



**Minutes of the Active Humber
Company Board Meeting
3rd April 2020
(Meeting held via Microsoft Teams)**

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Chris Adams (CA)	Trustee
Steve Curtis (SC)	Trustee
Natalie Murphy (NM)	Trustee
Claire Picktall (CP)	Trustee
Richard Skewis (RSk)	Trustee
Jane Stafford (JS)	Trustee
Dr Nick Tupper (NT)	Trustee

Apologies

Stephen Pintus (SP)	Trustee
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Supporting Officers

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Nicola Massingham (NM)	Area Engagement Manager
Kerry Conner (KC)	Finance and Business Manager

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 6th December 2019



The minutes from the meeting held on the 6th December 2019 were agreed as a true and accurate record.

4 Matters arising and Action Log

DG reported and gave feedback on the action log to the Board. Any outstanding actions have an accompanying action plan to ensure these are complete.

5 COVID - 19 Response

GS gave a presentation to the Board around Active Humber's response to the current COVID -19 situation. The presentation explained;

- a. How the team are dealing with the operational issues, and
- b. How the team is responding to the community in line with our key priorities of Influence, Support, Deliver and Organised to date and what is planned for Quarter One.

The board noted the plans and thanked the team for their ongoing efforts.

6 Finance

6.1 Report Quarter 3.

KC gave an overview of the Finance and Audit Report for Quarter 3.

The Board noted the contents of the report and agreed the following recommendations:

1. The Board made note that the annual accounts have been filed with Companies House and the Charity Commission
2. The Board approved the Q3 management accounts and budget variance
3. The Board made note to the current funding overview
4. The Board made note to the new funding applications
5. The Board received the Administration Target reported to Sport England
6. The Board noted the current cash position
7. The Board noted the updated contracts register
8. The Board noted the amended assets register
9. The Board noted the review of the '15 questions trustees should ask' and the audit which has been undertaken by Officers.
10. The Board noted the important information record.
11. The Board noted and approved the revised risk register.



ACTIONS: No further actions to be taken.

6.2 Budget 2020 / 2021

KC Presented to the Board the budget paper and the outlined proposed budget for 2020/2021.

KC gave an overview of how the budget had been prepared and informed the Board that when the Finance & Audit Committee had met, they had in detail scrutinised the budget and the programme alignment that fed into the overall budget.

The following assumptions have been made within the budget;

1. Levels of funding from Sport England remain the same as the previous year 2019 - 2020 for the Primary Role and all the delivery Programmes.
2. Staffing levels remain the same.
3. We have added in a target for 'other income' of £40,000.00. In 2019/2020 we set the target of £18,000 which arose from the 7% reduction in the Primary Role funding from Sport England in 2018 . This target is set to support the delivery of the core contract from Sport England with a special focus around 'Older People', 'Disability and those with a Long Term Health Condition' and 'Lower socio-economic groups' and not a target around sustainability. We anticipate to end the financial year 2019 - 2020 exceeding the £18,000. In addition to this income target we have added in a stretch target of an additional £30,000, this would be to support the reserves proposal and to ensure we are in line with the National average of surpluses across other Active Partnerships.
4. Active Humber and North Yorkshire Sport will remain to share the marketing team costs.
5. A cost of living and a pension increase has been considered within the salary figures.

The Board noted the contents of the report and agreed the following recommendations:

1. An increase in Employer Pension Contribution by 2%.
2. A Cost of Living Increase by 2%.
3. Agreed the draft budget 2020/2021.
4. Approved the principles of the reserves recommendation.

ACTIONS:

1. KC to implement the Budget across the core team and work towards achieving this.
2. KC to implement the cost of living and pension contributions.
3. KC to amend the proposed Reserves Policy as agreed.

6.3 Income Paper

DG presented to the Board the Income generation paper. DG did report that this paper was written prior to the COVID 19 crisis beginning. He suggested the approach is still required to give us structure in this area of activity, but this may need to be revisited and brought forward to the June's Board Meeting. The Board stressed that the focus on raising additional income is to support our Primary Role.

The Board noted the contents of the report and agreed the following recommendations:

1. The Board agreed the approach as suggested in this paper on the levels of Sport England income, Non-Sport England income and % of surplus to be achieved from 2020/21 onwards.
2. The Board agreed that Officers would present to the June 2020 Board meeting a plan on how the proposed targets would be reached.

