



**Minutes of the Active Humber  
Company Board Meeting  
Friday 22nd March 2019**

**Present Trustees/Directors**

Richard Smith (RS)	Chair/Trustee
Stephen Pintus (SP)	Senior Independent Director/Trustee
Nicholas Tupper (NT)	Trustee
Chris Adams (CA)	Trustee
Claire Pickthall (CP)	Trustee
Natalie Murphy (NMu)	Trustee

**Apologies**

Jane Stafford	Trustee
Steven Edmund	Trustee

**Supporting Officers**

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Nicola Massingham (NM)	Area Engagement Manager (Minutes)
Richard Hall (RH)	Head of Marketing

**1 Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies were received and noted as above.

**2 Declarations of Interest (D.O.I.)**

No additional D.O.I. were disclosed.

**3 Company Board minutes of the meeting held on the 14th December 2018**

The minutes from the meeting held on the 14th December 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. The progress made was noted.

#### **5 Sport England and Active Partnerships**

##### **5.1 Roundtable and Strategic Outputs**

The Board noted the outcome and score of the Quest/PMIF process and were pleased with the result. The roundtable discussion had taken place, and this had also been successful with Sport England, and Sport England remain confident with the progress that AH is making.

AH is now awaiting more information on the next stages around the strategic outputs section of the process and this is expected once Sport England have completed all the round table discussions with the remaining partnerships.

##### **5.2 Funding Outcomes**

*Satellite Clubs* - NM updated the board that all targets for 2018/2019 had been achieved and planning for 2019/2020 was underway.

*Workforce* - GS updated the board that we had been successful on the first submission of our joint workforce application with North Yorkshire Sport. One of 12 successful at the first attempt. This funding is for the next two years.

*Community Asset Fund* - NM explained that AH is one of 7 Active Partnerships selected to be a pilot to undergo training to become more informed of the CAF programme and act as advocates across our area. The aim will be to support more organisations in lower socio-economic areas in the Humber to convert more successful CAF applications, and to be more informed of alternative sources of funding which may be more relevant to some organisations. The board raised some concerns around promoting crowdfunding in areas of low socio-economic areas.

**5.3 CSPN Conference and Name Change** - The annual partnership conference was held in Nottingham on the 11th and 12th of March. The theme of the conference was 'Collaborative Leadership'. There were guest speakers from various sectors including Local Authority and the VCS who spoke about their work around collaborative leadership. There was also a lot of emphasis on the recent name change of the network from CSPN to Active Partnerships.

## **6 Planning for 2019 - 2020**

### **6.1 Business Plan**

GS took the board through the business plan for 2019-2020, looking at the main objectives for each section. The specific actions for each section were not discussed and can be looked over outside the Board meeting.

NT asked whether future agendas could be linked to and reference the various sections of the business plan.

The Board agreed to set up and general areas of the business plan.

### **6.2 Proposed Budget 2019/2020**

The board considered the proposed budget 2019/2020 paper

#### **Resolutions**

The board approved;

- From the 1st April would make a 6% Employer Pension Contribution.
- From the 1st April agreed a 3% Cost of Living Increase.
- The draft budget 2019/2020.
- The principle for the reserves level is that once the six months operating costs are reached anything above that is reinvested back into the organisation. The reinvestment will be approved by the Board.

### **6.3 Performance Management Framework**

GS gave a brief overview of the 'Staff Performance Management Framework' that has been running over the last 12 months, which has been seen positively by the team. Previously it has worked on a 3-month process of i) objective review (onus online manager) ii) check in (onus on employee) iii) peer review linked to the values. From 1st April this will change to a four-month cycle, this is due to timing being an issue.

The SPMF and individuals' objectives all track back to the Business Plan.

CP has recently completed a similar piece of work moving from RAG ratings to an outcome-based approach and there is an opportunity to work jointly on this. It was agreed DG would liaise with CP to bring this learning to the AH system.

NMu - asked about external review as part of the peer review, which will be considered as currently only internal.

## **7 Finance and Audit Matters**

The following papers were presented at the board for approval on Finance and Audit matters and notes from the FAC meeting, February 2019.

### **Resolutions:**

The board approved;

- The Q3 Management Accounts
- Noted the current cash position
- Noted the current funding overview
- Received the Administration Target reported to Sport England
- Received and agreed the Risk Register

## **8 Governance and Standards Matters**

### **8.1 HR Policies**

The board considered the following papers on competencies and expenses policy and approved the documents.

### **8.2 Safeguarding**

GS updated the board on the recent meeting with the CSPU and reported that Active Humber had received a provisional green rating. GS took the board through the three papers related to the annual assessment the Checklist, Action Plan 2018 and Action Plan 2019. One item to be completed by 1st April from the review is to update the safeguarding policy in line with the new 'Working Together Guidance'. GS to update and circulate to the board and CPSU for information.

