 We have put together a proposal with the support of over half of the SGO's to move to a cluster based approach working to a Central Lancashire, Coastal Lancashire and Pennine Lancashire footprint. This could have a real impact on young people accessing local opportunities and finding out what is on their doorstep. We are looking to spread resource (Sport England and SPAR sponsorship) which was previously only used in Blackpool across the whole county.
- 10.6 We would like SPAR to continue as the main sponsor of the school games as we have a good working relationship with them, but that will depend on if they are happy to adapt to smaller local events rather than the one large event. We have a meeting confirmed with them next week and will be highlighting the opportunities of local school games events taking place near to SPAR's which would give them publicity opportunities across Lancashire as a whole.
- 10.7 RB advised we will not be able to change everything through one programme and highlighted the importance of ensuring we focus on the areas where we can really make a difference.

- 10.8 RD confirmed there is a lot of duplication out there at the moment. Track and field is already there but is ruled by SGO's so we regularly see the same people attending the Blackpool school games.
- 10.9 RD also highlighted that not all parents are in a position to travel to Blackpool, especially if they are based in East Lancashire, so many of the young people attending the current event are the ones whose parents already take them to club training etc, meaning the same young people get the opportunities and those less fortunate miss out. It is important that those who do not currently get the opportunity to become involved have the opportunity to do so as we move to a more local approach.
- 10.11 AL confirmed there is risk as we move away from a formula which we have operated for the last 18 years, but the agenda has changed so we need to change the formula to meet that agenda. Blackpool is a tried and tested venue which has been improved to accommodate the school games. We need to be mindful that some of the venues we use for smaller local events will require development work to improve the quality and provision there. Partners are agreeing with us it is the right thing to do to move towards local based events ensuring more young people have the opportunity to be involved.
- 10.12 JB confirmed the Sport England funding which Active Partnerships receives for the school games is provided to focus on tackling inactivity. It is not designed for young people who already attend clubs and get lots of opportunities, it is for the 25% of the population who are not currently active.
- 10.13 MS confirmed there are only two Active Partnerships in the North of England who still provide a county event. One is Active Lancashire and the other Active Staffordshire. All other Active Partnerships have moved to a targeted local area approach.
- 10.14 The Chair confirmed it is important we are guided by the roadmap which has been produced and supported by a wide range of organisations.
- 10.15 RD said it would be good to see the detail of dates and events and where they link to clubs.

11 Human Resources, Remuneration and Nominations Committee update

- 11.1 In the absence of the Human Resources, Remuneration and Nominations Committee Chair, AL provided an update from the 19/06/23 Human Resources, Remuneration and Nominations Committee meeting.
- 11.2 There was a discussion about safeguarding and a thorough examination of all the work done in terms of the new standard.
- 11.3 Staff benefits and the current position on retaining staff so we are in line with what other organisations are offering, including anticipating our position if we move away from the Local Government Pension Scheme (LGPS) was discussed in detail, and the Committee agreed to wait until the restructure has fully taken place before making a decision in this area.
- 11.14 It was recorded that there have been no staff complaints or performance issues over the last 12 months.
- 11.15 The Executive Leadership Team (ELT) salary review was considered and the Human Resources, Remuneration and Nominations Committee agreed to recommend for Board to approve a one point increment for all ELT members.
- 11.16 ***The Board thanked AL for this update and confirmed their approval for ELT members to receive a one point increment on their salary. SO to arrange.***
- 11.17 SO will arrange for ELT members to each receive a one point increment increase on their salary. SO/11.17

12 Audit and Finance Committee meeting update

- 12.1 DC provided an update from the 03/07/23 Audit and Finance Committee meeting.
- 12.2 A large amount of the meeting focused on the Audit Report from Moore and Smalley and Nicola Mason attended from Moore and Smalley to present the report. It was an excellent report with no issues and is included in the Board meeting papers for noting.

