

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
AGM & Board of Trustees Meeting
Friday 14th October 2022

9.30am – 11.30am (Hybrid: Sport Birmingham Office / Teams)



Present: Paul Faulkner (PF) - Chair, Richard Hindle (RH), Lincoln Moses (LM), Keith Fraser (KF), Pritesh Pattni (PP), Merran Sewell (MS), Peter Griffiths (PG), Urvasi Naidoo (UN), Mike Osborne (MO)

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

Apologies: Matt Lloyd (ML), Yimika Phinda (YP), James McLaughlin (JM),

| NO. | SUBJECT & NOTES | ACTION | DATES | WHO |
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| 1. | WELCOME & APOLOGIES | | | |
| | As above Last Board meeting for UN, ML, PP, LM, PG SB can't operate without the commitment of the board. Warm and heartfelt thanks from PF. MC – To echo what has been said – Advocacy, mentoring, working with team. All done their bit to connect (outside of meetings too) | | | |
| 2 | DECLARATION OF INTERESTS | | | |
| | PF reminder to send new DOI over as and when they arise. MS - Gateley – Instructed to support on policy review. (No direct involvement) | | | |
| 3 | AGM | | | |
| 3.1 | Ratification of Chair and Vice Chair PF happy to continue as chair. Full support received from the board. PF noted that due to ML's upcoming departure from the board, the position of Vice-Chair will be vacant. Terms of reference outlines responsibilities of the Vice-Chair. Process agreed to open to remaining | Send through EOI to PF if interested in the Vice – Chair role. | Oct / Nov 2022 | Remaining Trustees |

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| <p>3.2</p> <p>3.3</p> <p>3.4</p> | <p>trustees of the board (6 – RH, MO, KF, YP, MS, JM) Agreed that trustees send through expression of interest (EOI) to PF if interested in the role.</p> <p>Sign off / Approval of Sport Birmingham Payroll Schedule – ML has previously signed off each month. (Not technically listed as Vice Chair role) RH as chair of GFASC offered to take up role. The board agreed with this offer.</p> <p>Trustee Report and Accounts for year ended 31st March 2022 Due to delays in completing the audit (Locke Williams), we are unable to present final trustee report and annual accounts for sign off. RH expressed his disappointment and will follow up with Locke Williams. With ML and PG both due to retire from the board, this leaves one remaining member of GFASC. It was discussed and agreed that to enable full and appropriate sign off of the audited accounts, both ML and PG would remain serving members until this has been completed.</p> <p>Appointment of Auditors RH to follow up with Locke Williams following completion of 2021/22 Audit.</p> <p>Terms of Reference / M & A No amendments to report.</p> <p>AGM Closed 9.50am</p> | <p>Oct 22 schedule to be sent to RH (cc ML to support to process)</p> <p>Keep board updated on progress and scheduled sign off dates.</p> <p>Confirm extension to service for both ML and PG to support the sign off of BSPAT audited accounts through GFASC.</p> | <p>22nd / 23rd Oct 22</p> <p>Nov 22</p> <p>Oct 22</p> | <p>VC</p> <p>RH / VC</p> <p>RH</p> |
| <p>4</p> | <p>MINUTES AND MATTERS ARISING – July 2022</p> | | | |
| | <p>Board Social – Outstanding action from previous meeting. With the departure of 5 trustees, it’s important to get together and celebrate. Schedule availability through PF and arrange informal meal / drinks between now and Christmas.</p> <p>Commonwealth Games 2022 – PF highlighted the success of the games and Birmingham as the host city. Great event, great atmosphere.</p> <p>Update on Active Partnership Network (Board and Structure) – MC advised that at present there is no new information to share. Updates will be sent when available.</p> <p>Secondment extension – MC confirmed James’ secondment has been extended (50% placement) until Feb 2023. Plan to review monthly with the Organising Committee.</p> | <p>Check PF availability on potential dates for social before going out with dates. Ask for vote and go with the majority.</p> | <p>Oct / Nov 22</p> | <p>MC / VC</p> |

| 5 | BUSINESS REPORT | | | |
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| 5.1 | <p>Business report shared prior to meeting.</p> <p>Strategic Context.</p> <p>National</p> <p>Updates provided on <u>Sport England funding</u> and possibility of extension against certain programmes.</p> <p>Some operational challenges (SE process and delayed turnaround for approval)</p> <p>MC advised that team will be back up to near full capacity by November 2022 to effectively support the communities.</p> <p><u>Governance Code</u> – Working through current requirements. SE commissioned group to support system partners with development of Diversity & Inclusion Action Plan (DIAP) – Karl George/ AKD) No hard date set for completion.</p> <p><u>Levelling the Playing Field (LtPF)</u> – KF updated on the project and wider piece around legacy. Need to highlight and influence being the regional lead for national project. TM updated on the awards being held in February 2023. Massive opportunity in critical activities. Sport Birmingham need to feature.</p> <p>Local</p> <p>Updates provided in report.</p> | <p>Arrange meeting to discuss approach. (KF / TM)</p> | <p>Nov 22</p> | <p>TM</p> |
| 5.2 | <p>Commonwealth Games</p> <p><u>SE Commonwealth Active Communities (CAC)</u> – Continuing to develop / work with partners on plans and issuing service level agreements.</p> <p><u>Community Games</u> events (BCC funded programme) have now finished. Successful delivery in targeted areas. Working with Inspire Activity to reconcile financial information.</p> <p>Club Together – Planning in place and hubs have been identified in 10 areas of the city.</p> <p><u>United by 2022</u> – Charity set up and board established (Members can be viewed through website). Additional contingency underspend is confirmed for region (£60M); we are keeping close to the distribution of such funding and any opportunities for S&PA.</p> | | | |

