

**SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**

Board of Trustees Meeting
Friday 23rd April 2021
9.30am – 11.00am
(Virtual Meeting – Zoom Platform)



Present: Matt Lloyd (ML) Vice Chair, James McLaughlin (JM), Pritesh Pattni (PP) Richard Hindle (RH), Merran Sewell (MS), Mike Osborne (MO), Yimika Phinda (YP), Urvasi Naidoo (UN), Lincoln Moses (LM), Peter Griffiths (PG)
Mike Chamberlain (MC), Tom McIntosh (TM), Vicky Coyle (VC) (Minute Taker)
Apologies: Paul Faulkner (PF) Keith Fraser (KF)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	As above PF unable to chair due to a clash in diary. ML (Vice-Chair) stepping up as chair for the purpose of this meeting.			
2	DECLARATION OF INTERESTS			
	None declared.			
3	MINUTES AND MATTERS ARISING – Jan 2021 Board Meeting			
	As read – Outstanding items picked up as part of main agenda.			
4	BUSINESS REPORT			
4.1	Full business report shared prior to meeting. Strategic Context National 20/04/2021 Sport England meeting – Future funding conversation (Emphasis on Active Partnerships – providing place-based needs) Follow up meeting scheduled in May (Investment and requirements). Confirmation of funding levels will follow in due course. SE backing AP model – positive. SE Commonwealth Active Communities – Sport Birmingham is lead applicant. Application submitted on behalf of consortia partners. MC expects to hear back mid to end of May, then move to stage 2 to build up detail to be finalised June / July 2021. Work will then happen through following 2-year period.			

	<p>Regional Event strategy commissioned by WMCA (SB as a consultee).</p> <p>Local Birmingham City Council (BCC) post 'Head of Sport' recruitment ongoing. Expect announcements in May.</p>			
4.2	<p>Commonwealth Games BCC investment for wider legacy (£6M) and Physical Activity (£1M). TM and MC meeting Tues (27th May) Money proposed / confirmation required. 2 important programmes: Community Games and Inclusive Sports club model. Updates to follow.</p> <p>Youth Round Table – Geoff Thompson CEO Youth Charter. Deputy Chair OC Round table meeting with 15-16 providers in Birmingham to be further developed. Synergy with MAD programme. Benefit of sustainability within the programme.</p> <p>Community Roadshows – Small spaces 'try out' sport model. Wrap around with community. Positive; influence committee regarding places and community engagement.</p> <p>PG advises that each BCC ward is receiving funds for Physical Activity initiative. This will provide an opportunity to work together. Wards will be seeking partners to support / work with. Wards to decide on allocation (Culture / Physical Activity) £2M spread across Birmingham.</p>	Update the board through monthly briefing email.	May / June 2021	MC
4.3	<p>Structure Full board (12) at 31/03/2021. All Sub committees met during the quarter. Thorough updates provided as part of agenda.</p> <p>ML highlighted that in 12 months' time there are several trustees who will have completed their 8 years' service (2 x 4-year term). LM / ML / UN / PP / PG due to step down Spring 2022. Succession planning required - shadowing element especially in subcommittee areas. Follow up required.</p>	Nominations committee to meet separately to discuss and plan.	May 2021	MC / PF/ ML
4.4	<p>Risk Register Updated / GFASC update – RH to update through GFASC</p>			

4.5	<p>Operations Report LDP – Current instruction to pause on delivery due to major programme review through The Active Wellbeing Society (TAWs). Assurance on the continuation of the alignment to capacity funding.</p> <p>EDI – Development of EDI plan following playback of diagnostic report following Race Code review meeting in mid May 2021.</p> <p>HAF – BCC funds. Alliance formed through StreetGames, they have overseen a virtual Easter activity programme. Ongoing dialogue with BCC regarding the remainder of 2021 Holiday activity programming and funding, with focus on Summer 2021 school holidays.</p>	<p>Update as it develops following review.</p> <p>Share plan with board.</p> <p>Update when delivery model has been agreed.</p>	<p>May 2021</p> <p>18/05/2021</p> <p>May / June 2021</p>	<p>MC</p> <p>MC/LM</p> <p>MC / TM</p>
4.6	<p>Scorecard Summary from recent equality reporting survey shared prior to meeting. 6 Board responses received.</p> <p>*This was not covered nor discussed during the meeting (23/04/2021)</p>	<p>Publish and gather information in accordance with consensus from the responses (for Board and Team) / this will include website updates.</p>	<p>May/June 2021</p>	<p>MC</p>
4.7	<p>Finance Report (Q4) Year 2020 -21 Qtr. 4 Finance Report shared prior to meeting detailing income and expenditure for the year and supporting commentary around the high value variances. (Mainly due to pause of delivery due to Covid-19)</p> <p>Detailed update provided by RH in Governance, Finance and Audit Update.</p>			
5	<p>SUB-COMMITTEE REPORTS</p>			
5.1	<p>Human Resources (HRSC) HR paper approved at HRSC for various job roles (external and internal) Notes shared prior to meeting.</p> <p>Approved Job Roles Commercial Fundraising Role (out to advert w/c 26/04/2021) SPM - Business Improvement Role – (Research / Insight) potential to increase to 0.8 FTE (internal) Health and Wellbeing Manager Role- Increase to Manager level Club and Communities Officer (out to advert w/c 26/04/2021) Workforce Manager (internal) Affordability MS gave a brief report on how changes / recommendations of approved job roles impacted on the current staffing budget. There is an amount (circa £75k) aligned to the staffing budget ringfenced from funding sources not</p>	<p>Recruitment process to follow for external opportunities.</p> <p>Process to follow for internal assessments.</p>	<p>w/c 26/04/2021</p> <p>w/c 03/05/2021</p>	<p>MC / TM</p> <p>MC / TM</p>

