

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)

Board of Trustees Meeting

Monday 25th July 2022

9.30am – 11am (Hybrid: Sport Birmingham Office / Teams)



**Sport
Birmingham**

Present: Paul Faulkner (PF) - Chair, Matt Lloyd (ML), Richard Hindle (RH), Lincoln Moses (LM), Keith Fraser (KF), Pritesh Pattni (PP), James McLaughlin (JM), Merran Sewell (MS)

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

Apologies: Yimika Phinda (YP), Peter Griffiths (PG), Urvasi Naidoo (UN), Mike Osborne (MO)

| NO. | SUBJECT & NOTES | ACTION | DATES | WHO |
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| 1. | WELCOME & APOLOGIES | | | |
| | As above | | | |
| 2 | DECLARATION OF INTERESTS | | | |
| | PF reminder to send new DoI over as and when they arise. MS - Gateley – Instructed to support on policy review. | | | |
| 3 | MINUTES AND MATTERS ARISING – <i>May 2022</i> | | | |
| | Race Code Quality Mark – MC confirmed accreditation mark in now displayed on website Update on office premises – MC has received updated offer regarding space at the Alexander Stadium (East Stand space – not New Stand) Dave Wagg (BCC) to send over revised costs. Once costs have been received, there will be a need to review internally and feed back to the Board. MC sees it as a very good option, but we need a welcome from BCC to want us there. (Struggle to get answers due to busy period). Expect attractive proposition. MS – Timeframe / Implications to move? Notice period to employees etc. Further advice for employees | | | |

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| | <p>Governance Code Review – MC / RH to update through GFASC update.</p> <p>Structure – Need to prioritise board recruitment. Discussion required initially through Nominations Committee (Identify Skills Gaps, Timeline of recruitment)</p> <p>Hybrid Working Policy – Policy is now in place and distributed to all employees early June 2022. Policy states: 3 days in office. Tuesday & Wednesday are fixed days with 3rd day agreed with line manager.</p> <p>Volunteering Policy – Policy has been developed and distributed to all employees early June 2022. Allowance of 0.5days per month. Due to the CG2022 Games, there has been an allowance to use in full quota during games time.</p> | Set Nominations Committee Meeting / not been set yet (need to review membership) | Early August 2022 | MC |
| 4 | BUSINESS REPORT | | | |
| 4.1 | <p>Business report shared prior to meeting.</p> <p>Strategic Context.</p> <p>National</p> <p>MC updated on Active Partnership Network (APN) CEO – Andy Taylor now in post. MC recently connected and offered use of office when in the area. They are soon out for recruitment for APN Chair. This will follow with APN Board recruitment (Process to run after appointment of Chair).</p> <p>Local</p> <p>Birmingham Sport and PA strategy – ongoing discussions with BCC to co-create a new S&PA strategy for the city (to progress post games)</p> <p>Major Events Leadership Group - meetings have continued positively, and plan being developed.</p> <p>Sports Legacy Conference - planned for 30th September in partnership with BRIG (mini-summit series) and The University of Birmingham / steering group set and communications to partners out by end July</p> <p>KF – Offered offline chat to support on that.</p> <p>PF – Post games great opportunity once games been and gone, SB play an important role to ensure there is a tangible legacy. Spirit of partnership in the region. SB to position to lead.</p> | MC to share information, and request members forward EOI if interested. / No update on this yet (waiting) | Aug / Sept 2022 | MC |

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| 4.2 | <p>Commonwealth Games CAC</p> <p>BCC Funded – Club Together and Community Games Successfully delivered four of the ‘Community Games’ across the City. Events running until Summer 23. Planning is progressing within the Club Together project and hubs have been identified.</p> <p>Gen 22 – Youth legacy work. 60 assignments each AP. United by 22 (Charity) launched officially. Nicola Turner will become CEO. Recruiting trustees. Keep a watch. Opportunity to work closely / competition? Check their articles.</p> <p>Equipment Gifting – Still awaiting official title. SE leading, MC on working group. Circa £1mill equipment. DCMS approval then open EOI to all.</p> | Provide further information in next board update. / Update in Operations report – 2,500+ applications for 300 lots | Aug / Sept 2022 | MC |
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| 4.3 | <p>Structure</p> <p>MC update on Team Structure. Listed in report. JG / AW Secondment return – JG 50% return until Oct 2022. OC request extension until Feb 2023. Further review and conversation required around impact to capacity within the organisation if secondment is extended to</p> <p>AOC – VRP (Leaving End of July 22)</p> <p>Abi Battisto resignation Fri 22/07. (FPM) MC ML – 3 attempts to fill the role. Review why it’s not working? MC – Does the role have the same requirement. Conversation required through Commercial working group</p> <p>Discussion reflecting on changes within the team, over a 3-month period and loss of important local knowledge and connectivity. Recruitment is progressing well to build back capacity within the team.</p> <p>PF recognised these are challenging times and knew of other organisations in the same position.</p> <p>PF suggested we consider a social event (post games / end of summer celebration) for all staff and board members.</p> | <p>Review through CWG. Call special meetings to action. / JG review and extension with agreement to extend until Feb 23 and monitor month by month</p> <p>Sort date / venue for social. Comms out to all. / Look to bring in-line with departure / celebration of trustees ending</p> | <p>By 31/08/2022</p> <p>By 31/08/2022</p> | <p>TM</p> <p>MC</p> |
| 4.4 | <p>Risk Register</p> | | | |
| 4.5 | <p>Impact Report</p> <p>Linked within Business Report. Board to provide feedback through to MC if required.</p> | | | |
| | <p>Due to clash in diary, PF (chair) had to leave meeting. PF asked MC to run the meeting thereafter.</p> | | | |