- 12.3 Following detailed discussions at the meeting, the Audit and Finance Committee recommend for the Board to approve the following papers:
- Trustee Report and Accounts for year ended 31/03/23 (included in the Board papers).
 - Letter of Representation - a document which has been produced by Moore and Smalley for the Board to sign to confirm the financial information which was submitted to them is an accurate reflection of the previous year.
 - The recommendation from SO and AL to extend Moore and Smalley's contract by one extra year. They are on a three year contract which is due to end and the proposal is that we extend this by one year which will take us through to the end of the ESF funding to March 2024.
- 12.4 ***The Board approve the Trustee Report and Accounts for year ended 31/03/23, for the Letter of Representation to be signed and returned to Moore and Smalley, and for Moore and Smalley's contract to be extended by one extra year.***
- 12.5 SO will return the signed Letter of Representation to Moore and Smalley and will liaise with them to extend their contract by one year. SO/12.5
- 12.6 BHM was discussed in detail under the risk items and Board will continue to receive updates on the BHM projects at future meetings.
- 13 Board Positions**
- 13.1 The Chair confirmed the Vice-Chair position is new to Active Lancashire and highlighted it's important to ensure there is appropriate cover if the Chair was ever unable to attend a meeting. The Chair confirmed that BJ has put himself forward for consideration for this position and asked if anyone else would like to nominate themselves for this position.
- The Board approved for BJ to take on the position of Board Vice-Chair and the Chair noted his thanks to BJ.***
- 13.2 The Human Resources, Remuneration and Nominations Committee recommended the Board approve for BJ to become Equality Diversity and Inclusion (EDI) Lead following discussion at their meeting on the 19/06/23.
- The Board approved for BJ to take on the position of Board EDI Lead.***
- 13.3 There was a discussion to see who would like to become the Board Health and Safety Lead. BJ was considered due to his experience in this area but as he has already taken on two Board positions it was agreed a third would be too much. SS offered to take on the Board Health and Safety Lead position.
- The Board approved for SS to take on the position of Board Health and Safety Lead.***
- 13.4 The Chair confirmed that LH had expressed an interest in taking on the Senior Independent Director (SID) position following SK's retirement from the Board, and is eligible as an independent Board member.
- The Board approved for LH to become SID.***
- 13.5 CL will update relevant documentation confirming the Board's approval for BJ to become Board Vice-Chair and EDI Lead, SS to become Health and Safety Lead, and for LH to become SID. CL/13.5
- 14 Articles of Association**
- 14.1 AL confirmed that this paper relates to the previous Board meeting conversation about updating the Articles of Association to the same format as the Committee Terms of References, as recommended by BDO LLP at the Governance Review in Summer 2022. Language in the Articles of Association will also be updated as requested at the previous Board meeting. We have contracted Bridgehouse Company Secretaries to carry out this work and a revised Articles of Association will be shared with BC as Board Chair, then brought to the 11/10/23 Board meeting. AL/12.14
from
19/07/23
Board

15 Board Recruitment update

- 15.1 AL provided an update on Board recruitment. AL has had a number of conversations with potential candidates and AL and the Chair had a meeting with a potentially strong candidate last week. AL anticipates we will have at least six strong candidates submitting an application for a Board position.
- 15.2 As advised at a previous Board meeting, we are recruiting for female candidates to ensure our Board is at least one third female so we meet diversity requirements.
- 15.3 We are now recruiting for two Board roles, one to replace Amanda Parker's position since she retired from the Board for a career move, and one to replace Sherry Kothari who has also recently retired from our Board due to a home relocation. The Chair confirmed SK's resignation has been accepted and noted his thanks to SK for all her support during her time on our Board.
- 15.4 Closing date for Board applications is currently 31/07/23 and AL suggested it may be worth extending this to 30/08/23. The Board confirmed it best to close the recruitment window as planned on 31/07/23, but agreed flexibility for the recruitment window can be extended to 30/08/23 if required.
- 15.5 Board interviews will take place with AL, the Chair and LH as Human Resources, Remuneration and Nominations Committee Chair (or another Committee representative if LH is not available on the interview dates). AL welcomed other Board members to put themselves forward if they would like to also take part in these interviews.

16 New Brand Update

- 16.1 The Chair welcomed SW to the meeting and SW provided an update on the new brand.
- 16.2 The brand is being redesigned to ensure it is positioned correctly to celebrate the work of colleagues, and to support funding bids and opportunities which enable individuals as per our Decade of Movement Strategy.
- 16.3 Two surveys have been completed to see what the public thought when they viewed our current brand. The public responded saying they thought our branding meant we were a leisure centre or leisure provider.
- 16.4 It is important the public recognise our sub-brands (Rossendale Works, Pendle YES Hub, CSI) as part of Active Lancashire. There was very little recognition that our sub-brands were connected with Active Lancashire from those who completed the survey.
- 16.5 We worked with a professional agency, Wash, following the feedback received. A brand workshop has taken place which had representation from the Board with ZC, from ELT with AL and Sarah Walker, and from SLT with Jane Moodie. Wash presented us with recommendations which would help our brand stand out and be more competitive. Following further review the final two recommendations were shared with Board members to select the final brand.
- 16.6 The new logo represents movement. It can be turned on its side to represent an arrow or turned upside down to represent a heart. Our new brand is about people, communities and partnerships and to ensure our aims and deliverables are clear; that we are a company that wants to engage people and help them become more active.
- 16.7 The new brand colour palette has more colours which can be used for posters and presentations. Wash considered a colour theory, i.e. green for health and orange for movement, whilst ensuring they kept some consistency with our current brand - the blue and green are both still there but the shades have been updated.
- 16.8 The orange in the Rossendale Works logo is being considered for the updated Pendle YES Hub logo to help bring our sub-brands together.
- 16.9 Feedback from the survey showed that our current brand was seen as similar to council logos, so a more muted colour tone has been introduced which is seen as friendly, modern, and less associated with the public sector to help us become more commercial.
- 16.10 We also have three fonts which can be used in the new brand, one of which is in handwritten style to help people feel more connected.

