

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
Board of Trustees Meeting
Friday 13 May 2022
9.30am – 11am (Zoom)



Present: Paul Faulkner (PF) - Chair, Matt Lloyd (ML), Richard Hindle (RH), Mike Osborne (MO), Urvashi Naidoo (UN), Lincoln Moses (LM), Keith Fraser (KF), Pritesh Pattni (PP), James McLaughlin (JM)

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

Apologies: Merran Sewell (MS), Yimika Phinda (YP), Peter Griffiths (PG)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	As above			
2	DECLARATION OF INTERESTS			
	KF – Appointed Chair of Local Partnerships (Jointly owned by Local Government Association, HM Treasury, and the Welsh Government) 2 days per month.			
3	MINUTES AND MATTERS ARISING – Jan 2022			
	<p>RACE Code Quality Mark – MC to check with Marketing and Communications that accreditation mark is referenced on SB website.</p> <p>Communications – WhatsApp group is now set up. PF, JM and KF confirmed (at meeting) they are happy to join group.</p> <p>Update on office premises</p> <p>Cobalt Square - Agreement signed to extend lease for a further 6 months (23rd July 2022 – 22nd January 2023)</p>	<p>Confirmation from Marketing that quality mark will be included on the refreshed website (Scheduled completion end of May 2022)</p> <p>Add to group.</p> <p>Lease signed further extension to Jan 2023.</p>	<p>May 2022</p> <p>May 2022</p>	<p>MC</p> <p>VC</p>

	<p>Alexander Stadium – MC is awaiting information from Birmingham City Council (Dave Wagg) detailing proposal for office space in the new stand. To chase up proposal ASAP.</p> <p>Safeguarding and policy group – TM and KF met to identify risks relating to safeguarding. They advised this work would be ongoing. MC provided an update on additional requirements to the review on the Governance Code. The organisation will need to identify a director of the board who will lead on Welfare and Safeguarding.</p>	<p>Chase proposal. Urgent request. Sport Birmingham need time to explore other options if space is not suitable for organisational needs.</p> <p>Work through skills audit / Identify director best placed to act as Welfare and Safeguarding lead.</p>	<p>May / June 2022</p> <p>Summer 2022</p>	<p>MC</p> <p>MC</p>
4	BUSINESS REPORT			
4.1	<p>Business report shared prior to meeting.</p> <p>Strategic Context National, Regional and Local updates provided in the report.</p>			
4.2	<p>Commonwealth Games Major Events Group – MC provided an update on recent meetings / development of recent strategy. JM – What is its purpose? Future bids – Collective approach. BCC aspect relating to legacy. MO – Previous strategy based on existing infrastructure. SE ‘Commonwealth Active Communities’ – funding of £910,500 confirmed by SE for the Birmingham consortia. Funding has come in late, but community activity will be starting before the games and lasting after the games has finished. Birmingham Council CWG investment for SB programmes; ‘Community Games’ and ‘Club Together’ – planning is progressing well with these two programmes, and where they can align with other programmes and funding into communities. Equipment from the Games – discussions are ongoing with SE to influence as much of the Games equipment as possible to stay in the region for the benefit of sport and clubs. SE the route for decision making. New group set up to influence and decide where equipment is distributed, MC to push to ensure this happens. Building main asset list (Sport specific, general equipment)</p>	<p>Share new strategy.</p>	<p>May 2022</p>	<p>MC</p>

	<p>Race Impact Group MC contact with Race impact group / pressing items with press. Various meetings with Geoff Thompson (GT). Notified of an outstanding action to set meeting with KF / GT. KF – MC met. Alignment to what is happening in the region. Taskforce / Round Table group – Mayors Office. Informal meeting. Potential for SB involvement. KF to follow up with MC and PF before going forward.</p>			
4.3	<p>Structure Five current board members confirmed (through email to MC) happy to extend their term by 6 months. Further work required to skills audit to identify gaps and plan for recruitment by end of Summer 2022.</p>	Nomms Committee to meet	June / July 2022	MC / PF / ML
4.4	<p>Risk Register Updated version shared prior to meeting. Sub committees to review risk associated to their area through next meetings. Keep as regular agenda item.</p>			
4.5	<p>Impact Report Report linked within business report. It is clear there is a lot of activity. Bring to life ‘impact.’ Showcase - Sport for good. Targeted messaging. Focus on funding commitments to right areas. Support life changing and make a difference.</p>	Bring report to life through summary document. To be developed through Marketing and Communications. Share with July 2022 board papers.	July 2022	MarCom’s
4.6	<p>Marketing & Communications Marketing analysis developed and shared prior to meeting. Statics cover website interaction, bounce rate, overall marketing coverage. Marketing Manager in post since February 2022. Discussed and in agreement that stats are good but further context is required (JM) We (the Board) need to understand what the numbers mean. Bring together key stories that bring the stats to life. Need to think strategically on how we grow the audience. Focus on engagement. PF suggests we invite Marketing to present at next board meeting, focussing on CG2022 and marketing strategy.</p>	MC to take to Artti and Deepa to review and request presentation at next board meeting.	July 2022	MC / MarCom’s

