



**Minutes of the Active Humber  
Company Board meeting  
29th September 2023  
Aura Innovation Centre, 0930 to 1200**

**Present Trustees/Directors**

Richard Smith (RS)	Chair / Trustee
Chris Adams (CA)	Trustee / Senior Independent Director
Jane Stafford (JS)	Trustee
Steve Curtis (SC)	Trustee
Rebecca D'Arcy (RD)	Trustee
Richard Skewis (RSK)	Trustee

**Supporting Officers**

David Gent (DG)	CEO
Nicola Massingham (NMM)	Head of Development
Gemma Armitage (GA)	Finance Manager
Lucy Playford (LP)	Marketing Manager
Amanda Potter (AP)	Strategic Director, YSF
Graeme Sinnott	Relationships Director, APNO

**1 Welcome and Apologies**

RS welcomed everyone to the meeting. The following apologies were noted.

Bibhash Dash (BD)	Trustee
Natalie Murphy (NM)	Trustee

## **2 Declaration of Interests**

There were no declaration of interests to record.

## **3 Company board minutes of the meeting held on the 16th June 2023**

The minutes from the board meeting held on the 16th June 2023 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 – Board meeting June 2023 to the board. The board agreed the action log was a true and accurate record of the actions and that all the actions have either been completed, or are on the meeting’s agenda for discussion.

## **5 Business Strategy**

The CEO gave a presentation on the current business strategy. The board had an depth discussion around the presentation and agreed with the direction of travel outlined. The CEO to keep the board updated at future meetings.

RD asked if the organisation could use software like [Kumu](#) to help with the evaluation and learning work. The CEO agreed to follow this up and report at the next meeting.

The Board agreed the Business Strategy 2023/24 paper and approved the following recommendations;

- 5.1 Noted the successful Sport England end of year review for 2022/23.
- 5.2 Noted the progress made in quarter 2 and the actions planned for quarters 3 & 4.
- 5.3 Noted the policy context and current situation we are operating in.
- 5.4 Noted the DCMS Sports strategy 'Get Active' and the implications for Active Humber.
- 5.5 Noted the Active Partnerships National Organisation strategy and how we best align to it.
- 5.6 Noted the work being undertaken on place-based working and a further report be brought to the December 2023 board meeting.
- 5.7 Noted the ongoing work to develop a physical activity community engagement (PACE) network across the Humber.
- 5.8 Noted the Active Humber organisational strategy remains appropriate and aligned to our partners and the CEO to ensure we have the capacity to effectively deliver against the strategies outcomes.
- 5.9 Noted the ongoing work on measurement, evaluation, learning and impact and a further report including the value of using software like [Kumu](#) to help with the evaluation and learning work be made at the December 2023 Board meeting.

## 6 Exemplar

DG presented to the Board for approval, the paper on Exemplar. The paper was discussed in full and the contents noted. The Board approved the following recommendations;

### **Governance**

6.1 *A Code of Sport Governance.* The board noted the outcome and the action to be taken to fully meet the code requirements and to report to the next board meeting.

6.2 The GSC to consider further possible board appointments to remain compliant with the Code of Sports Governance and make a recommendation as to what to do to the December 2023 board meeting.

6.3 *Board appointments* – That Richard Skewis and Steve Curtis be reappointed as board trustees and directors for a second 4 year term commencing 1st November 2023.

6.4 *Board appraisals* – The board appraisals for Richard Smith, Chris Adams, Richard Skewis and Steve Curtis to be completed by the December 2023 board meeting.

6.5 *Welfare & Safeguarding* – Note the ongoing progress around safeguarding, and that a report be brought to the next meeting regarding the CPSU annual assessment.

3.6 *Sport Welfare Officer* – Agree to receive the funding from Sport England and to appoint a Sport Welfare Officer.

## **Finance and Business Planning**

3.7 Annual Accounts – It was not possible at the meeting to review the audited annual accounts for the AGM. A new date for the AGM to be set by the Chair and CEO once the FAC is content with the audited annual accounts.

3.8 Approve the Annual Governance Statement 2022/23.

3.9 Receive the Q1 management accounts.

3.10 Note the Q1 Administration target and the need to ensure this remains within range.

3.11 The cash position as at 21st September 2023.

3.12 The budget 2023/24 remains as previously agreed but will be revised once the outcome of the annual audited accounts is known with a revised budget presented to the December 2023 board meeting.

3.13 No action is needed at present on the Cost of Living support to colleagues and a further report be made to the December 2023 board meeting.

3.14 It is noted that Gemma Armitage is a bank signatory and that Sport England are aware she is authorised to act on our behalf within our policies and procedures.

3.15 Proceed to sign the Yorkshire Sport Foundation financial services agreement.

3.16 To note the actions being undertaken to replace the Head of Business Support role.

### **Team and People Development**

3.17 The board noted the update from the CEO on the pressures that the organisation faces at present and the organisational capacity to deal with those pressures. The CEO to manage the situation and work with Board to manage these pressures and give a further update at the next board meeting.

## **7 Advocate**

The board considered the paper Advocacy . The Board approved the following recommendations;

7.1 To note the ongoing work being undertaken on insight and learning.

7.2 To note the ongoing work being undertaken on influencing and in particular the role of Amanda Potter, Strategic Director, Yorkshire & Humber.

7.3 The CEO continue in the plans to attract senior Sport England persons and others to the Humber.

7.4 To note the work being undertaken to implement the Marketing and Communications strategy and the new Activity Finder.

## **8 Inactivity**

The Board noted the contents of the Inactivity report. The Board approved the following recommendations;

8.1 To note the work taking place in each of the 4 Local Authority areas and Active Withernsea.

8.2 To note the work taking place to achieve the business objective of 'Workforce'.

8.3 To note the work being undertaken on environmental sustainability at a local to national level.

## **9 Inequalities**

The board discussed and noted the contents of the Inequalities report. The Board approved the following recommendations;

9.1 To note the work being undertaken in the area of Children and Young People around a) Opening School Facilities Fund and b) School Games.

9.2 To note the work being undertaken on Adults activity.

9.3 To note the work being undertaken in the Together Fund programme.

9.4 To note the work being undertaken on stopping hate crime and the creation of the Yorkshire and Humber commitment to race equality.

9.5 The board at its next meeting be updated on the the production of the Diversity and inclusion Action Plan.

9.6 To receive at its next meeting how the board should best use the new Moving to inclusion Framework.

## **10 Any Other Business**

There was no other business.

## **11 Date of next meeting**

- 20th October - AGM - Teams meeting
- 8th December 2023 - Teams meeting
- 22nd March 2024 - Teams meeting
- 21st June 2024 - Aura Innovation Centre
- 27th September 2024 - Aura Innovation Centre

**12 Board review (without staff in attendance)** - The board reviewed the meeting in terms.

- How are we performing as a Board?
- What do we need to discuss further with the CEO?

**13 Close of meeting** - The meeting closed at 1200.