- 16.11 SW shared examples on screen of presentations and social media posts in the new brand and confirmed that people are finding this more exciting and inspirational, and that it represents movement and connection.
- 16.12 SW shared the launch video which is fast paced and designed to show what Active Lancashire covers. It is aiming to create an emotional response in people so they can see who we are, what we are about and what we deliver.
- 16.13 DC congratulated SW on his work on the new brand and acknowledged it is incredibly difficult to pull something like this together when liaising with numerous people. The Chair confirmed the brand looks great and he is happy with it.
- 16.14 JB agreed the new brand looks great, but highlighted one reservation which she suggested is amended and that was the use of the word competition. JB highlighted having competition listed followed by collaboration doesn't seem to sit right. JB confirmed that Sport England see the Active Partnerships role as empowering and convening and bringing people together. SW suggested maybe we could change the work competition to leadership. RD confirmed he is fine with the word competition as long as staff are comfortable with it.
- 16.15 RB confirmed he thought the presentation was very good until the last slide which focused on housing. SW explained this particular video was aimed at partners and that includes the Housing Association.
- 16.16 The Chair and AL thanked Board members for their feedback which allows us to reflect and also thanked SW for all his hard work in this area.

17 BHM update

- 17.1 AL provided an update on the BHM projects which are about supporting businesses and employees to value health and wellbeing and to promote physical activity as part of what they do as organisations.
- 17.2 We now have the new health packages called Explorer, Adventurer and Trailblazer and we are no longer focusing on selling just health checks. These packages start at £120 with the Explorer package and have been designed following feedback received from businesses.
- 17.3 We have developed a sophisticated sales pipeline and are now engaged in targeted work which helps us understand the sectors that are making a difference. We currently have approximately 300,000 of potential business in the pipeline but at the moment this has not converted to sales. We have only been selling the health packages for two months and are optimistic for more sales moving forward. Switzer, an organisation which runs port facilities, found us via an online search for health checks which is encouraging, and we are now doing our first health checks outside of Lancashire.
- 17.4 We are primarily focusing on Lancashire Businesses. Last week AL attend a Lancashire Business Partnership event and we received 12 enquires at that session alone which shows that people are interested in our product.
- 17.5 Alongside the health checks we are also working with ESF funding to deliver the Workplace Health Champion training at level 2 and 3. We are doing well in some areas of the county (i.e. Rossendale) engaging with businesses.
- 17.6 Funding finishes at the end of the financial year and we are reliant on the performance of selling health checks and packages to determine if we can continue with this project. We expect to know by October/November if the project will be sustainable in its current form.
- 17.7 We are looking to move towards a hybrid model and will be submitting an application for the LCC Health Checks Commission. The value of this is anticipated to be approximately £450k and we expect to know by November if we have been successful with this. We can then determine the scale of the BHM team as part of the restructure arrangements.
- 17.8 We currently have a partnership for BHM which is made up of four partners; Active Lancashire, UCLan, ukactive and Lancashire Mind (the BHM ISCF Executive Committee). As part of the UKRI funding we received we are required to develop options to enter

into becoming a joint commercial vehicle; a separate company which is jointly owned and can take this work forward. UCLan have confirmed their interest in continuing with this but we are not currently expecting ukactive or Lancashire Mind to choose to take this forward. We are pursuing options and updates will come to Board in the future so that Board can consider the relationship with UCLan etc. This may involve some of our staff being seconded across to that company. Any profits or losses will be split proportionately between the organisations involved and we are working towards a business plan for the next 12 months which can be followed from the start of the new financial year.

- 17.9 We are slightly behind in terms of performance for the European funding and there is risk of clawback from DWP who are managing this contract. We are pursuing this with our DWP colleagues regionally and nationally and have not yet received a response. We believe the further we go without a response the less risk of clawback, but we are not currently able to confirm that position. BHM ISCF is also behind in terms of sales of health checks. Innovate UK are comfortable with that position and we do not believe there will be a clawback.
- 17.10 BHM risks and next steps will be shared at the next Board meeting on 11/10/23 and this will be followed by a discussion to determine our long term position with BHM. *AL/PB/17.10*
- 17.11 The Chair confirmed it is important we monitor and manage this situation as it evolves.
- 18 Board reflection**
- 18.1 The Chair referenced the attendance records which were included in the meeting papers and asked all Board members to reflect on their attendance, reiterating the importance of Board members commitment to attending Board meetings.
- 19 Any other business**
- 19.1 The Chair thanked everyone for their attendance at today's meeting, and CL for the minutes.
- 20 Date of next meeting**
- 20.1 The next meeting will take place on the 11th October 2023 at Lancashire Football Association, Leyland. Lunch will be served from 1.00-2.00pm and the Board meeting will take place from 2.00-4.00pm.

Signed by
Chair of the Board:



Date: 11th October 2023