

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
Board of Trustees Meeting
Monday 14th July 2023
09.30 – 11.30 Sport Birmingham Office



Present: Richard Hindle – Chair (RH); Merran Sewell (MS), Keith Fraser (KF), James McLaughlin (JM), Shah Begum (SB), Mark Taylor (MT), Tom Clift (TC), Sukhdeep Nijjar (SN), Yimika Phinda (YP), Mike Chamberlain - CEO (MC), Tom McIntosh – Operations Director (TM), Lynn Gazeley – Business Operations Manager (LG) Minute Taker, Alison Shipway – Shipway Consulting (observer)

Apologies: Paul Faulkner (PF), Jeevan Chagger (JG), Philip Hutchinson (PHN)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	Welcome to LG & AS Apologies as noted above. Board members introduced to LG & AS			
2	DECLARATION OF INTERESTS			
	No Declarations			
3	MINUTES AND MATTERS ARISING – May 2023			
	Board / Social – MC confirmed there had been a 50/50 split on the poll taken for this event. However, there is still a desire to go ahead with it. Internal Board Report – Now circulated. External Board Evaluation – AS gave a brief overview of the requirements as part of the Board of Governance Tier 3 review. Welfare Champion – Confirmed as Sukhy Games Legacy – MC confirmed there had been a discussion about the contingency money remaining from the Games. He has been in contact with the other Active Partnerships in Birmingham to gather support for raising concerns that very little of the funding would end up benefiting sport & physical activity.	Suitable date to be discussed to ensure the maximum number of attendees. To confirm with PF pre-Christmas Timeline to be forwarded. Presentation at Oct Board Follow up with Suky A draft letter being prepared to send to WMCA (Mayor and CEO) Letter sent with all WM AP endorsements / reply received from Mayor		MC/RH AS MC MC
4	BUSINESS REPORT			

<p>4.1</p>	<p>Strategic Context (National, regional, local)</p> <p>System Partner Reporting – MC confirmed SB are meeting with SE in the next few weeks to discuss our first-year performance, as a System Partner, with one year into a five-year award.</p> <p>Placed-based investment – This meeting will be combined with the System Partner meeting at the end of July, to discuss SE intentions around further investment coming to Birmingham, circa £250m, ring-fenced in SE budgets.</p> <p>There is an opportunity for this to be led locally. SB can provide a cost-effective, apolitical, and valued option and Tier 3 compliance.</p> <p>MC updated with the early conversation around the CWG enhancement fund, and the potential continuation of the CAC investment.</p> <p>The ‘Inclusive communities’ fund will provide a regional grant pot of £ 9-11m. A further £3m is ringfenced around mental health/wellbeing.</p> <p>Awaiting the appointment of a grant administrator</p> <p>SE/WM mayoral visit to Concord Youth Centre on 26th July</p> <p>SB has recently completed a commissioned piece of work focused on youth insight which is being shared through a series of webinar, opportunity to connect with the WMCA on youth voice.</p> <p>MC attends the steering group meeting- responsible for shaping the BCC strategics’ have commissioned KKP to write a Birmingham Sports Strategy and has commissioned an overarching PA strategy separately through Public Health.</p>	<p>Report back to the board as part of monthly updates. See Oct Business update</p> <p>SB will consider its position as a grantee a position to promote and support. Still TBC</p> <p>Invite Trustees to the SE/WMCA visit. Completed</p> <p>SB is to be introduced to the right contacts linked to MH and Youth Insight. Completed</p> <p>SB planning a series of Strategy reflection days. Ongoing</p>		<p>MC</p> <p>MC</p> <p>MC</p> <p>SK</p> <p>MC</p>
<p>4.2</p>	<p>Structure</p> <p>Leavers - Joe Dredge leaving to County Durham Sport</p> <p>BDM – TM updated on the first tranche of candidates available</p> <p>SK – Is our recruitment process robust and how do we ensure good practice from an EDI perspective and address bias.</p>	<p>Recruitment campaign for a Community Engagement Officer. Update in HR notes</p>		

