



## Minutes of the Active Humber Company Board Meeting

Date: 14th December 2018  
Location: Unit 2, Health Annex, Diadem Grove, Hull, HU9 4AL  
Time: 9.30 am - 12.30 pm

### Present Trustee's/Directors

Richard Smith (RS)	Chair/ Trustee
Nicholas Tupper (NT)	Trustee
Chris Adams (CA)	Trustee
Stephen Pintus (SP)	Trustee
Claire Pickthall (CP)	Trustee
Stephen Edmund (SE)	Trustee

### Apologies

Larissa Friese-Greene (LFG)	Trustee
Natalie Murphy (NM)	Trustee
Jane Stafford (JS)	Trustee

### Supporting Officers

David Gent (DG)	C.E.O
Gary Sainty (GS)	Deputy C.E.O
Nicola Massingham (NM)	Area Development Manager
Kerry Conner (KC)	Finance and Office Manager
Richard Hall (RH)	Head of Marketing

### Minutes

Kerry Conner (KC)	Finance and Office Manager
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#### 1. Welcome, Introductions and Apologies

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

The Chair reported that Larissa has recently had a change in personal circumstances and therefore has decided to step down as a Trustee from Active Humber. The Chair thanked Larissa for all her support and wished her all the very best on behalf of all the Board and the core team of Active Humber.



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

No additional D.O.I. were disclosed.

3. **Company Board Minutes held on 21st September 2018**

The minutes from the meeting held on the 21st September 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. All actions are complete.

5. **Finance and Audit Matters**

The Finance and Audit Matters paper was presented at the Board by KC for approval, the contents of the report were noted.

No matters were raised for discussion from the paper presented.

From the Finance and Audit Matters paper, the following items were agreed:

**Resolutions:**

The Board approved the Q2 Management Accounts.

The Board received the current cash position.

The Board received the current funding overview.

The Board received the Administration Target reported to Sport England with the intention this will be below the recommended 8% by the end of quarter 4.

The Board note there are no current revisions required to the Annual Budget.

The Board agreed and received the Risk Register and the Operational Risk Register.

6. **Governance and Standards**

The Governance and standards paper was presented at the Board by DG for decision, the contents of the board were noted.



The following items were discussed:

**HR Policies** DG reported that on the 18th December 2018 a meeting is in place with the HR Consultant for the last outstanding matters to be resolved. These outstanding matters will be shared with the GSC once complete.

**Equality Plan** (NM) presented the Equality Plan. As part of the national standards, we are now going for the Preliminary Standard for Equality. The Equality plan has been merged with Action Plan (LEAD work) and there will be a separate LEAD Plan. No further comments were received around the Equality Plan.

**Safeguarding Training** (GS) updated the Board on all Safeguarding issues. Each CSP receive two days support from the CSPU per year. As part of this support we have planned some Safeguarding training for the Board on the morning of the 18th January 2019. Any specific topics to be covered within the training please pass to Gary Sainty.

**Escalation Policy.** An Escalation policy was agreed to be developed. GS did a benchmark exercise across other CSPs and it appears no other CSPs have one in place. After discussions with North Yorkshire Sport, it has been agreed that GS would work alongside NYS and the CSPU to develop an Escalation Policy. (CP) reported that having an end is important to this policy. GS reported he would consult with the CSPU when developing the policy and this will be fed back to the GSC for feedback.

**Safeguarding Incident:** An ongoing incident with a Badminton Coach was due in Court yesterday. GS will feedback to the Board once a conclusion has been reached. If at any point AH become aware that this may be risk to reputable damage we will update the Board immediately. Sport England have been made aware, as we did fund this club through the Satellite Club programme.

A suggestion was made to review the process and actions taking when dealing with the incident and lessons learned.

A wider discussion was had around our Safeguarding roles and responsibilities. A summary of the questions have been formulated and will be discussed at the training in January.

