



**Minutes of the Active Humber
Company Board Meeting
26th June 2020
(Meeting held via Microsoft Teams)**

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Chris Adams (CA)	Trustee
Steve Curtis (SC)	Trustee
Natalie Murphy (NM)	Trustee
Claire Pickthall (CP)	Trustee
Richard Skewis (RSk)	Trustee
Dr Nick Tupper (NT)	Trustee

Apologies

Stephen Pintus (SP)	Trustee
Jane Stafford (JS)	Trustee

Supporting Officers

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Nicola Massingham (NM)	Area Engagement Manager
Kerry Conner (KC)	Finance and Business Manager
Richard Hall (RH)	Head of Marketing

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 3rd April 2020

The minutes from the meeting held on the 3rd April 2020 were agreed as a true and accurate record.

4 Matters arising and Action Log

DG reported and gave feedback on the action log to the Board. All actions have been undertaken with an update at the relevant agenda item at today's meeting.

5 COVID - 19 Response

DG gave an update on the Covid-19 plan. DG reported that much of the plan has now been achieved and it is not the intention to write another plan for Quarter 2 or beyond. The reason for this is that we have learnt how best to integrate the work we need to do as related to Covid-19 into our quarterly business objectives planning process. We can then if necessary draw from the business plan reporting as needed the relevant items related to Covid-19.

One area within the plan that the Board were asked to agree was around working from home. Staff have been working from home since the 16th March 2020 and it has proved to be working well, without any major concerns or incidents. The Board was asked to agree that staff are able to remain to work from home until the end of the academic year, as the majority of the staff still have children at home. The arrangements will then be reviewed at that time. The office remains open, should staff prefer to work from the office but they must inform KC beforehand to ensure the relevant risk assessments and cleaning procedures can be adhered too. The uptake has been very little. Staff have also been actively encouraged to take annual leave as normal over the summer period.

The Board noted the contents of the report and agreed the following recommendation.

1. Agreed for staff to be able to remain to work from home until the end of the academic year and the arrangements will then be reviewed at that time.



6 Finance

6.1 Report Quarter 4.

KC gave an overview of the Finance and Audit Report for Q4.

The FAC held a full meeting on the 2nd June 2020 in which they reviewed, discussed in detail and agreed the content of the report including the Q4 management accounts and the budget variance. The Chair of the FAC reported at the meeting he was content with the information presented.

The Board noted the actions that had been taken in quarter one to raise extra income.

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

1. Noted the minutes of the FAC of the 2nd June 2010
2. Approved the Q4 management accounts and budget variance
3. Noted the current funding overview
4. Noted the new funding applications
5. Received the administration target reported to Sport England
6. Noted the current cash position
7. Noted the risk register
8. Noted the progress being made to raise extra income and to receive a further report at the September 2020 board meeting.

7. Governance Matters

DG presented to the Board the Governance and Standards matters paper.

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

1. Noted the Minutes of the GSC meeting, 2nd June 2020 and the actions taken by the GSC therein.
2. Agreed the proposed actions for the Board on safeguarding as outlined in section 2.2 of this report, as follows:
 - All board members to listen to the NSPCC Podcast on Charity Trustee Responsibilities



- That RS, CA and JS to undertake the further online training
 - Following the 2 steps above, any further topics and / or questions from Board members should be sent to GS, who may then look to arrange a face to face session with the Board facilitated by the CPSU.
3. Agreed not appoint the PADO post in Quarter 2 & the Board to review in September 2020.
 4. Agreed to review our equality and inclusion offer at the September 2020 Board.

8 Board Matters

DG presented to the Board the Board matters paper. The Board noted the contents of the report and in particular focused on three areas.

1. *Membership of and recruitment to the Board*

The Sports Minister has recently announced that he is minded due to the lack Black, Asian, Minority Ethnic (BAME) members on the boards of UK Sport, Sport England and their key partners e.g. Active Humber, and the recent events around Black Lives Matter, to extend the requirement for all boards to have a % of BAME board members under the Code of Sports Governance like is the case for gender.

