

**Minutes of the Active Humber
Company Board Meeting
11th December 2020
(Meeting held via Microsoft Teams)**

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Chris Adams (CA)	Trustee
Steve Curtis (SC)	Trustee
Jane Stafford (JS)	Trustee
Stephen Pintus (SP)	Trustee
Natalie Murphy (NM)	Trustee

Apologies

Claire Picktall	Trustee
Richard Skewis	Trustee

Supporting Officers

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Kerry Conner (KC)	Finance and Business Manager (MINUTES)
Richard Hall (RH)	Head of Marketing

Observer

Andy Barber (AB)	Smile Foundation (Board Evaluation)
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1 Welcome and Apologies

The Chair welcomed everyone to the meeting.

A special welcome was given to Andy Barber from the Smile Foundation who is going to conduct the Board Evaluation process.

It was noted that Gary Sainty had been offered a new role as Programme Director at the Humber, Coast and Vale Integrated Care Service based at the York CVS. The

details of this change are to be discussed under a special item at Any Other Business. The Board thanked Gary for his excellent service to the organisation.

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

Steve Curtis did declare an interest in the item on accommodation as he is employed by Hull University which is one of the proposed options. This was noted by the meeting. There were no other D.O.I. declared.

3 Company board minutes of the meeting held on the 25th September 2020

The minutes from the meeting held on the 25th September 2020 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 action log to the Board. All actions outlined within the action log have either been completed, or are on today's agenda for discussion.

5 Finance and Audit Matters Q2 (April - September 2020)

DG & KC presented to the Board the Finance and Audit matters paper for Q2, the paper was discussed in full.

Resolutions:

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

1. The board received the Finance and audit matters report.
2. The Board agreed for the FAC to appoint an Auditor and report to the board in March 2020. *Action: FAC to feedback appointed Auditors in March 2021.*
3. Received the minutes of the FAC meeting of the 17th November 2020
4. Approved the quarter 2 management accounts
5. Received the current funding overview and noted the amended figure for the Children and Young People Offer
6. Received the current cash position
7. Received the risk register
8. Approved the updated financial policies;



Board roles and responsibilities (No fundamental change has been made, just reviewed)

Finance manual (No fundamental change has been made, just reviewed and legislation amended included is required)

Pay and Remuneration policy (Amended Tier 2 and Tier 3)

COVID 19 office arrangements (No amends)

Expenses policy (No amends)

Reserves policy (Revised)

FAC Terms of Reference (No amends)

Internal controls (Added in internal measures flow chart)

Internal measures flow chart (Created, for approval).

9. Agreed the action to be taken by the officers to respond to the online fraud would be to make an insurance claim. *Action: KC to make a claim against the insurance.*
10. Noted the outline budget for 2021/22 and agreed that the final draft budget be brought to the March 2021 board meeting for approval.
Action: KC to work with the FAC to prepare and present the final budget to the board at the March 2021 meeting.
11. Agreed to the actions being taken to generate further income for the organisation.

6 Board Matters

DG presented to the Board the Board Matters paper, this paper was discussed and the following was agreed.

Resolutions:

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

1. Received the board external evaluation arrangements.
2. Received and agreed to the actions being undertaken by officers on; Board learning, development and skills; the Code of Sports Governance and Board diversity. A date of the 2nd March 2021 was agreed for Board training at 7.30pm. *Action: KC to circulate the date*
3. Received the actions of the GSC to recruit two/three new Board members.
Action: KC/DG to circulate to the board the recruitment pack for circulation



4. Agreed to the ongoing work being undertaken to attract people from diverse ethnic communities to the Board and the wider work on involving priority groups in the decisions of the Board.

7 Governance and Standards

DG presented to the Board the Governance and Standards report, this paper was discussed and the following was agreed.

Resolutions:

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

1. Received the minutes of the GSC 17th November 2020 meeting.
2. Noted and agreed the actions undertaken by the CEO and staff team to manage the workload through the current Covid-19 pandemic.
3. Agreed that there are no changes to the recommendations on guidance to staff on the office working arrangements until the 31st December 2020 and it be extended to the 31st March 2021.
4. Approved the proposal to vacate the current offices in Hull and Brigg and to move to a remote office way of working based at the Aura Innovation Centre, Bridgehead Business Park, Meadow Road, Hessle from the 12th April 2021.

