



**Minutes of the Active Humber
Company Board meeting
8th December 2023
Teams meeting, 0930 to 1200**

Present Trustees/Directors

Richard Smith (RS)	Chair / Trustee
Chris Adams (CA)	Trustee / Senior Independent Director
Steve Curtis (SC)	Trustee
Rebecca D’Arcy (RD)	Trustee
Natalie Murphy (NM)	Trustee
Bibhash Dash (BD)	Trustee

Supporting Officers

David Gent (DG)	CEO
Gemma Armitage (GA)	Finance Manager
Lucy Playford (LP)	Marketing Manager
Amanda Potter (AP)	Strategic Director, Y&H
Adam Wrightman (AW)	Development Manager (Active Ageing)
Lucy Gray (LG)	Development Manager (CYP & Education)

1 Welcome and Apologies

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

Richard Skewis (RSK)	Trustee
Jane Stafford (JS)	Trustee

Nicola Massingham (NMM) Head of Development

The board wanted to convey their sympathy to Nicola at this time in losing her father.

2 Declaration of Interests

There were no declaration of interests to record.

3 Company board minutes of the meeting held on the 29th September 2023

The minutes from the board meeting held on the 29th September 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 – September 2023 – Board meeting September 2023. 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.

The amber items to be added to the action log for this meeting.

5 Business Strategy

The CEO gave a presentation business strategy 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.

The Board noted the content of the report and presentation and approved the following recommendations;

5.1 Noted the 6 month review was submitted to Sport England on time.

5.2 Noted the progress made in quarter 3 and the actions planned for quarter 4.

5.3 Noted the policy context and current situation we are operating in around a) the cost of living crisis, b) devolution, and c) environmental sustainability.

5.4 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.

5.5 The suggested future plans for 2024/25 as outlined in the paper are agreed and that they be incorporated into the draft 2024/25 business plan and that it be presented at the next board meeting for approval.

5.6 The board noted the ongoing work on measurement, evaluation, learning and impact and a further report be made at the March 2024 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 – that Active Humber is fully compliant.
- 6.2 Board appraisals – The Chair to undertake all the trustee reviews by the March 2024 board meeting and that Chris Adams as the Senior Independent Director to undertake the Chairs review by that meeting as well. The CEO to assist the Chair in arranging the review dates.
- 6.3 Board membership – The GSC to consider further possible board appointments to remain compliant with the Code of Sports Governance into the future and to report on the progress being made to the March 2024 board meeting.
- 6.4 Welfare & Safeguarding – Noted the a) ongoing progress around safeguarding, b) the successful CPSU annual assessment, and c) the appointment of a Sport Welfare Officer.

Finance and Business Planning

- 6.5 Received the Q2 management accounts.
- 6.6 Noted the Q2 Administration Target and the need to ensure this remains within range.
- 6.7 The cash position as at 9/11/2023
- 6.8 The budget 2023/24 remains as previously agreed but is in the process of being revised and will be presented to the February 2024 FAC meeting.

6.9 The draft budget 2024/25 be presented to the March 2024 board meeting.

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

6.11 Noted the revised finance arrangements and further update be brought to the March 2024 board meeting.

6.12 Registers - All the finance and audit registers be subject to a full review during Quarter 4 to ensure they are relevant to the revised financial and governance arrangements we have in place.

Team and People Development

6.13 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 and the presentations from Amanda Potter on devolution and Lucy Playford on Promote and approved the following recommendations;

7.1 Noted the ongoing work being undertaken on insight and learning.

7.2 Noted the ongoing work being undertaken on influencing and the update from Amanda Potter, Strategic Director, Y&H.

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

7.4 Noted the success of the Autumn Active Humber & Active Withernsea Conference.

7.5 Noted the work being undertaken to implement the Marketing and Communications strategy and the social media statistics for the year so far.

7.6 Approved the draft Annual Impact Report.

7.7 Approved the revised social media strategy and social media policy .

8 Inactivity

The Board noted the contents of the Inactivity report and the presentation on place-based working. The Board approved the following recommendations;

8.1 To note the arrangements for the Sport England place-based expansion work and the move by Sport England to a 'cluster' model of working. A further report be brought to the March 2024 meeting.

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

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

8.4 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 Noted the work being undertaken in the area of Children and Young People. A further report be brought to the March 2024 board meeting.

9.2 Noted the work being undertaken in the area of Adults activity.

9.3 The board at its next meeting to be updated on the the production of the Diversity and inclusion Action Plan. A further report be brought to the March 2024 board meeting.

9.4 Noted the work being undertaken to roll out the Community Ambassador Programme.

9.5 Noted the actions taken by Active Humber during 2023 to address the cost of living crisis. A further report be brought to the March 2024 board meeting.

10 Any Other Business

There was no other business.

11 Date of next meeting

- 22nd March 2024 – Teams meeting – 9.30 to 12 noon
- 21st June 2024 – Aura Innovation Centre – 9.30 to 12 noon
- 27th September 2024 Board meeting – Aura Innovation Centre – 9.30 to 12 noon
- 27th September 2024 AGM – Aura Innovation Centre – 9.30 to 12 noon
- 13th December – Teams meeting – 9.30 to 12 noon

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.