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| 4.6 | <p>Marketing & Communications Presentation from Deepa (DK) – 10.30 MC – Initial response / feedback welcomed. KF – Overarching ‘trust element’ good. Overview and approach is reassuring. Diversification around different channels across different areas.</p> <p>JM – Challenge put forward questioning the presentation’s emphasis on social media and statistics; this continued to highlight the lack of SB presence linked directly to the Games on social media channels. DK defended position stating that the presentation gave an outline of the approach SB are taking to marketing in a wider sense.</p> <p>ML – Supported the challenge made by JM about only using the statistic but need to bring them to life with examples/case studies.</p> <p>LM – Asked how we are reaching out to other commonwealth countries. LM suggested that SB are not visible enough.</p> | <p>Ramp up social media interaction during and post games. / This was actioned</p> <p>Schedule time for follow up conversation involving YP, DK, MC and TM. Feedback to CWG. / On-going</p> | <p>Immediate</p> <p>Early Sept 22</p> | <p>MarComms / MC</p> <p>MC</p> |
| 4.7 | <p>Finance Report (Q1) Update as part of GFASC (RH)</p> | | | |
| | <p>Ops Report Shared prior to meeting.</p> | | | |
| | <p>CWG Presentation (to move see agenda) TM presented. Next steps – FPM post – Massive opportunity.</p> <p>KF – Like focussed areas. Focus within focussed areas? Men’s MH? Diversionsary – Element?</p> <p>Identify Agent / link to ambassadors</p> <p>Analysis / Unit cost development – work required. Required to showcase product / need.</p> | <p>Share presentation with minutes. / Done</p> | | |

| 5 | SUB-COMMITTEE REPORTS | | | |
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| 5.1 | <p>Human Resources (HRSC)</p> <p>Starters: David Coleman – Business Support Officer <u>Due to start August onwards:</u> Callam Dunne – Youth Operations Manager TBC Ciara Kelly – Insight and Learning Manager Abbie Diskin – Wellbeing Officer Ben Gutteridge – Workforce Officer Active Communities John Gage – Digital Marketing Apprentice</p> <p>Leavers: Kate Ross – Club and Communities Officer (New role at UoB)</p> <p>Performance review for 1 employee – MC to keep HRSC updated with discussions / action.</p> <p>Pay Policy review – Update provided</p> | | | |
| 5.2 | <p>Commercial Working Group (CWG)</p> <p>JM updated from last CWG, including reflection on the presentation delivered by Abi Battisto (supported by TM).</p> <p>Packages need to be updated and agreed, and approaches to businesses outlined (a clear plan). JM – offered to give up time to support and develop plans for approach and engagement, e.g. Put a showcase event together.</p> <p>KF – Agreed to use JM offer and others to develop. Challenge ourselves how to step up a gear. Need to move (not a missed opportunity).</p> <p>LM – praised JM approach re engagement, but then made comment that he thought SB had become more corporate less community.</p> <p>MC – stated that he disagreed with LM comment on the basis that all of our work is community sport focussed and more so than ever targeted at those communities where need is greatest (and significant additional funding being targeted to these areas and organisations).</p> | <p>Develop a visual / map of where SB community funding has been distributed. Present at next board meeting / To have ready for Board *</p> | | |

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| | <p>ML – Understood LM words but agrees with MC. Money into community sport. We are there to support but not deliver.</p> <p>KF – there are gaps out there. He committed to chat to LM outside meeting to understand. A lot of work being done. Must keep on re-checking ourselves.</p> | | | |
| 5.3 | <p>Governance, Finance and Audit (GFASC) Q1 (Apr – Jun) Finance Report shared prior to meeting. RH provided an update from recent GFASC meeting. High surplus due to receipt of funding Financially ahead of budget – Misleading picture, funding in but now tasked with getting the funding out. Large surplus. Timing difference. Strong cash position.</p> <p>Accounts 2021.22 – Awaiting update</p> <p>Risk Register – Been through risks.</p> <p>Governance Code – Board Structure. Parked until new trustees.</p> <p>Suggestion to move summary at the start of finance report – Contains useful information (rather than figures contained with spreadsheet) – PF</p> | | | |
| 6 | Any Other Business | | | |
| | None | | | |
| 7 | NEXT MEETING: PROPOSED DATE AND TIME: | | | |
| | Friday 14 th October 2022 (incl AGM) BCU | | | |
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