	<p>TM – Recommended this was part of the review of EDI</p> <p>YM – Is the offered salary contributory to the failure of appointing a marketing officer</p> <p>TM – Salary was benchmarked across the sector, looking at office level salaries</p>	<p>JBL currently recruiting for the BDM role</p> <p>Update in HR notes</p>		
4.3	<p>Risk Register</p> <p>Final check on the Risk Register required across Sub-Committee chairs</p>	<p>Ensure all sub-committees and working groups have RR as a set agenda item and has a wider item at the next board meeting. Ongoing</p>		Sub – committee Chairs
4.4	<p>Marketing & Communications</p> <p>TM update we are currently reviewing and appraising the need for the marketing function, CK provides strategic comms support and works closely with the Digital marketing apprentice</p>	<p>SB shared the Digital impact of School Games as an example of good practice and outline future focus. Update in HR notes</p>		
4.5	<p>Ops Report</p> <p>Report provided as part of the Board pack</p> <p>TM – provided an update covering Q2</p>			
5	SUB-COMMITTEE REPORTS			
5.1	<p>Human Resources (HRSC)</p> <p>A Warden / N English leading team well-being/ MIND pilot with a view of identifying recommendations and actions.</p> <p>JC is looking at a mentoring framework between employees and Board to support better connectivity and retention of our people.</p> <p>MS provided a critical update. Her second 4-year term coming to an end, and we need to identify a suitable replacement.</p>	<p>Summary action plan to share with HR. Shared</p> <p>Share SB mentoring framework to connect employees and the board in a mentoring capacity. Proposal to share.</p> <p>Succession plan / Board members to consider any contacts with HR. Recruitment has begun and being shared by trustees</p>		<p>MC</p> <p>JC</p> <p>Trustees</p>
5.2	<p>Commercial Working Group (CWG)</p> <p>TM provided an update on the recruitment of BDM.</p>			

	<p>Sphere Connect Consultants have been appointed to carry out a foundation piece of work.</p> <p>MT – attended the SG and felt there is a real opportunity around the SG looking at the professional service sector and how we are improving broad social mobility.</p> <p>JM – we need to look at the priorities and produce a schedule around our events for next year, the Sponsorship task linked to the BDM role.</p>			
5.3	<p>Governance, Finance and Audit (GFASC)</p> <p>RH shared the internal Board review and actions; highlighted opportunities to improve connectivity and bring people together to ensure we maximise connectivity and expertise across the Board. JM &KF – Reinforce the importance and opportunity to utilise the Board to help support and set strategy.</p> <p>The first draft of the 2022/23 audited accounts has been received. Nothing significant material was highlighted but some queries to follow up on.</p> <p>The Next Board meeting will look at the Q2 refresh.</p> <p>Investment – Barclays Treasury</p>	<p>Annual Planning Cycle/Program to be developed. <i>Draft for consideration complete</i></p> <p>Consider an away day in November in help inform strategy development. <i>TBC</i></p> <p>To be shared in advance for the October AGM. <i>See papers</i></p> <p>Treasury policy required to determine which institutions we can do business with, to achieve more competitive rates. <i>Update from G&FSC</i></p>		<p>MC</p> <p>MC</p> <p>MC</p> <p>RH/TM/LG</p>
5.4	<p>Equality, Diversity, and Inclusion Working Group</p> <p>Sub-Group met and reviewed the current position and action plan.</p> <p>Recruitment process requires priority review.</p> <p>Action Plan to be revised by next Board Meeting.</p> <p>Development Opportunities to grow both as a team and as a Board.</p>	<p>EDI group to clarify inputs, outputs and outcomes. <i>DIAP developing well, and linking to Race Code actions too.</i></p>		<p>MC/NE</p>
5.5	<p>Nominations</p> <p>None</p>			
6	<p>Any Other Business</p>			

	<p>JM mentioned new owners of BCC Football Club – may be a good opportunity to engage.</p> <p>MT informed the Board of changes going forward for his day-to-day at RSM</p> <p>TM – asked about the possibility of a Board Rep on the 1st of August. KF offered subject to availability</p>			MC
7	NEXT MEETING: PROPOSED DATE AND TIME:			
	Friday 13/10/2023 (including AGM) – 09:30			