



**Minutes of the Active Humber
Company Board Meeting
27th September 2019**

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Stephen Pintus (SP)	Senior Independent Director/Trustee
Jane Stafford (JS)	Trustee
Chris Adams (CA)	Trustee

Apologies

Natalie Murphy (NMu)	Trustee
Claire Picktall (CP)	Trustee
Nick Tupper (NT)	Trustee

Supporting Officers

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Nicola Massingham (NM)	Area Engagement Manager
Richard Hall (RH)	Head of Marketing
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 21st June 2019

The minutes from the meeting held on the 21st June 2019 were agreed as a true and accurate record.

4 Matters arising and Action Log

All matters arising were covered within the agenda barring an update on the 'Star Chambers'. DG gave a verbal update as follows;

At the last meeting in June, a powerpoint presentation was given on how Active Humber should deal with the concepts of 'Collaborative Leadership' and 'Relationships and Brokering'. These two concepts are at the very core of the Primary Role from Sport England. It was noted that there is still a lack of clarity on these matters at a national level and the board agreed to use the definition for collaborative leadership as defined by Oxford Leadership and the concept of 'relationships and brokering' to relate to the aspects of doing deals and providing services. The board agreed that it would test its collaborative leadership approach through 'star chambers' over the coming months by using the Sport England strategic outputs model as its measurement framework.

The first two 'star chambers' are going to be on our approach to;

- Children and Young People
- Older People

Relevant staff from the AH core team will present against the 15 strategic outputs to a panel of experts made up of AH Board members and other experts from the sector. The panels will help us determine if we are displaying effective leadership and help us plan our next actions.

Older People; a discussion was held around the name change of this star chamber to 'Active Aging'. The core team are working on the panel and both star chambers will be taking place in January 2020.

5 Active Lincolnshire / Active Humber

The current arrangements for the CEO and Business and Finance Manager to support Active Lincolnshire until the end of September 2019 will now cease. Active Lincolnshire accepted the recommendation made by Campbell Tickell which was presented to both Boards on the 20th August 2019.

DG thanked the Board members for attending the consultation meeting on the 20th August 2019.

The Chair thanked DG and KC for their hard work over at AL.

6 CEO Report

DG gave a verbal update at the meeting, a written report will follow.

Delivery;

Get Out Get Active (GOGA). NM reported that we are one of 7 organisations across the country who have been successful with the funding for phase 2. The funding is over 3 years and the amount applied for was £300,000 starting in April 2020. The exact amount of funding is yet to be confirmed but we have been successful with the application. Nicola Massingham and Adam Wrihtham are attending the GOGA Conference next week and we hope to have further clarity after this. A verbal update to the Board will be circulated once we have any further news. The Board thanked Nicola and the team for their excellent effort on this.

Community Asset Fund, (CAF) we are a pilot area for this programme. A plan has now gone to Sport England on how we would look to support Sport England land this locally and we are awaiting feedback from Sport England. An update will be brought to the December Board meeting.

School Facilities; new funding available up to £40,000 available to support schools to open up facilities for community use. An expression of interest will be submitted to Sport England by 2nd October. An update will be brought to the meeting in December. Sport England are only expecting between 15 - 20 EOI's but we are aware most of the Active Partnerships will apply for this.

MIND regional networks; there is an opportunity to apply for £10,000 to facilitate a regional mental health, sport and physical activity network. We are supporting YSF as the lead applicant for this and working in partnership with North Yorkshire Sport. HEY Mind are listed as the mental health lead partner for this application. An update will be given at the December meeting on the progress.

Actions: Provide an update paper in December on CAF, School Facilities and MIND.

School Games; this year we engaged with over 3,000 children throughout the year which is a record number! Jo McDonald has now started the planning for School Games 2020 and aims to bring more alternative sports to games such as 'glowsport'. GS said this therefore changes the programme from how it looked in previous years but brings it in line with the new ethos of supporting a wider group of children and young people access School Games competition. It is believed the programme will be a success as it always has been, but clearly changes in the programme will take time to embed.

Organised;

The new Marketing Officer position is currently out to advert with a closing date of 29th September 2019 and interviews to be held on the 8th October 2019.

Active Humber Board recruitment, we currently have two vacancies and one of those should be for a person with a strong financial background. These positions will go to advert week commencing 7th October 2019 with the aim to fill these vacant positions by December 2019.

Action: KC to circulate the recruitment pack to the Board.

Support;

Hull; improvement has been made over the last over 3 / 4 months and strong progress has been made through Towards an Active Hull, support has been requested to write their children and young people plan for the area.