- What is our role and what responsibility beyond our specific programme delivery
- What checks and challenges should we have in place before we allocate funding to clubs and coaches

- Checks and challenges that other LA's have in place and should we be making recommendations on the South Bank through the LSCB's
- Update the risk register, what detail do we add?
- Proactively review the checks and challenges through the GSC and reactively review the SG incident and report to the Board

**Transgender Core Team** will undertake training in February 2019. A statement around School Games as indicated was agreed to be added to the policy. The statement could change after the training in February 2019 but will be fed back to the GSC.

**Board Evaluation** Agreement was made to wait until feedback has been received from the pilots in March 2019. Yorkshire Sport Foundation is a pilot and DG will work closely with the CEO once they completed the pilot. The Board will be given an opportunity to feedback.

From this paper, the following items were approved:

**Resolutions:**

- 3.1 The Board noted the progress on HR matters.
- 3.2 The Board approved the Equality Plan.
- 3.3 The Board approved the wording on gender dysphoria and transgender students and note that this statement may change once the training has been received.
- 3.4 The Board note the progress on Health and Safety matters.
- 3.5 The Board note the progress on ICT and GDPR matters.
- 3.6 The Board agreed the policies on; Code of Sports Governance, Principle 2 People and Active Humber Internal policies, HR policies are reviewed and remain fit for purpose.
- 3.7 Approved the policy on Personal Relationships at work.
- 3.8 The Board note the Sport England project on external board evaluation. and await further updates and continue with the current review of the board meeting at the end of the meeting.
- 3.9 Ensure the safeguarding questions are raised to the CSPU and are discussed at the training on the 18th January 2019.

## 7. Sport England and CSPN

**PMIF** The PMIF report has now been received and overall we have achieved 3 'good' and 2 'satisfactory' which is a positive result. The next stage is the Round Table discussions and this is due to take place on the 9th January 2019. We will be the first CSP to undertake this.

**Philanthropy Company;** Sport England as part of its work to help sports bodies diversify funding sources, have engaged the [Philanthropy Company](#) to conduct a headline review of philanthropy and charitable giving in the sports sector. The Philanthropy Company are specialist fundraising consultants, providing strategic advice and coaching to charities to increase their income and Sport England have chosen Active Humber as one of the few CSPs to work with.

An initial meeting has been held between Active Humber and the Philanthropy Company (PC) to explore what might be possible and PC will report to Sport England in the New Year. The hope is that the services of PC funded by Sport England may be available to Active Humber during 2019.

**Workforce Application** We have recently applied to Sport England for funding towards our workforce work covering clubs, coaches, volunteers and the professional workforce in conjunction with North Yorkshire Sport. The funding applied for is £45,000, previously the workforce funding was for £40,000. We should find out early January if we are successful.

**Innovation funding** A further innovation application was also submitted for £21,350 to look at and further understand behaviour change within physical activity. We anticipate to find out if this application is successful early 2019.

**Satellite Club Funding** for 2019 - 2020 has now been confirmed for £109,780 and £103,140 in principle for 2020 - 2021. (SE) asked how many Sat Clubs do we have? NM reported by the end of the financial year we anticipate to have a total of 28 Satellite Clubs across the Humber. (SE) asked if the new targets are on top of the existing clubs, NM confirmed yes they are. Targets for 2019 - 2020 is 30. NM reported how we communicate our work within local areas. There was a specific conversation around North East Lincolnshire. SP to contact NM to help open communication channels.

**CSPN Name Change Results** There has been a consultation across the CSPN network about whether CSPN is still the most relevant name and should be replaced with something which is more reflective of the physical activity agenda. The name favoured from the consultation is 'Active Partnerships'. 74% voted in

favour to change name to Active Partnerships, therefore it is likely to change around the 1st April 2019.

**CSPN Chairs Meeting** The Chair updated the Board on the recent CSPN chairs meeting.

**Resolutions:**

The Board received the progress made with Sport England and the CSPN.

