

**Minutes of the Active Humber  
Company Board Meeting  
21st June 2019**

**Present Trustees/Directors**

Richard Smith (RS)	Chair/Trustee
Stephen Pintus (SP)	Senior Independent Director/Trustee
Nicholas Tupper (NT)	Trustee
Claire Pickthall (CP)	Trustee
Jane Stafford (JS)	Trustee

**Apologies**

Natalie Murphy (NMu)	Trustee
Chris Adams (CA)	Trustee

**Supporting Officers**

David Gent (DG)	CEO	
Gary Sainty (GS)	Deputy CEO	Items 1 to 9
Nicola Massingham (NM)	Area Engagement Manager	Items 1 to 9
Richard Hall (RH)	Head of Marketing	Items 1 to 9
Kerry Conner (KC)	Finance and Office Manager (Minutes)	Items 1 to 9

**1 Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies were received and noted as above. The Chair reported to the board the resignation of Steven Edmund.

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

No additional D.O.I. were disclosed.

**3 Company board minutes of the meeting held on the 22nd March 2019**

The minutes from the meeting held on the 22nd March 2019 were agreed as a true and accurate record.

**4 Matters arising and Action Log**

All matters arising were covered within the agenda. The [Action log](#) was noted and received.

## **5 Future Strategy and Delivery**

### **5.1 Collaborative Leadership**

The CEO gave a powerpoint presentation 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 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 over the coming months by using the Sport England strategic outputs model as its measurement framework.

The progress in the area of Collaborative Leadership would be tested by the use of a ‘star chamber’ format of discussion where the executive team would present what had been achieved and planned to be achieved. The board then in a challenging and constructive way with invited partners, would test what has been achieved and help to identify what the next stages of improvements should be.

The two main areas to concentrate on will be 1) Older People and 2) Children and Young People. The approaches will be tested in December 2019/January 2020 depending on diary commitments.

*Action: CEO to organise two star chamber meetings on Older People and Children and Young People during December 2019/January 2020.*

### **5.2 Older People**

GS gave an overview of the Older People work strand which can be found at [Older People Proposal](#). There was an in-depth discussion on this matter.

*The board approved the following recommendations:*

- 1. The board received the paper as the intended approach to the Active Humber Older People work.*
- 2. The board agreed to receive a follow up paper at the September board meeting covering how this will be implemented.*

3. *The board agreed not to hold a specific event for Older People in October 2019.*

### **5.3 Future strategy**

The CEO took the board through a presentation on the current position of Active Humber, its current position with Sport England, how AH achieves the Primary Role, ensuring AH does not enter a comfort zone of delivery and seek even greater improvements in performance. The board discussed the priorities from now to the end of 2019 and agreed that they are as follows;

- *Influence - Develop our collaborative leadership approach in the areas of Older people and Children and Young People.*
- *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.*
- *Deliver - Improve our place based approach and continue to achieve our agreed delivery targets.*
- *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.*

The board noted the likely timescales for the decisions to be made on the Sport England funding cycle for 2021/2025 and the need in the run up to this period to consistently demonstrate that we are achieving the Primary Role.

## **6 Finance and Audit Matters**

The Finance and Office Manager presented the following report; [Finance and Audit Matters](#).

*The following recommendations were agreed:*

1. *The Board noted the Annual Audit is currently being undertaken.*
2. *Approved the Q4 management accounts and budget variance.*
3. *The board noted the current funding overview.*
4. *The board noted the new funding applications.*
5. *The board receive the Administration Target reported to Sport England.*
6. *The board noted the current cash position.*
7. *The board noted the budget for 2019 - 2020.*
8. *The board agreed and receive the Risk Register.*

## 7. Governance and Standards Matters

The CEO presented the following papers, [Governance and Standards matters](#).  
And the following items were discussed;

7.1 Annual report - The board agreed that the main annual report will be contained with the annual accounts and that a more digital in style report will be developed to be used as an influence tool with external partners. RH gave a visual example of what is proposed and it was agreed he should develop this further for final approval at the next meeting.

7.2 Governance Statement - Sport England require a new form of governance statement which needs to be completed and approved by the board at its September 2019 AGM. It was agreed to circulate the draft statement to the board in advance of the AGM to progress the approval process.

7.3 Trustee recruitment - A draft candidate information pack was circulated for comment. Two vacant board positions are available. It was agreed one of the positions should be a current qualified financial accountant and the other to compliment the skills of the existing board members. It was noted that Larissa Friese-Greene health had improved and may wish to reapply to join the board.

*The following recommendations were agreed:*

- 1. The board noted the actions currently being undertaken by the staff team on safeguarding, health and safety, GDPR and policy review.*
- 2. The Deputy CEO to arrange board training for October 2019 on safeguarding.*
- 3. The board agreed that an external and outward facing draft Annual Report 2018/2019 should be brought to the next meeting for approval.*
- 4. The Sport England Governance statement be completed and circulated to the board for approval in advance of the September 2019 AGM.*
- 5. The board agreed that the Governance and Standards Committee and the CEO progress the appointment of two new Trustees to the board. One of the*

*trustee roles must be a qualified financial accountant and a second trustee role to compliment the current skill of the existing trustees.*

## **8. CEO Report**

The CEO presented the following report; [CEO Report](#). The board noted the papers on Insight and Project Move More and the actions to be taken to progress these two areas. The developing work in the three areas of NECAP, Workplace Health and the Y&H Physical Activity Partnership were noted. GS gave a powerpoint presentation on the delivery of our programmes in the areas of; Satellite Clubs, School Sport programmes e.g. Go Run For Fun and others, Coaching week, Volunteers Week, Engaging with the Hull Health and Wellbeing board, Yorkshire Primary PE and Sport Premium awards. The board were delighted with the depth and quality of what is being achieved and thanked all of those involved for making this happen.

*The following recommendations were agreed:*

- 1. The board received the contents of the CEO report.*
- 2. The board to be kept informed of the progress being made in all of the above areas and for a further in-depth report be made at the September 2019 board meeting.*

## **9. Active Humber and Active Lincolnshire (Presentation)**

The board noted the request from Active Lincolnshire to extend the current arrangements for the CEO and Business and Finance Manager until the end of September 2019 and the board subject to a number of conditions agreed to this.

## **10. HR Matters**

The board discussed a HR matter and the course of action proposed by the CEO was agreed, subject to the assurances given in the paper.

**11 Any Other Business**

There was no other business

**12 Dates of next meeting**

Main board meeting dates 2019/2020

27 September & 2019 AGM

6 December 2019

20 March 2020

26 June 2020

Sub group meeting dates in 2019/2020

19 November 2019

24 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 12 noon