ER: Active Withernsea LDP; behaviour change model 'Theory U'. The Active Withernsea team is now in place and are at a stage where they are tackling some of the identified challenges. One key focus is around play parks and children and young people. A restructure has been undertaken across the East Riding Sports Development team.

N Lincs; work remains to follow on from the behaviour change model. A key focus is around cycling, links have been made with R-evolution to support this.

N E Lincs; Escape pain programme currently working with Lincs Inspire to develop a programme in N E Lincs. Currently working with the Stroke association in Grimsby to run an Inclusive Activity Programmes (IAP) . Robin Lavin will become a tutor enabling him to deliver this workshop.

Influence;

The Chief Medical Officer has released revised [national guidelines for Physical Activity, incorporating separate guidelines for all ages and scenarios.](#)

The new guidelines move on slightly from the previous versions, recommending larger amounts of weight bearing or weight training for many groups.

The previous guidelines had been in place since 2011.

Action: David to circulate the paper.

7 Finance and Audit Report

KC presented the Finance and Audit report to the board.

KC reported that the annual accounts and audit has now been completed. The feedback received from the Auditors was positive and a clean report is anticipated. The annual accounts for 2018 / 19 report a pleasing small surplus and remained in line with the agreed budget.

Sean Maloney and Jack Allen from 360 Accountants will present the report at the AGM.

Recommendations agreed:

1. Note the Annual Audit is currently being undertaken.
2. Approve the Q1 management accounts and budget variance
3. Note the current funding overview
4. Note the new funding applications
5. Receive the Administration Target reported to Sport England
6. Note the current cash position
7. Note the budget for 2019 - 2020
8. Agree and receive the Risk Register

8 Governance and Standards

GS pre presented to the Board a copy of the new [Escalation Policy](#). This policy has been put in place as part of the new Working Together 2018 guidance and sets out the process of how to escalate a safeguarding concern.

The policy has been to the internal safeguarding group, to the GSC group for feedback and circulated to the CPSU for feedback. Some feedback received from CPSU and the suggestions have been included.

Recommendation:

1. The Board accepted the escalation policy.

Action: KC to ensure this is embedded into the policy register.

9 Marketing and Communication

RH gave a demonstration on the new website. In addition to the new website, we have procured a new CRM system which will work in tandem with the website and e-newsletter systems.

The new CRM has far greater functionality, including the ability to record interactions with multiple contacts simultaneously using 'cases', record and assign tasks, and the system will remind you via email and Outlook calendar when work and tasks are due.

The website aims to go live by the end of October 2019.

The Chair thanked RH and his team on the efforts for this piece of work.

Recommendation:

1. The board received the demonstration of the new website and noted the progress.
2. The board emphasised the new window of opportunity to engage a wider audience around not just sport but physical activity.

10 Annual Report

RH presented a copy of the [annual report](#).

Recommendation:

1. The Board received the Annual Report.

11 Next 12 months

DG/GS gave a presentation on the future plans over the next 12 months:

Discussions were held around the following areas;

Influence;

- Develop our collaborative leadership approach in the areas of Active Ageing and Children and Young People through the 'Star Chambers'
- Insight

- ISM Behaviour Change Model
- Strategy Influence (E.g. Towards an Active Hull)

Support;

- Develop better relationships and brokering in the areas of people with a disability/long term limiting illness and those from lower socio-economic groups.
- Develop a two fold approach; reactive and proactive to support what is going on locally in each of the four areas to ensure the biggest impact on inactivity across the Humber. Not only support but 'connect'.
- Clearly identify our role as not only 'support' but ensure it becomes a challenge and support role to broaden our connections and enable us to link to indirect connections for example; environmental clean up to get the physical activity impact

Deliver;

- Deliver - Improve our place based approach and continue to achieve our agreed delivery targets. Identify what movement we have made on the current targets.
- Identify the biggest opportunities against the biggest impact; look further into the coastal community and the opportunities that arise.
- Is there any opportunity to deliver something as a 'charity' but that links back to our main focus of getting more people more active.

Organised;

- Organised - Continue with our efforts to be seen as an exemplar Active Partnership in the areas of income generation, finance, governance, improvement, safeguarding and equality.
- Fill the remaining board vacancies
- Constantly review that we have the right people delivering the right roles

Action:

DG to bring to the December meeting a 'Coastal' opportunities paper.

12 Date of Future Meetings

Main board meeting dates 2019/2020

6 December 2019

20 March 2020

26 June 2020

Sub group meeting dates in 2019/2020

19 November 2019

25 February 2020

19 May 2020

13 Review of the meeting

The board reviewed in private meetings as part of its ongoing desire to ensure its meetings are effective.

14 Close of meeting

The meeting closed at 11.25am