



**Minutes of the Active Humber  
Company Board meeting  
22nd March 2024  
Teams meeting, 0930 to 1200**

**Present Trustees/Directors**

Richard Smith (RS)	Chair / Trustee
Chris Adams (CA)	Trustee / Senior Independent Director
Steve Curtis (SC)	Trustee
Rebecca D'Arcy (RD)	Trustee
Natalie Murphy (NM)	Trustee
Richard Skewis (RSK)	Trustee
Jane Stafford (JS)	Trustee

**Supporting Officers**

David Gent (DG)	CEO
Nicola Massingham (NMH)	Head of Development
Gemma Armitage (GA)	Finance Manager
Lucy Playford (LP)	Marketing Manager
Amanda Potter (AP)	Strategic Director, Y&H

**1 Welcome and Apologies**

RS welcomed everyone to the meeting.

**2 Declaration of Interests**

There were no declaration of interests to record.

**3 Board minutes of the meeting held on the 8th December 2023**

The minutes from the board meeting held on the 8th December were agreed as a true and accurate record of the meeting held.

#### **4 Matters arising and Action Log**

DG reported and gave feedback on the Board Minutes December 2023 and Action Log - December 2023. The board agreed the minutes and action log are a true and accurate record of the actions and that all the actions have either been completed, or are on the meeting's agenda for discussion.

#### **5 Business Strategy**

The board discussed and noted the contents of the paper - Business strategy. The CEO gave a business strategy presentation on the current business strategy. The board had a discussion around the presentation and agreed with the direction of travel outlined. The CEO to keep the board updated at future meetings.

The Board noted the content of the report and presentation and approved the following recommendations;

5.1 *Sport England review* - Noted that Active Humber has received a successful Sport England six month review review for 2023/24

5.2 *Sport England review, system partner implications* - The CEO to implement the learning from the Sport England - System Partner thematic review as to areas that Active Humber should address in its 2024/25 business plan.

5.3 *Quarter 4 2023/24 progress* - Noted the progress made in quarter 4 and that a full review of the 2023/24 financial year be given at the June 2024 board meeting.

5.4 *Place based expansion* - Noted the progress being made in the following 4 areas on this matter and a further report be brought to the June 2024 meeting.

- The current Sport England place based expansion work across the Humber
- Devolution and the changing policy landscape
- Future Humber - creating a place based narrative for the Humber
- Sport England cluster model

5.5 *Organisational Strategy* - Agreed that the Active Humber organisational strategy remains appropriate and aligned to our partners and the CEO to ensure we have the capacity to effectively deliver against the various strategies outcomes.

5.6 *Business Plan 2024/25* - The suggested future plans for 2024/25 as outlined in the paper are agreed and that they be incorporated into the 2024/25 business plan.

5.7 *Business Plan 2024/25, Quarter One actions* - The suggested actions as outlined in the paper are agreed.

5.8 *Measurement, evaluation & learning* - Noted the ongoing work on measurement, evaluation, learning and impact and a further report be made at the June 2024 Board meeting re a) the Sport England model and b) the use of the KUMU software.

## **6 Inequalities**

DG presented to the Board for approval, the paper on Inequalities .The paper was discussed in full and the contents noted. The Board approved the following recommendations;

6.1 Noted the work being undertaken in the area of Children and Young People.

6.2 Noted the work being undertaken in the area of Adults activity.

6.3 The board at its next meeting to be updated on the progress of the Diversity and Inclusion Action Plan.

6.4 Noted the work being undertaken to roll out the Community Ambassador Programme.

6.5 Noted the actions taken by Active Humber during 2023/24 to address the cost of living crisis.

## **7 Advocate**

The board considered the paper Advocacy and noted the Marketing Manager's presentation to the board can be found here - marketing update March 2024

The board approved the following recommendations;

7.1 Noted the ongoing work being undertaken on insight and learning and in particular the project with the University of Hull on Artificial Intelligence and Active Lives.

7.2 Noted the ongoing work being undertaken on influencing and relationship building.

7.3 The CEO to continue to attract senior Sport England persons and others to the Humber.

7.4 Noted the work being undertaken to implement the Marketing and Communications strategy and the social media statistics for the year so far.

## **8 Inactivity**

The Board noted the contents of the Inactivity report. The Board approved the following recommendations;

8.1 Noted the work taking place in each of the 4 Local Authority areas and Active Withernsea.

8.2 Noted the work taking place to achieve the business objective of 'Workforce'.

8.3 Noted the concerns working with CIMSPA and a further report be made to the June 2024 board meeting.

8.3 Noted the work being undertaken on environmental sustainability at a local to national level.

## 9 Exemplar

The board discussed and noted the contents of the Exemplar report. The Board approved the following recommendations;

### Governance

9.1 *GSC minutes* - The GSC minutes of the 27th February 2024 - GSC minutes February 2024 noted.

9.2 *Board Training* - The three board training areas for 2024/25 are.

- a) Understanding place-based working and system change at a community level. (March & September 2024)
- b) An understanding of the various charity policies that a trustee needs to comply with. (June 2024)
- c) Safeguarding - the biannual training on what a board member and board needs to achieve on welfare and safeguarding matters. (March 2025)

9.3 *Resignation of Bibhash Dash* - Noted that Bibhash has tendered his resignation as a board member to take effect from the 22nd March 2024.

9.4 *Board recruitment process 2024* - Approved the paper Active Humber board recruitment 2024 and the GSC to progress.

9.5 *Appointment of a Vice Chair* - Agreed to appoint a Vice Chair of the board and the position may not hold the posts of Chair and/or Senior Independent Director.

### **Finance, Investment & Business planning**

9.6 *FAC minutes* - Noted the minutes of the FAC of the 27th February 2024 - FAC minutes - February 2024 .

9.7 *Update of Finance and Audit policies and procedures* - Approved the following updated policies and procedures a) Finance Manual b) Internal Controls Document c) Roles and responsibilities

9.8 *Finance Manager report* - Noted the Finance Managers report, February 2024 and approved the following recommendations.

- The management accounts quarter 3 summary.
- That the Administration Target will no longer be reported to the FAC & Board.
- Noted the current cash position as of the 20th February 2024.
- Approved the long term financial plan to the 31st March 2027.
- Approved the draft 2024/25 budget.
- Noted the funding overview.
- Approved the following cost of living increases for staff members for 2024/25 commencing the 1st April 2024.
  - 2023/24 - no further action is needed at this time.

- 2024/25 - award a 4% cost of living increase for all staff.
- Registers - Noted the updated contracts register, assets register, important information record and risk register.

## **Team & People Development**

9.9 *Capacity* - Noted the ongoing challenges that not only Active Humber faces but also the wider Active Partnerships Network has to deliver on all that is being asked of it. A further report be brought to June 2024 board meeting on this matter.

## **Confidential Board item - staffing matter**

9.10 *Staffing structures* - The board noted the CEO presentation on the staffing structure and a detailed proposal on possible changes to the staffing structure be brought for consideration to the June 2024 board meeting.

## **10 Any Other Business**

There was no other business.

## **11 Date of next meetings**

- 21st June 2024 - Aura Innovation Centre - 9.30 to 12 noon
- 27th September 2024 Board meeting - Aura Innovation Centre - 9.30 to 12 noon
- 27th September 2024 AGM - Aura Innovation Centre - 12.00 to 12.30
- 13th December - Aura Innovation Centre 9.30 to 12 noon

**12 Board review (without staff in attendance)** - The board reviewed the meeting in terms.

- How are we performing as a Board?
- What do we need to discuss further with the CEO?

**13 Close of meeting** - The meeting closed at 1200.