ACTION:

1. DG to lead on the Income Generation Plan.

7. Governance Matters

DG presented to the Board the Governance and Standards matters paper.

The Board noted the contents of the report and agreed the following recommendations:

1. Noted the Minutes of the GSC meeting, 25th February 2020
2. Noted the staff changes in the areas of the Marketing team and GOGA
3. Agreed to change the existing SDO role into a Physical Activity Development Officer but not to recruit in Q1 and report to the next Board meeting if to recruit in Q2.



4. Agreed to accept the rating by the CPSU and agree as per the GSC agreement to accept the safeguarding plans and progress for 2020-21 and 2019-2020 respectively.

8 Board Matters

DG presented to the Board the Board matters paper.

The Board noted the contents of the report and agreed the following recommendations:

1. The Board noted the appointment of the Smile Foundation as the organisation to undertake the external board evaluation.
2. The Board noted the work and actions being undertaken at present on the Board Maturity Matrix
3. The Board noted the work undertaken on the assessment of Board skills and a Board Training Plan 2020/2022 be brought to the June board meeting for approval.
4. The Board noted that the Chair during April and May 2020 will undertake the annual board member reviews.
5. The Board noted the information and advice for trustees from the Charity Commission on '*The essential trustee: what you need to know, what you need to do*'.
6. The Board agreed to postpone the recruitment of two additional Board members in Quarter One due to the COVID19 crisis and review this decision at the next board meeting.
7. The Board agreed for Officers to progress with the plans on how to involve priority groups in the decision making process of the Board and to report to the next Board meeting.
8. That the CEO appraisal to be undertaken by the GSC members and the Board Chair during May 2020.
9. To note the Charity Commission guidance on '*15 questions that trustees should ask to ensure their organisation is managing the key elements*' and the steps being taken by the Governance and Standards Committee (GSC) and Officers to implement this guidance on an ongoing basis.
10. The appointment of Board members to hold administration rights to certain software packages in the areas of finance, HR and overall ICT control as outlined by the GSC.

ACTIONS:



1. Board Training Plan 2020/2022 be brought to the June board meeting for approval.
2. Chair during April and May 2020 to undertake the annual board member reviews.
3. CEO appraisal to be undertaken by the GSC members and the Board Chair during May 2020.
4. Ensure the relevant bodies for the Administration rights are informed.

9 Sport England

DG presented to the Board the Sport England paper.

The Board noted the ongoing work being undertaken by the staff team with Sport England and the Active Partnerships National Team.

10 CEO Report

DG presented to the Board the CEO report.

The Board congratulated DG on his efforts on the Humber LEP, as this was a great achievement and a stride forward for Active Humber.

The Board noted the contents of the report and agreed the following recommendations:

1. The Board agreed to the revised approach for the VSCE and VSS as outlined in the report.
2. The Board agreed to be kept informed of the progress being made as outlined in the report.
3. A further CEO report to be made at the June 2020 Board Meeting.

ACTIONS:

1. DG to bring an updated CEO Report to the June Board Meeting.

11 Performance Report

DG presented the performance report to the Board for information.



The Board noted what was achieved in Q4 2019/20 and the overall achievement made over the year 2019/20. The Chair and Board thanked David and his team on their efforts.

12 Business Plan

DG presented the Business Plan paper to the Board.

The Board noted the contents of the report and agreed the following recommendations:

1. The Board made note how officers are developing the business plan to adapt to the ongoing coronavirus crisis.
2. The Board agreed with the strategic focus proposed for 2020/21.
3. The Board agreed the new areas of work proposed for 2020/21.
4. The Board approved the 2020/21 Vision, mission, goals, strategic objectives and objectives.
5. The Board approved the 2020/21 Business Plan.
6. The Board approved the list of Programmes for 2020/21.
7. The Board noted the approach being taken to show the impact of Active Humber and a full report be given at the next board meeting.

13 AOB

NT reported, is there a need to reevaluate how we hold future meetings and if this is an opportunity to review how future meetings are held, they are virtual meetings alternatively. DG to investigate.

Use of acronyms; ensure that future papers do not have too many acronyms.

14 Date of future meetings

26th June 2020
25th September 2020 (AGM)
11th December 2020

15 Close of meeting

The meeting closed at 11.30am