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| | <p><u>Alexander Stadium – Tenancy</u> – MC updated there has been a lot of chasing with BCC / Limited information provided on pricing / availability. There has been no guarantee of when Back Stand will be available (some refurb required) There may be the option to have some space within the new stand – Satellite hub approach with 1 / 2 desks as and when required. Further conversation required with SE on potential offer to support with hosting costs.</p> <p>MC presented premises appraisal document with the recommendation to renew lease at Cobalt Square (Extension due to expire Jan 2023) Early talks have happened with landlord (MCR) and existing space is available with slight increase to rental rates £9.50 per sqft (Charged £8.75 per sqft for the entirety of the lease) MC believes there will be some flex with lease length / break clause notice.</p> <p>PF requests conversation MC has a further conversation with landlord to confirm lease length / break clause. Align to current system partner funding (4 years remaining) with a 2-year break clause option.</p> | <p>Follow up with communications to landlord (Mike Reeves, MCR) to discussion proposal.</p> <p>Update the board via email on progress.</p> | <p>Oct 2022</p> <p>Nov 2022</p> | <p>MC / VC</p> <p>MC</p> |
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| 5.3 | <p>Structure</p> <p>MC updated on changes to HRSC – Adam Warden is currently shadowing on the sub-committee.</p> <p>Team will be back to full capacity from November 22.</p> | | | |
| 5.4 | <p>Risk Register</p> <p>Discussion at recent HRSC and GFASC meetings on approach to review.</p> | | | |
| 5.5 | <p>Operations Report</p> <p>MC / TM updated on the induction of the Project Management Framework (PMF)</p> <p>MC shared ‘Community Map’ on screen which details allocation of funds across the city.</p> | <p>Circulate with board minutes.</p> | <p>Oct 2022</p> | <p>MC / VC</p> |
| 5.6 | <p>Finance Report (Q2)</p> <p>Update provided by RH with GFASC update.</p> | | | |

| 6 | SUB-COMMITTEE REPORTS | | | |
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| 6.1 | <p>Human Resources (HRSC) MS provided update from recent meeting.</p> <p>Leavers Alison O’Connell – Outreach Manager Kate Ross – Clubs & Communities Officer Marco Sutton Youth & Sport Apprentice Alice Trevallion – Community Manager</p> <p>Starters David Coleman – Business Support Officer Abbie Diskin – Wellbeing Officer Joseph Dredge – Projects Officer Ciara Kelly – Insight & Learning Manager John Gage – Digital Marketing Apprentice Ben Gutteridge – Workforce Officer (Active Communities)</p> <p>Recruitment Recruitment process now complete for Community Manager and Youth & Sport Engagement Officer. Planned start dates of 1st November 2022.</p> <p>Currently reviewing ‘Workforce Manager’ job title – Adam Warden and Nicola English. Reflect on need of the organisation and allocation of responsibilities following AW’s return from secondment. Recommendation to be made by MC in due course. MC shared proposal to structure changes. MS would like to get a further understanding of changes to role responsibility or just changes to job title. PF suggested With so many changes to the team and pending changes to the board (recruitment of 5 trustee) need to organise Team / Board meet up – Plan for joining / lunch at next board meeting.</p> | <p>MC / MS to have a separate meeting to discuss.</p> <p>Plan team / board session</p> | <p>Nov 2022</p> <p>Dec 2022 / Jan 2023</p> | <p>MC</p> <p>MC / VC</p> |
| 6.2 | <p>Commercial Working Group (CWG) No meeting has been held since last board meeting.</p> | <p>TM / JM to set meeting to discuss.</p> | <p>Oct / Nov 2022</p> | <p>TM / JM</p> |

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| | TM advised the group to need to prioritise role review for the Fundraising and Partnership Manager (FPM) to enable recruitment drive. | | | |
| 6.3 | <p>Governance, Finance and Audit (GFASC)</p> <p>RH provided an update following circulation of Q2 Finance report. Strong position with income received. Shortfall on budgeting expenditure. Plans in place to commit / spend against projects in Oct through to March 2023.</p> <p>No issues with reported numbers, plans required to get some of the programmes activated.</p> <p>MC highlighted current income diversification (70% SE) Mindful additional SE will come to an end.</p> <p>PF – Thanked sub-committee for their work / Reporting format well received.</p> <p>KF – Contingency around underspend required. Look to utilise some unrestricted funds to support areas of need.</p> | | | |
| 6.4 | <p>Nominations Committee</p> <p>MC updated on recruitment for the 5 trustee positions. 16 applications received. Next step is to shortlist for interview. MC asked for support from the board / formation of panel. Aim to have a diverse board.</p> | Email out to all trustees to obtain support on the recruitment process. Set dates for interviews (by end of Nov 2022) | Oct 2022 Nov 2022 | MC MC |
| 7 | Any Other Business | | | |
| | <p><u>Staff Welfare and Cost of Living (COL) Crisis</u> – UN and MS asked whether there was any feedback from the team on struggles relating to the COL crisis. Reached situation where we should review salaries / offer support package. Discussed option to offer single support payment rather than increase in salaries.</p> <p>RH / PF – Suggestion of appraisal document to identify options / costs and feedback through HRSC / GFASC.</p> <p>Look to sort November 2022 to support ahead of Christmas.</p> <p>Presentation of leaving gifts</p> | Create document and share with SCs (HRSC / GFASC) for review and approval. | Nov 2022 | |

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| 8 | 2023 MEETINGS: PROPOSED DATES AND TIME: | | | |
| | All 9.30am start: Fri 27 th January 2023, Fri 28 th April 2023, Fri 14 th July 2023, Fri 13 th October 2023 | | | |
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