

**SPORT BIRMINGHAM**  
**(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**  
**Board of Trustees Meeting**  
**Monday 15<sup>th</sup> May 2023**  
**15.30 – 17.00 Sport Birmingham Office**



**Present:** Paul Faulkner- Chair (PF); Richard Hindle – Vice Chair (RH), Merran Sewell (MS), Keith Fraser (KF), James McLaughlin (JM), Jeevan Chagger (JG), Shah Begum (SB), Mark Taylor (MT), Phillip Hutchinson (PH) Tom Clift (TC)  
 Mike Chamberlain-CEO (MC), Tom McIntosh – Operations Director (TM ), Vicky Coyle – Business Operations Manager (VC) Minute Taker, David Coleman – Business Support Officer (DC) Minute Taker (induction)

**Apologies:** Yimika Phinda (YP), Sukhdeep Nijjar (SN)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	<b>WELCOME &amp; APOLOGIES</b>			
	YP, SN, As above			
2	<b>DECLARATION OF INTERESTS</b>			
	Send through		Feb 2023	VC
3	<b>MINUTES AND MATTERS ARISING – January 2023</b>			
	<b>Board / Social</b> – PF apologised for not actioning. 2 dates –check email. (PF / MC Dates) - Pick up in AOB	Create WhatsApp poll to identify suitable date. <b>Ended up being a 50/50 split so did not go ahead / re-set for August</b>		MC/PF
	<b>Internal Board Report</b> – Complete / 10/12 completed	Share report (1) <b>Attached with supporting papers</b>		MC
	<b>External Board Evaluation</b> – Process drafted / shape PF – Shape period ahead / support & inform	MC to share tender invite / Share with known suppliers. <b>Complete and appointment made to SCL / process timeline set out</b>		MC
	<b>City Major Events</b> – Shared.			

	<p>MC major events board continued to meet. Community involvement / Pushed from a few partners.</p> <p><b>Marketing Newsletter</b> – Sign Up (those who want to)</p> <p><b>Welfare Champion</b> – Sukhy.</p> <p><b>Website</b> – Update / Bios</p>	<p>MC to follow up on capacity requirements / to confirm role. To include / update agenda at GFASC to include Welfare. (Annual safeguarding review)</p> <p>Missing some information / notified those who have not provided complete information</p>		<p>MC</p> <p>Trustees</p>
<b>4</b>	<b>BUSINESS REPORT</b>			
4.1	<p>Business report shared prior to meeting.</p> <p><b>Strategic Context.</b></p> <p><b>NATIONAL</b></p> <p><b>System Partner Reporting</b> – Due 31/05/2023 (Standard / Financial Element)</p> <p><b>Placed-based investment</b> – MC updated. Expected to receive an update on funding timelines June / July 23. Discussion on income diversification (SE / Non-SE split)</p> <p>Awaiting further comms (few months)</p> <p>PF – Timeframe / MC – Expected halfway through the year.</p> <p>PF – SE investment / Income diversification. / Independence /</p> <p>RH – SB Flexible with capacity</p> <p>MC – Less prescriptive than historical investment. (Youth focussed / Certain wards) Good when can flex funding.</p> <p>MT – Length of investment (MC usually short-term max 2-year)</p>			

	<p><b>Adam Rigs</b> – New role in SE – Director of Place. / DH role secured to March 2025 and supports regional capacity support (Hosted by SB)</p> <p><b>Games Legacy</b> – Update from WMCA – Big part of money (Inclusive communities) Lead agency commissioned</p> <p>SB - £20m inclusive communities (£8.5 - £9m for local communities)  PF – Where does other money go? Trail Blazer / Pre commissioned pieces /</p> <p>£70m - majority to economy / trade / tourism.  £2m for wellbeing, (Subject to business case)</p> <p>PF – CWG – should really be going to do good – PA / Wellbeing. ‘Pretty outraged’ Upset to grassroots sports / communities.  SB – Everything said agreed / been said.  PF – How can we help? Lodge our views. Board paper done. (Dec 22) WMCA – no consultation</p> <p>PF – Write to Andy Street (on behalf of the board)?  Encourage regional approach (other WM APs)</p> <p><b>REGIONAL</b></p> <p><b>LOCAL</b></p> <p>SMT review and reflection of existing strategy. To review and update Sport Birmingham Business Plan -</p>	<p>MC to draft letter / Supported by PF. Circulate to all. Warm up with TA / ABC – Triple signature.</p> <p>Sport Birmingham to bid for funding to continue some of the community legacy projects (this is likely to be from within the inclusive communities funding stream)  <b>Final check of other Active Partnerships before sending on.</b></p> <p>Shared draft initially with Commercial Working Group.  14<sup>th</sup> July presentation at Board (TM / SMT)  <b>Delayed due to commission of MVA and BDM recruitment / part refresh complete to be added to</b></p>	<p>MC</p>	
4.2	<b>Structure</b>			

