

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
 Board of Trustees Meeting
 Friday 16th July 2021
 9.30am – 11.00am
 (Virtual Meeting – Zoom Platform)



Present: Matt Lloyd (ML) Vice Chair, James McLaughlin (JM), Richard Hindle (RH), Mike Osborne (MO), Yimika Phinda (YP), Urvasi Naidoo (UN), Lincoln Moses (LM), Peter Griffiths (PG) Keith Fraser (KF)

Mike Chamberlain (MC), Tom McIntosh (TM), Vicky Coyle (VC) (Minute Taker)

Apologies: Paul Faulkner (PF) Merran Sewell (MS),

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	As above PF unable to chair due to a clash in diary. ML as vice-chair acting as chair for this meeting.			
2	DECLARATION OF INTERESTS			
	None declared. Separate note, ML - Congratulations to James & Cure Leukaemia Team on their amazing fundraising event and reached targets.			
3	MINUTES AND MATTERS ARISING – April 2021 Meeting			
	As read – Outstanding items picked up as part of main agenda. Board structure and succession planning – Nominations committee have not managed to meet to discuss. MC aware there is a need to prioritise next quarter and in advance of October board meeting.	Set Nominations Committee meeting	Aug 2021	MC / PF / ML

4	BUSINESS REPORT			
4.1	<p>Business report shared prior to meeting.</p> <p>Strategic Context National SE 'Systems Partners' model and future funding. Significant amount of work to do in next 3 weeks to prepare SE diagnostic / funding response. Expectation to receive same if not more funding. Find out Sept 2021. Significant APN review. Interim arrangements in place following departure of CEO and Chair stepping down. Six-month review period.</p> <p>Local Supporting BCC in the development of a city-wide strategy for Sport & Physical Activity. Updates to follow.</p>			
4.2	<p>Commonwealth Games Detailed in business report.</p> <p>Active Communities Fund. SB lead applicant on behalf of the BCC CAC Forum. Delivery plan to be submitted end Sept 2021.</p> <p>BCC grant secured (£350k 2 programmes) Awaiting official award agreement. Planning underway.</p> <p>Alexander Stadium site visit Dave Wagg / MC to arrange. Small space opportunity (office space) in new stand. Follow up discussions required.</p>	MC to report back following visit.	Aug 21	MC
4.3	<p>Structure No changes from last meeting.</p> <p>Prioritise succession plan discussion.</p>	Set nominations committee meeting.	Aug / Sept 21	MC / PF/ ML

4.4	Risk Register RH to update through GFASC			
4.5	Operations Report VRU tender (£200k Community consortium model) unsuccessful. 28 applications received. We were shortlisted to last 5. Awarded to Youth Services. VRU keen to keep conversation going. Autumn rounds to follow. HAF – MAD Programme awarded HAF funding to support holiday camps across 3 sites Summer, October, December £70k to develop further. Allows to build on activity. Team away day – Project alignment to 5 priorities. Support SE work. Great session, first time all together in over 12 months.			
4.6	Scorecard Updated scorecard shared prior to meeting. ML - Review terminology to ensure no offence is caused. Registered disabled – Old terminology. KF – Disability Discrimination act – further advice Governance Code review will happen end of this year. Focus on broader equality and diversity (in the full sense) Aim to maintain Tier 3 Governance Code.	Send out updated equal opportunities form for completion by all board members.	Aug / Sept 21	MC
4.7	Finance Report (Q1) Shared prior to meeting. Recent sign off of SE reconciliations for Primary Role, Workforce, Satellite and CYP for 2020-21. First 50% funding for current year should be coming through very soon. Ongoing conversations with SE regarding underspend plans for funding not utilised during the 2020-21 period of lockdown and restrictions.			