## **9 CEO Report**

### **9.1 Equality**

The board considered the following two papers: Equality LEAD self-assessment and equality toolkit. NM updated the Board that the team underwent EFDS (now Activity Alliance) training in January 2018 where the team scored ourselves against a self-improvement plan. Throughout 2018 this plan has been developed across the team and the plan was re-submitted to the Activity Alliance (AA) with new scores based on this work. Initial verbal feedback has been very positive, the AA feel there are areas

where we have underscored, and they have suggested we include timescales and priorities for our areas of improvement.

*LGBTQ+ Training* - the team undertook this training through Yorkshire Mesmac. It provided the team with greater knowledge and understanding of LGBTQ+ terminology, issues, stigmatisation and prejudices this community faces. The training provided some useful guidance and advice around our School Games programme if issues should arise, and conversations with schools have started as a result of the training.

## **9.2 Satellite Clubs**

The board considered the following paper ‘Satellite Clubs’ and NM provided a more detailed overview of the funding which details who the programme is targeted at, how the programme is monitored, the investment we have made across the Humber and investment plans for the next financial year. The board noted the paper.

## **9.3 Project X**

The board considered the following paper ‘Project X’ - RH updated the Board about the wider communication work, and how the marketing team will be addressing this in the future by working collaboratively with partners to land existing campaigns more effectively. Conversations with partners has started with 2 physical activity campaigns in Hull given as examples - Hull Big Swim which is a campaign targeting adults who can’t swim and the Children and Young People Holiday Hunger project. The actions for Project X were detailed to the Board and RH explained that additional capacity was likely to be needed and they are looking at an intern/placement moving forwards. The board noted the paper.

There was also a brief update on a campaign that was launched this week by the BBC around physical activity which DG has been interviewed for. Locally they have picked up on results from the Active Lives survey results as part of their campaign.

## **9.4 Active Humber Spring Conference 2019**

It was felt this was a very successful event, there has been a lot of positive feedback received. The keynote speakers were very good and the engagement across the tables and the work undertaken was positive. The meal the evening before for physical activity leads and senior officers from the 4 Local Authority Areas, and Active Withernsea also attended was very positive and from discussions there seems to be an appetite to work together. RS, NT and CA asked for their thanks to be passed onto the team for the organisation of the conference and the evening meal.

The next conference is planned for October - themes include Older People and discussions around one North Bank and one South Bank event are being considered. It was suggested an event linked to current themes highlighted in the media should be considered e.g. Climate Change & linking this to Active Travel and having keynote speakers with real-life stories as a different way of getting the key messages across.

### **9.5 Local Authority Meetings**

2 out of the 4 Local Authority meetings have taken place - Hull & North Lincolnshire. It is felt that there have been significant improvements with relationships across all 4 areas at different levels.

*The North Lincolnshire* meeting incorporated a range of partners from within the Authority including facilities, Public Health & the Active Communities team. The meeting incorporated our Primary Role and specific work areas, as well as their priorities for the next 12 months. Specific themes they are keen for support with include their Physical Activity agenda, Workplace Health, Causal Mapping & Active by Design.

*Hull* - the meeting was with Alison Walker (Hull Culture and Leisure) and Tim Fielding (Deputy Director of Public Health) which was positive. Lots of progress has been made with and in Hull, the strategy and physical activity board is working well, and they were appreciative of the work we had done with them. From the previous meeting an operational meeting quarterly will be organised between Alison and Gary to ensure a joint approach is taking place.

*East Riding* - The meeting is to take place on the 27th March which will include the Deputy Director of Public Health. There has been a lot of work over the last 12 months which AH have been involved in and we are valued as that external voice supporting them. There was a request for the AH Board to acknowledge the LGC award the East Riding Public Health team have won.

*North East Lincolnshire* - meeting to be organised.

**9.6 Board Workshops** - A proposal for the Board to meet between now and June for a themed workshop - a date will be organised after the 14th May.

## **9.7 Active Humber and Active Lincolnshire Update**

The board had a discussion concerning the ongoing management arrangements between Active Humber and Active Lincolnshire. The Board agreed to continue with the present arrangements until the 30<sup>th</sup> June 2019

## **10 Any Other Business**

There was not any other business

## **11 Review of Meeting**

## **12 Dates of future meetings:**

### ***Board Meetings***

- 21st June 2019
- 27th September 2019 & AGM
- 6th December 2019

### ***Subgroup Meeting dates***

- 21st February 2019
- 23rd May 2019
- 22nd August 2019
- 21st November 2019