**8. Planning for 2019 - 2020 (Presentation)**

DG and GS gave a presentation on the Planning for 2019 - 2020.

A discussion was held around the following areas:

- Active Humber's roles and responsibilities rather than the wider roles and responsibilities of the sector.
- Ensuring the competencies are linked through the measures framework.
- Within the measurement framework Active Humber 'Offer' documents need to be linked to show the how, as well as the measures.
- Revision of the mission; 'To get the inactive, active' was agreed.
- PMIF - a plan of action for each of the modules specifically, collaborative leadership.
- Charity offer, augment Sport England funding with something else to create something better or remain focused on the Primary role. Decision to be made.
- Finance planning; budget revisions two options to be detailed and presented to the FAC
- ISDO 2019 2020 objectives will be brought to the Board in March 2019.

An agreement was made is to take a detailed plan to the March Board meeting ensuring all of the comments and any concerns are taken into account.

**Resolution**

The Board agreed for a plan to be brought to the March 2019 meeting.

**9. 2018 - 2019 Offers**

The following papers were presented by GS and NM for information:

- Local Authority Offer
- Disability Offer



**Resolution:**

The Board received both the 'offer' papers.

**10. CEO Report**

DG presented the following CEO report for decision.

RH clarified our position on #GetHumberActive and our approach to communications across the Humber with Partners.

**Conference feedback.** Feedback from the conference has been received and an [infographic](#) was shared. A date for the March 2019 Conference will be circulated in due course.

**Stakeholder Survey** Our recent stakeholder results have been received. This year we had a total of 22 responses with the majority of respondents from Local Authorities, followed by charities, which is representative of the work we have done over the last 12 months.

Overall the results on the survey are positive with only a couple of respondents indicating any dissatisfaction:

- 90% of people rating their satisfaction levels of engaging with Active Humber and our understanding of their organisations as satisfied or very satisfied
- 71% of respondents with the added value Active Humber provides and the quality of the advice and support given
- Collaborative working is also seen positive, with the series of questions asked, providing results of around 80% of respondents answering positively to areas such as 'approach underpinned by mutual respect and trust' and 'promote continuous learning and improvement'
- Our Net Promoter Score is 35%, which is a drop from the previous year and is lower than the national average that stands at 54%.

This is an area of work that will remain at the forefront of the forthcoming work.

The following matters were resolved:

**Resolutions:**

- 3.1 The Board received the report.
- 3.2 The Board approved the approach to be taken on #GetHumberActive

## 11. Active Humber and Active Lincolnshire

DG presented the following report; Active Humber and Active Lincolnshire and the contents of the paper were noted.

The Board reviewed the 'scope of the review' paper and after a thorough and in-depth debate decided not at this time to pursue options 1 to 3 and only look at options 4 and 5. A full report should be produced for the board's consideration as to the benefits/disadvantages of options 4 and 5 and neither options is to be favoured to the other at present.

**The Board agreed the following recommendations;**

- 11.1 That David Gent to continue as interim Active Lincolnshire CEO until 31st March 2019 for 2.5 days a week with the costs paid to AH.
- 11.2 To note the correspondence and conversations with Sport England on this matter since the last board meeting.
- 11.3 The CEO to produce a paper based on options 4 and 5 and the board to meet on the 18<sup>th</sup> January 2019 to consider the initial findings.

## 12 HR Matters

The board considered a paper on the need to make some changes in the salaries of two members of staff and the contents of the circulated paper were noted. The board agreed the recommendations.

## 13. Any Other Business

There were no other items of business.

## 14. Dates of Future Meetings

### **Board Meeting Dates**

*Extraordinary Date for Board meeting in January TBC.*

22nd March 2019

21st June 2019

20th September 2019 and AGM

13th December 2019

### **Sub Meeting Dates**

21st February 2019

23rd May 2019

22nd August 2019

21st November 2019