	<p>yet secured by the organisation. MS received assurance from TM and MC on probability of securing these funding amounts: BCC (Physical Activity – Community Games / inclusive Sports Model) £25K High level of Confidence. West Midlands Police Violence Reduction Unit £12k Confident BCC Holiday Activity Fund - £32.5k – Further development required to secure funding. MC also noted, some funding streams have not been considered at this point and hopeful of securing additional income in the current financial year.</p> <p><u>Cost of Living Increase</u> Proposed Cost of Living (COL) increase for the 2021-22 financial year suggested at 1.5% projected increase of £12,000.</p> <p><u>Approval by Board</u> ML asked for the following recommendations to go to a vote by show of hands: HRSC proposal of COL increase at 1.5% - Approved. Recruitment of new job roles – Approved.</p>			
5.2	<p>Commercial Working Group (CWG) previously named Business Development. Proposed changed covered in Business report. Notes shared prior to meeting.</p> <p>JM - Thanks to HRSC for approval of role. (Commercial Manager) Right time for new role. Really appealing job, salary attractive (removing 2-year fixed is a good move) It is a role that can grow. A degree of patience within the organisation is required to allow the individual to develop, grow and strengthen relationships.</p> <p>Rename of subcommittee provides clarity on what we are reporting on. Targets / Budgets – clear on budget lines. Report on detail.</p> <p>Following recent strategy launch, it is time to get inside culture of larger organisations (e.g., Gymshark) Start engaging, potentially through new Commercial Manager.</p> <p>PG noted opportunity for sponsorship with Commonwealth Games. Chance to continue post games. Align to SB Strategy (not just 1 / 2 years). Particularly focussed in areas around Physical Activity and Mental Health programmes (hook into the City).</p>			

<p>5.3</p>	<p>Governance, Finance and Audit (GFASC) Minutes of recent meeting and papers detailed within the agenda shared prior to meeting.</p> <p><u>Q4 Finance Report</u> High level of underspend for the year. This presented an unusual year in terms of expenditure. Working with funders to approve underspend plans into the 2021-22 financial year.</p> <p><u>Budget 2021-22</u> RH explained reasoning behind summary of budget document. The board felt it was a useful document to support the understanding of the budget setting for the year. Confident with projected income with some room for potential increase / development at mid-year point. RH asked for formal approval of the budget from board – Approved (by show of hands).</p> <p><u>Financial Procedures</u> Review required following a period of 2 years. Slight amends to reflect job title changes and changes in processes. Highlighted the amendment to approval limits. Suggested that limits over £15,000 are approved by two of the following personnel: Chair, Vice Chair or Chair of GFASC. (Current procedures state approval required by board). MS suggested requirement for upper limit over £30,000 (tbc) to consider full board approval.</p> <p><u>Reserve's Policy</u> RH advised that current policy states 6 months of committed expenditure required (Level currently not met). Suggestion of a more appropriate level covering 4 months to be considered. The organisation is currently hold free reserves level at £260k with the potential to increase to £280k (pending YE audit).</p> <p>The board were in support of this recommendation and approve the amendment to the reserves policy.</p> <p><u>Risk Register</u> MC / RH to meet and discuss how we approach and manage the Risk Register going forward ensuring there's organisational wide ownership – Each committee still have responsibility / review at each meeting. Continue as agenda item at each meeting. Who within staff team has ownership?</p> <p>JM noted that notice periods need to be assessed when thinking about risk (and earlier reserves policy conversation) –Currently, core management team are subject to either 8- or 12-weeks' notice period in contracts of</p>	<p>Amend procedure document to state upper approval limit required by board, upper limit amount to be discussed and decided.</p>	<p>May / June 2021</p>	<p>MC / RH / VC</p>
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	<p>employment. Do we feel this is long enough? Should this be extended to 26 weeks?</p> <p>UN / MS – Suggested 12 weeks normal practice within most organisations they have dealt with. MC agreed to approach the Active Partnership Network (APN) to benchmark across other organisations.</p>	<p>Approach APN through Director's hub to obtain notice period information and report back to board.</p>	<p>May / June 2021</p>	<p>MC</p>
6	ANY OTHER BUSINESS			
	<p>PP – Recent Launch event and strategy meetings showcased how SB supported local clubs / communities / organisations. Proud to be part of a great organisation.</p> <p>UN – Big thanks to team for work involved in rebrand and thanks to MC for monthly briefings - appreciated.</p>			
7	DATE AND TIME:			
	Friday 16 th July 2021 at 9.30am (Virtual Meet – Zoom Platform); Fri 15 th October 2021 (incl. AGM)			