The Board reaffirmed its commitment to having a diverse and inclusive board. The Board in recruiting the two additional board members will remain with the existing criteria and that all best efforts are made to attract candidates from a BAME and disability background to ensure the board membership is as diverse as can be. The Board also agreed it must remain as at present mindful of the community we serve, whilst ensuring that the wider national narrative is taken into consideration.

2. *Involving priority groups in the decision making process of the Board*

It was noted that no progress has been made on this matter since the last Board meeting. Officers will now progress this and report what action has been taken to the September GSC & Board meeting. The hope is that the work currently being undertaken on the Sport England Tackling Inequalities Fund will help in this process.

3. *How we hold future Board, FAC and GSC meetings*

This Board meeting is the second to be held online and the most recent FAC and GSC meetings were also held online. The FAC and GSC wish to continue to hold their meetings online. The Board agreed to anticipate that the September Board meeting



and AGM meeting and possibly the December meeting will remain a virtual meeting. Some IT issues need to be resolved but as a whole, the virtual meeting process is considered to be effective via Microsoft TEAMS.

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

1. The arrangements with the Smile Foundation as to the organisation to undertake the external board evaluation.
2. Agreed the Board skills improvement plan 2020/2022
3. That the remaining Board and Chair appraisals should be completed by the end of July 2020.
4. Agreed that GSC and Officers are to proceed with the appointment of two additional trustees prior to the September 2020 board meeting to ensure the Board has a wide and diverse membership, remaining mindful of the community in which we serve and ensuring that the national narrative is taken into consideration into these appointments.
5. Agreed that Officers are to progress with the plans on how to involve priority groups in the decision making process of the Board and to report to the September Board meeting.
6. That the CEO appraisal was undertaken by the GSC members and was a positive review.
7. That the FAC and GSC meetings will remain as virtual meetings and that the September Board meeting and AGM and possibly the December Board meetings will be held virtually.
8. The CEO to report the September Board meeting on the best use of technology, Individual practice and training to support a virtual Board and staff meeting approach.



9 Sport England

DG presented to the Board the Sport England paper. The Board noted the contents of the report and agreed the following recommendations:

1. To accept the revised Sport England funding offer to March 2022.
2. To note the Active Withernsea funding arrangements.
3. To note the revised Quest/PMIF arrangements.
4. To note the success in securing CEF funding for the Humber area and thank the CEO and team on this piece of work.
5. To accept the TIF funding allocation and associated conditions.
6. To note the ongoing work currently being undertaken with Sport England.
7. To note the new Sport England Framework - '*Shaping our Future*'
8. To note the ongoing work being undertaken with the APNT.

10 Business Plan

DG presented to the Board the Business Plan. The Board noted the contents of the report and agreed the following recommendations:

The Board approved the following recommendations:

1. Noted how officers are developing the business plan to adapt to the ongoing coronavirus crisis.
2. Noted the review of the outcomes achieved in Quarter One
3. Noted the actions and tasks to be undertaken in Quarter Two.
4. A report on '*Collective Impact*' will be brought to the September board meeting for approval before committing to action in this area.
5. A report on '*Backbone organisation*' will be brought to the September board for approval before committing to action in this area.
6. Noted the approach being taken to show the impact of Active Humber and a report will be made to the September board meeting.



11 CEO Report

DG presented to the Board the CEO report. The Board congratulated DG and the team on the ongoing work, especially through this challenging time. The Board noted the contents of the report and agreed the following recommendations:

1. To note the 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 September 2020 Board Meeting.

12 Any Other Business

There was no other business

13 Date of future meetings

25th September 2020 (AGM)
11th December 2020

14 Board Review (without staff is attendance)

The Board reviewed the meeting

15 Close of meeting

The meeting closed at 11.30am