	<p>BDM – Updated  BSO – recruited (12<sup>th</sup> June)  BOM – Out for recruitment  MT – Look at notice period for role (reflect)</p> <p>On behalf of the board, thanks and made such a positive difference.</p>	<p>Recruitment underway  Lynn Gazeley appointed / notice period increased in contract  Uzma Hussain appointed</p>		
4.4	<p><b>Risk Register</b>  MT – Shared useful descriptor  RH – Pull together</p>	<p>Ensure all sub-committees and working groups have RR as set agenda item. <b>Check share</b></p> <p>Revised version for next meeting. <b>RH reviewed</b></p>		
4.5	<p><b>Marketing &amp; Communications</b></p>	<p>John Gage Document share</p>		
4.6	<p><b>Finance Report (Q4)</b>  Remove from agenda / part of main GFASC update.</p>			
4.7	<p><b>Ops Report</b>  See report for full detail.  TM – Report as read.  Legacy Event – 22 / 23 June – School Games / Invite out from James (23<sup>rd</sup> June)</p> <p>PF – Turkish Airlines commercial funding / great event to wet appetite. Legacy event / MC – How would we attract the right people / partners?  TM – Come along? Chat / Follow up contact leads.  PF – 50 – 100 people (Use board networks)  SB – When / Where – Network activation through UnitedBy – Sport Bham one of the key orgs under brand.</p> <p>PF -</p> <p>OSF – Update – Capacity support.</p>	<p>MC to follow up with SB (United By)  Share info on event / Docs to share to inform / open opportunities.  (MC by end of week 19/05/2023)  <b>Business event as part of SG was pulled due to low numbers, but some were able to join a good VIP group on Friday Primary Day</b></p>		

	<p>PF Any thoughts? KF – helpful but need to highlight and reach out to board to shout out / support.</p> <p>Business Review – Share responsibility / SMT invite</p>	<p>Invite SMT / Wider team to present at</p>		
<b>5</b>	<b>SUB-COMMITTEE REPORTS</b>			
5.1	<p><b>Human Resources (HRSC)</b> Starters / Leavers</p> <p>BDM -</p> <p>Development Managers – 5 roles. MS – Update on backfill. No update from MC on replacements. Review period / useful to delay. OK at the moment on capacity. Bedding in period.</p> <p>Need to produce document – L1 / L2 Managers. What does it mean to be either? MS suggested need for document to be produced.</p> <p>High turnover of staff? Reasoning? Development / Opportunities / Reasonably small org / high turnover. Assurance that is discussed at HRSC.</p> <p>COL – 5% approved / actioned. MC through email. Done and implemented. Circulated through email distribution.</p> <p>Effectiveness of the board – All trustees engaged of the day to day running. Mentoring within the team. Ideas discussed. What would peoples take be?</p>	<p>Outstanding</p> <p>Added to next HRSC agenda to discuss / action Get the ball rolling.</p>		<p>MC</p>

	<p>SB – Unitedby2022 legacy Charity – Chair of the board / Spent the day with the team. (Casual basis) Cement relationship. Impactful.</p> <p>MT – Love the opportunity to work shadow.</p> <p>MS – More corporate roles / Experience on the ground.</p> <p>Wellbeing Survey – KF attending meeting next week.</p> <p>MS – 2 4-year term coming to an end – Identify / suitable replacement.</p>	<p>Succession plan / Board members to consider any contacts with HR expertise – Welcomes early conversation (MS) <b>Requires a plan and recruitment process to start (link with EBE and skills audit update – gap analysis etc.)</b></p>		<p>MC</p>
<p>5.2</p>	<p><b>Commercial Working Group (CWG)</b>  Business Development Role – Agreed to appoint recruiter JBL -  KF – Timeframe around role? 12 weeks  Michelle / Phil – Commissioned to do short term foundation work. 3-months.</p> <p>School Games Opportunity – Legacy event.</p>	<p>Finalise / sign agreement.</p>		
<p>5.3</p>	<p><b>Governance, Finance and Audit (GFASC)</b></p> <p>Echo comments VC  Raise an issue – Business critical / handover plan.</p> <p>Q4 – Actual numbers – surplus due to deferment (Expend 2022)</p> <p>Audit – Timeline</p>			

	<p>Reserves – Year on year growth / How to invest? 4- month rather than 6 month.</p> <p>Budget 23-24 Approved at GFASC. Income / Expenditure matched where funding unconfirmed.</p> <p>Investment – Barclays Treasury</p> <p>PF – Potential opportunity to diversify / Earn really valuable money.</p>	PF / RH to explore		
5.4	<p><b>Equality, Diversity, and Inclusion Working Group</b> Group to meet. Team to meet every 4 weeks – reset from next month.</p> <p>Revamp reporting – Scorecard update. Really lovely to meet the team. Networks within other orgs to introduce / share learnings. Develop resources (Gowling EDI network) SB staff might like to get involved. Bring in then share outwards.</p>	<p>After the DIAP meeting (15<sup>th</sup> June), the EDI group will get together and reflect on the consultation. <b>Good meeting took place with SB, MC, Nikki English along with Karmah Booth (AKD)</b></p>		MC
5.5	<p><b>Nominations</b> <b>No update</b></p>	Set meeting prior to next board meeting.		
<b>6</b>	<b>Any Other Business</b>			
	<p>6<sup>th</sup> / 8<sup>th</sup> June – VC Leaving</p> <p>6<sup>th</sup> &amp; 21<sup>st</sup> June – Board Social</p>	WhatsApp Poll / <b>set new poll or fix date for August</b>		
<b>7</b>	<b>NEXT MEETING: PROPOSED DATE AND TIME:</b>			
	Friday 28/04/23 - 09:30, Friday 14/07/23 – 09:30, Friday 13/10/2023 (including AGM) – 09:30			