	Q1 expenditure down due to ongoing restrictions on face-to-face delivery. Expected to pick up Summer / new academic year (Sept 21)			
5	SUB-COMMITTEE REPORTS			
5.1	<p>Human Resources UN provided an update following recent SC meeting.</p> <p>Starters</p> <ul style="list-style-type: none"> • Kate Ross, Clubs and Communities Officer (Start date 08/07/2021). • Lauren Davies, CYP Officer (start date 08/07/2021) <p>Leavers</p> <ul style="list-style-type: none"> • Adam Warden left his role of Workforce Development Manager to take up an 18-month secondment position as Volunteer Manager at the Commonwealth Games. <p>Internal movement / Changes to team structure</p> <ul style="list-style-type: none"> • Artti O'Hare moved from Insight & Marketing Manager to Senior Partnerships Manager – Business Improvement (SMT) • Luke Hedley moved from Sport & Wellbeing Officer to Health & Wellbeing Manager • Nicola English moved from project officer (CYP) to Workforce Manager (Back filling Adam Warden's role) <p>Risk Register HRSC to have oversight of RR and to remain standard item on the agenda.</p> <p>Wellbeing and Mental Health Pledge – Document reviewed by SC. Confirmed that information shared by individuals is confidential and stored at appropriate location. (Restricted file access).</p> <p>Flexible Working guidance – Draft Flexible working policy discussed. Individuals given flexibility to choose work patterns (home / office split) To be agreed and approved with line manager. Period of adjustment required.</p>	<p>Transfer information to new RR template.</p> <p>Review flexible working following period of adjustment (July / August)</p>	<p>Aug 21</p> <p>Sept 21</p>	<p>MC</p> <p>MC</p>

	<p>MC to review patterns, regular contact, and attendance in the office. Spreadsheet developed to record office days. MS to share hybrid policy template with HRSC group to use as a guidance for the flexible working policy.</p> <p>Commercial Manager Role – Interviews have taken place and preferred candidate invited for final interview / offered role. Unfortunately, they have since declined the offer. Further discussions required to agree on next steps of recruitment.</p>	<p>Develop flexible working policy using hybrid policy template.</p> <p>Set meeting to discuss next steps of the recruitment process.</p>	<p>Sept 21</p> <p>Aug / Sept 21</p>	<p>HRSC / MC</p> <p>MC, TM, JM, PF, ML</p>
5.2	<p>Commercial Working Group (CWG) Previously named Business Development.</p> <p>Commercial Manager Role – Important to find the right person. First round of applications provided interesting attraction. The lead applicant had fundraising success, gave us the reflection on what we need. Set meet to discuss next steps.</p> <p>Terms of Reference – Revised ToR discussed at meeting. Still requires some fine tuning.</p> <p>Business Plan – Review and refresh the current business plan and build on the stretched budgets and targets. Identify / Activate opportunities.</p> <p>HSBC approach – Youth Sport events interest.</p>	<p>Set meet with group to progress. (As last HRSC action)</p> <p>To pick up as an early priority Develop narrative / proposal to the group.</p>	<p>Aug / Sept 21</p> <p>Aug 21</p>	<p>MC, TM, JM, PF, ML</p> <p>CWG</p>
5.3	<p>Governance, Finance and Audit RH provided an update following recent SC meeting.</p> <p>2020 – 21 – Audit work - External audit was successfully completed May / June 2021 by Locke Williams. There have been no audit issues reported. Now in receipt of draft 1 of the financial statement, but not in a position to share with board. Response required to Locke Williams queries, work together to create draft 2 and share with GFSC initially.</p>	<p>Respond to Locke Williams and work towards draft 2 (including amended version of Trustee report)</p> <p>Vote (Show of hands) requested. Board approved.</p>	<p>Aug / Sept 21</p>	<p>MC / VC</p>

	MC – Annual Safeguarding review. TM provided update. CPSU / NSPCC review. 23 rd July 2021.	Provide feedback of review.	Aug 21	MC / TM
	MC – Hopeful to have October Board as a face-to-face meeting (First one in 18 months). Subject to current restrictions – guided by government announcements. Opportunity to arrange team / board session (including lunch).	Review board meeting options for team / board session including lunch. Advise board ASAP.	Aug / Sept 21	MC / VC
7	DATE AND TIME:			
	Fri 15 th October 2021 (incl. AGM) – TBC Face-to-Face meeting.			