Actions:

- 1) DG/KC to begin to serve notice for the office*
- 2) KC to ensure the budget reflects the need for additional hotdesking costs for the first year should staff require these in the interim.*
5. Noted the current and future work being undertaken on equality and inclusion matters and agreed to receive a further at the March 2021 board meeting.
Action: DG to bring an update on equality and inclusion update to the March 2021 meeting.

8 Sport England

GS presented to the Board the Sport England paper, this paper was discussed and the following was agreed.



Resolutions:

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

1. Received the update regarding the new Sport England framework document - 'Shaping our Future' and agreed that in March 2021 the board will focus primarily on the new Sport England strategy and how we as an organisation realign to what our major funder will require of us over the next four years.
Action: DG to update the Board in March 2021 on the new Sport England Framework.
2. Received the update around the existing work done by officers on the Children and Young People offer and the amended funding award figure.
Action: An update on the Children and Young People offer to be brought to the March 2021 Board meeting aligned to the new Sport England Strategy.
3. Noted the ongoing positive working relationship with Sport England.
4. Noted actions taken to distribute the Tacking Inequalities Fund.
5. Noted the ongoing work being undertaken with the APNT.

9 Strategic Matters

DG presented to the Board the Strategic Matters report, this paper was discussed and the following was agreed.

Resolutions:

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

1. Received the actions being taken in delivering on 'Forward In Motion'.
2. Noted that the new Sport England strategy is to be published in January 2021.
Action; the actions for the Q3 Strategic review will now be considered at the March 2021 board meeting.
3. The Proposed 2021/22 Vision, mission and objectives be approved and reviewed at the March 2021 board meeting to ensure aligned to the role for Active Partnerships in the new Sport England strategy.



Action: to be brought to the March 2021 meeting.

4. Agreed that Active Humber should continue with the current policy of being an exemplar and the use of our tone of voice approach in all that we do. Secondly, develop our expertise and brand in the areas of; Governance and financial management; coastal inequalities; and physical inactivity and climate change.
5. Approved the organisational approach to be taken on collaborative leadership as outlined in the paper submitted to the board.

10 Business Plan

DG presented to the Board the business plan paper.

Resolutions:

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

1. Noted how officers are developing the business plan to adapt to the ongoing coronavirus pandemic.
2. Noted the review of the outputs and outcomes achieved in Quarter Three.
3. Noted the actions and tasks to be undertaken in Quarter Four and Quarter One 2021/22.
4. Agreed the addition and wording of a new objective about Active Environments and agreed the outline of a plan around Active Environments to be developed by the CEO.
Action: DG to develop an outline plan around Active Environments
5. Noted the progress made during 2020 on developing the marketing and communications approach of Active Humber.
6. Noted the ongoing work being undertaken re impact measurement. *Action: DG to bring a paper on Impact Measurement to the March 2021 board meeting including information on how Sport England requires us to show impact against their new strategy.*

11 CEO Report

DG presented to the Board the CEO report.



The Chair and the Board congratulated DG and the team on the ongoing work, especially through this challenging time.

Resolutions:

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

1. Received contents of the CEO report.
2. Agreed that the CEO will keep them informed of the progress being made in all of the areas of the business and for a further CEO report to be made at the March 2021 Board Meeting.

12 Any Other Business

There was one Any Other Business item concerning the appointment arrangements of the Deputy CEO to the Humber, Coast and Vale ICS. The supporting officers other than the CEO left the meeting. **This is a private minute**

13 Date of future meetings;

- 26th March 2021, 0930 to 1200
- 25th June 2021, 0930 to 1200
- 24th September 2021, 0930 to 1200
- 10th December 2021, 0930 to 1200

14 Board Review (without staff is attendance)

The Board reviewed the meeting

15 Close of meeting

The meeting closed at 11.30am