4.7	Finance Report (Q4) RH updated as part of GFASC updates. See section 5.3	Suggested revision to agenda to reflect flow of information.		
5	SUB-COMMITTEE REPORTS			
5.1	Human Resources (HRSC) Notes from last meeting shared in advance of meeting. Starters Deepa Kalyanji – Marketing Manager started in February 2022 Abi Battisto – Fundraising and Partnership Manager started in March 2022 Leavers Sam Payne – CYP Manager (Secured a role at INEOS as Daily Mile National Relationship Manager) Luke Hedley – Wellbeing Manager (Secured role at AV Foundation as Health and Wellbeing Manager) Jade Jackson – Active Communities Workforce Manager – New Role within CAC project at Active Black Country Plan in place and approval through HRSC to replace capacity in lost roles. Need to take into consideration the expectation of the return of seconded staff (2) mid-August 2022. Recommendation of COL increase of 3% Following recent appraisal of COL and discussion at recent meeting. HRSC recommend 3% COL increase to all staff and ask the Board for approval. MC confirmed that the 3% COL had been factored into the staff costs detailed in the 2022/23 budget. Staff Wellbeing PF asked if the Board need to address the review of the recent wellbeing survey summary report. MC confirmed that the Staff Satisfaction Survey completed through the Active Partnership Network (APN) results / summary would be released soon and would provide a recent position on wellbeing.	Job packs out to advert today. Board (All 9 members present) approve. Include increase in May 2022 payroll and backdate to cover April 2022. Circulate staff satisfaction survey summary once available.	13th May 2022 28th May 2022 May / June 2022	MC / Comms VC MC

	<p>Hybrid Working Policy Board discussion on importance of staff contact with one another, ambition to move back to office working environment. Develop Hybrid Working Policy to inform staff of expectations.</p> <p>Volunteering Policy Review of volunteering policy to support staff. Initial focus on policy to support CG2022 volunteering. Agreed this would be a document for review as part of the wider document and policy work.</p>	<p>MC to revise the current hybrid policy to fix more days to bring team together. 2/3 days.</p> <p>Update volunteering policy and distribute to all staff in the next week. Allow for additional volunteering due to CG2022 Games (one off)</p>	<p>May 2022</p> <p>May 2022</p>	<p>MC</p> <p>MC</p>
5.2	<p>Commercial Working Group (CWG) Planned CWG Planning / Away day scheduled for 27th June. The Sub Committee introduced Abi Battisto to the Board room. She provided a summary of her role to date and plans to develop / Showcase Sport Birmingham. Discussed plans to bring business games model (Alexander Stadium) to life. Use as opportunity to announce legacy. PF – Plan for period ahead and present to July Board (MarCom's / Abi)</p>	<p>Plan for presentations from Marketing and Communications and Abi (Fundraising and Partnerships Manager- FPM) at next board meeting.</p>	<p>July 2022</p>	<p>MarCom's / FPM</p>
5.3	<p>Governance, Finance and Audit (GFASC) Notes from last meeting circulated prior to meet. Q4 report – RH provided a summary on the Q4 report. Positive result but recognising there is some restricted surplus due to unspent funds on various projects. Confident that expenditure will be aligned in 2022/23. PF stated that this is managed well. - Bedrock of organisation. 2022 / 23 Budget – RH provided summary on presented budget and summary document and on behalf of the GFASC, seeks approval from the board. Governance Code – Work has started on the review. Completion required late Summer 2022. Working group developed (MC, TM, and VC) Report back to GFASC at various stages.</p>	<p>Budget Approved</p> <p>Working group to inform GFASC of progress / updates before next meeting.</p>	<p>13th May 2022</p> <p>July 2022</p>	<p>PF</p> <p>MC, TM, VC</p>

	<p>External Board Evaluation – MC provided updated. Detailed code but note pinned to deadline, Keep SE informed to extend deadline due to substantive change to the board (extension by 6 months to current terms)</p> <p>Internal Board review - Aim to review in next 6 months (before 5 trustees leave the Board). This will support future development / identify skills gap.</p>			
6	Any Other Business			
	TM updated on Partnership / Activation Events. There will be a lot of events over the next few months. Currently developing an events calendar to track activity.	Share calendar with all trustees (once developed).	May / June 2022	TM
7	DATE AND TIME:			
	Friday 15 th July 2022, (In person) details TBC. Friday 14 th October 2022 (incl AGM)			