



Minutes of the Active Humber Company Board Meeting

Date: 8th June 2018
Location: Unit 2, Health Annex, Diadem Grove, Hull, HU9 4AL
Time: 09.30 am - 12.00noon

Present Trustee's/Directors

Richard Smith (RS)	Chair/ Trustee
Nicholas Tupper (NT)	Trustee
Steven Edmund (SE)	Trustee
Jane Stafford (JS)	Trustee
Natalie Murphy (NM)	Trustee
Claire Pickthall (CP)	Trustee

Apologies

Larissa Friese-Greene (LFG)	Trustee
Stephen Pintus (SP)	Trustee
Chris Adams (CA)	Trustee
Wendy Campbell (WC)	Observer - Sport England

Observer

Adrian Ledbury (AL)	CSPN
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Supporting Officers

David Gent (DG)	C.E.O
Gary Sainty (GS)	Deputy C.E.O
Kerry Conner (KC)	Office Manager
Richard Hall (RH)	Head of Marketing

1. Welcome, Introductions and Apologies

The Chair welcomed everyone to the meeting. Adrian Ledbury from CSPN was welcomed to the meeting as an observer.

Apologies were received and noted as above.

2. Declarations on Interest (D.O.I)

No additional D.O.I were disclosed.

3. Company Board Minutes held on 8th March 2018

The [minutes from the meeting held on the 8th March 2018](#) were agreed as a true and accurate record of the meeting held.

4. Matters Arising and Action Log

All matters arising were covered within the agenda.

The [action log](#) was noted and received. All actions were complete barring the HR policy updated which has been deferred to the September 2018 Board meeting.

5. Finance and Audit Matters

The following papers were presented at the Board by KC and SE for decision. [Finance and Audit Matters Paper.](#)

From the papers presented at the meeting and following a discussion, the following items were recommended for future papers:

- Management Accounts, these will be presented Year to Date rather than the month or quarter end to ensure the most up to date information is presented at each Board Meeting.
- The P&L format to be revised.
- Balance Sheet to be presented as a monthly comparison rather than annual comparison.
- Funding overview to be updated. Complete. [Revised funding overview](#)
- Create a report, budget remaining to spend with restricted and unrestricted funding allocations.
- Risk register; review the risk register in light of the more day to day operational Company risks and how this is linked to the business continuity plan and project plans.

Resolution:



The following recommendations were unanimously agreed:

1. Finance and Audit Committee minutes of the 22nd May 2018 were received.
2. Quarter 4 2017/18 management accounts were received and the proposed recommendations were agreed.
3. Note the draft 2017/18 draft Year End accounts will be presented at the September 2018 Board Meeting.
4. The revised budget was ratified.
5. Approved the policy that only items with a worth of £3,000 and over will be capitalised.
6. The Board noted the actions being taken to be compliant with GDPR.
7. Note the current state of risks as outlined in the Risk Register.
8. Implement the bullet points above as listed in this agenda item.

6. Governance and Standards Committee

The following papers were presented to the Board by DG for decision.
[Governance and Standards Committee Papers](#)

Resolution:

Following the presentation of this paper, the following recommendations were agreed:

1. The minutes of the meeting of the Governance and Standards Committee (GSC), 17th May 2018 were received.
2. Note the GSC has reviewed the policies and procedures as contained within the Active Humber (AH) Policy Register Section One; Company & Board and the AH response on Principle 1 Structure and Principle 4 Standards, within the Code of Sports Governance. No amendments are required at this time.
3. The Board approve the following policies:
 - a. Safeguarding and protecting Children and Young People
 - b. Lone working
 - c. Telephone and mobile phone use
 - d. Flexible working
 - e. Homeworking

4. The Board note the actions being taken on Equality matters
5. The Board approved the proposal for the Nominations Committee to be subsumed within the GSC.
6. The Board support the outline model for the Board and CEO evaluation and agreed for formal proposal to be brought from the GSC to the next Board meeting.
7. The Board support that Active Humber work with the YSF on a joint Board and CEO evaluation system to encourage benchmarking on the respective Board and CEO performances.

7. CEO Report

DG presented the following paper for decision [CEO report](#). RH presented the Marketing Strategy.

Resolution:

1. The Board received and noted the contents of this report.
2. The Board noted the ongoing work with Partners.
3. The Board approved the Partner Engagement Framework.
4. The Board approved the Marketing Strategy.

8. Sport England and CSPN Update

AL gave an update on the role of CSPN and the support available to CSPs. [AL Presentation slides](#).

A discussion was held around the performance framework and how this is envisaged to be rolled out across all of the CSPs. The aim is to support all CSPs and agree a framework to support working together. Three key areas for the framework are anticipated to be around; 1) Organisational Health, 2) Competencies to deliver, 3) Strategic Outputs in the local area.

9. Plan for next 6 months

DG presented a paper for decision around AH plan up to December 2018. [AH Future Plans](#)

Resolution:

After a discussion the paper was accepted as to;

1. Who our customers and partners are
2. Which priority groups we will be working with.
3. Further work be undertaken on the quantitative measures we want to achieve.
4. The actions to be undertaken in Quarter 2 and 3 of 2018/19.

10. Date of Future Meetings:

- 21st September 2018 (AGM) 9am - 1pm
- 14th December 2018 9.30am - 11.30am
- 22nd March 2019 9.30am - 11.30am
- 21st June 2019 9.30am - 11.30am
- 20th September 2019 (AGM) 9.00am - 1pm