



**Minutes of the Active Humber
Company Board meeting
25th March 2022
Meeting held via Teams**

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Jane Stafford (JS)	Trustee
Steve Curtis (SC)	Trustee
Natalie Murphy (NM)	Trustee

Apologies

Richard Skewis	Trustee
Claire Pickthall	Trustee
Chris Adams	Trustee

Supporting Officers

David Gent (DG)	CEO
Nicola Massingham (NMM)	Head of Development
Kerry Conner (KC)	Head of Business Support
Jean Templeton	Hull Churches Home from Hospital <i>agenda item 2 only</i>
Greame Sinnott (GS)	Active Partnerships <i>agenda item 2 only</i>
Sarah Tague (ST)	Development Manager <i>agenda item 2 only</i>

1 Welcome and Apologies

RS welcomed everyone to the meeting. Apologies received and noted above.

2. Learning Sessions

As part of the ongoing Board Evaluation, three learning sessions were presented and discussed at the meeting as follows;

Hull Churches Home from Hospital

Jean Templeton from Hull Churches Home from Hospital gave a presentation on how Active Humber have supported the organisation through our Tackling Inequalities Funding. A copy of the presentation is circulated with the minutes.

Insight

Sarah Tague gave an update on the 'Insight' work we are currently undertaking with the support of Press Red.

Two tools were shown at the meeting, the narrative tool and the animation.

Measurement, Learning and Evaluation

Graeme Sinnott from Active Partnerships gave a presentation updating the current work around Measurement, Learning and Evaluation and what this means to Active Humber. A copy of the presentation is circulated with the minutes. The board agreed to follow the approach suggested by Graeme in our work around measurement, evaluation and learning.

The Chair thanked Jean, Sarah and Greame for their presentations.

3 Declaration of Interests

Declaration of Interest - There were no declaration of interests to record.

Identification Checks - KC reminded Trustees who have not already done so, to kindly forward their identification documents. This is part of the annual audit requirement for all Trustees to undertake anti-money laundering checks.

5 Company board minutes of the meeting held on the 10th December 2021 and the 12th January 2022.

The minutes from the meeting held on the 12th December 2021 were agreed as a true and accurate record of the meeting held.

The minutes from the meeting held on the 12th January 2022 were agreed as a true and accurate record of the meeting held.

5 Matters arising and Action Log

DG reported and gave feedback on the Action Log to the board. All actions outlined within the action log have either been completed, or are on the meeting's agenda for discussion.

6 Sport England

DG presented to the Board a paper on Sport England matters and gave a presentation, for acceptance. The paper and presentation was discussed in full and the contents noted.

Resolutions:

- 1 The Board accepted the Sport England award conditions and compliance requirements in full for the 2022/27 award.
- 2 The Board accepted the Goals, Actions, Project plan, Development priorities as outlined in the Sport England award conditions.
- 3 The Board received the the other matters relating to the Sport England award around the Code of Sports Governance, Board evaluation and external audit.
- 4 The Board received the changes to the Sport England management structure.
- 5 The Board noted the work being done to complete an annual impact report 2021/22 to Sport England as part of our award conditions for 2021/22 and DG to share once the annual impact report is complete.
- 6 DG agreed to arrange a meeting with DG, RS and Phil Smith from Sport England.

7 Exemplar

DG presented to the board the 'Exemplar' paper, for information, this paper was discussed in full and the contents of the paper noted.

Resolutions:

Governance

- 1 Received the GSC minutes of the 8th February 2022.
- 2 Agreed for the CEO and HBS to update the existing CoSG action plan for the revisions made in December and present to the GSC for approval and monitoring.
- 3 Received the progress being made on the Board Evaluation Action Plan
- 4 The Board agreed to appoint Rebecca D'Arcy and Bibhash Dash as of the 1st April 2022. DG to arrange a formal induction.
- 5 Received the progress on safeguarding and for the new Action Plan to be brought to the June 2022 meeting.

Finance and Business Planning

- 6 Received the BDO external audit report and for the HBS to create a action plan that will be monitored by the FAC.
- 7 Received the minutes of the Finance and Audit Committee, 8th February 2022.
- 8 Received the HBS report as presented to the board and the recommendations contained within it.
- 9 Agreed year 1 of the budget and agreed to years 2 to 5 in principle. The Board noted that due to ongoing Ukraine crisis, costs may inflate suddenly and throughout the year continue to review the costs it faces as we may need to re adjust the budget. Agreement was made that the FAC would monitor this through the meetings.

- 10 Agreed that the cost of living is at 3% as of the 1st April but due to the recent inflation increase, this will be re-visited at the June 2022 Board meeting.
- 11 Agreed to the recommendations made by the FAC, as outlines in the Reserves Paper.
- 12 Received the paper on 'Funding to Active Humber, via Active Humber and into the Humber' and receive further reports on this at future board meetings.
- 13 Received how Investment into the Humber will be monitored through the Internal Investment Group and updates will be brought to each Board meeting.
- 14 Received the progress made on the Business plan 2021/22 in Quarter Four.
- 15 Received that the Business plan 2022/23 is at present not ready to be presented to the board in its new format. The plan to be shared at the soonest.

Team and People Development

- 16 Received the ongoing changes in the staffing structure and the board continues to wish all the very best to Lucy Playford and her family in coping with her illness at this time.
- 17 Agree that the CEO to liaise with the GSC on implementing the revised management structure as previously agreed.

Continuous Improvement

- 18 Note the progress made on the Appreciative Inquiry Event.

8 Inactivity

DG presented the inactivity paper. The paper was discussed in full and the contents noted.

The Board approved the following recommendations;

1. Noted the work being undertaken on the emerging political and organisational structures across the Humber and that a further update be given at the next

board meeting.

2. Noted the work being undertaken with Local Authorities and the focus on our work in North East Lincolnshire in Quarter One.
3. Received the information around the role of Active Humber in the workforce programme.
4. Received the contents of this report.

9 Inequalities

DG presented the Inequalities paper, for information. The paper was discussed in full and the contents noted.

The Board approved the following recommendations;

- 1 Received the work being undertaken in the area of Children and Young People and approved the CYP Plan.
- 2 Received the work being undertaken in the area of Active Aging.
- 3 Received the work being undertaken in the area of Disabilities and Long-term health conditions.
- 4 Received the work being undertaken in the area of equality.
- 5 Received the efforts being undertaken to support the Ukrainian refugee crisis.

10 Advocacy

DG presented the Advocacy Paper for information. The paper was discussed in full and the contents noted.

The Board approved the following recommendations;

- 1 Noted the work being undertaken through the use of insight tools and local briefings to upskill our partners on insight.

- 2 Noted the ongoing work being undertaken around advocating for the benefits of physical activity.
- 3 Noted the work undertaken in Quarter Four on the 'Promote' objective.
- 4 Noted the work being undertaken to produce the organisational strategy, the strategy to be presented for approval at the June 2022 board meeting.

11 Any Other Business

There was no other business.

12 Date of next meeting

- 17th June 2022 (NEW DATE, *was previously the 24th June*)
- 30th September 2022
- 9th December 2022

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

- 14 **Close of meeting** - The meeting closed at 11.55.