

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
Board of Trustees Meeting + AGM
Monday 27th July 2020
10.00am – 12noon
(Virtual Meeting – Zoom Platform)



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

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	<p>Welcome from Chair. Special welcome to RH – First Board Meeting. Appointed April 2020.</p> <p>Apologies noted above.</p> <p>PF congratulated KF on his recent appointment as Commissioner for the Commission on Race and Ethnic Disparities</p>			
2	DECLARATION OF INTERESTS			
	None declared			
3	AGM			
3.1	Ratification of Chair and Vice Chair			
	Board agreed for PF and ML to continue as Chair and Vice-Chair respectively			
3.2	Draft Trustees Report and Accounts for year ended 31st March 2020			
	<p>Draft report and accounts shared prior to meeting.</p> <p>PF advised that best practice is usually to present final version at AGM ready for sign off. Due to current circumstances (Covid-19) and tight timelines, this has not been possible. Discussion followed on how this can be avoided next year. Suggestion around delaying AGM until October 2021.</p>	<p>March 2020 accounts will be finalised and presented by Locke Williams at GFSC in September 2020 with anticipated sign off at October 2020 Board meeting.</p>	Sept 2020	MC / VC

	<p>Trustee Report details many successes for the financial year. PF, on behalf of the board expressed his thanks to MC, TM and the wider team for their hard work resulting in an impressive year.</p> <p>It has been suggested to include a short Covid-19 statement within the trustee report. This will detail how the current climate has affected the organisation and to reiterate that most activity took place prior to Covid-19 enforced restrictions.</p>	<p>Pass on thanks to whole team</p> <p>Provide sample wording for the Covid-19 statement.</p>	<p>Jul 2020</p> <p>Aug 2020</p>	<p>MC</p> <p>RH</p>
3.3	<p>Appointment of Auditors Board agreed its good practice to put out tender for future external financial audits / Locke Williams have undertaken work for last 5 years.</p>	<p>Tender to be created based on service provided and experience in charity sector – not just on audit fees charged.</p>	<p>Sept 2020</p>	<p>GFSC</p>
3.4	<p>Terms of Reference / M&A Review current Terms of Reference required following Nominations committee meeting.</p>	<p>Review ToR</p>	<p>Sept 2020</p>	<p>MC /ML</p>
4	MINUTES AND MATTERS ARISING – April 2020 Board Meeting			
	<p>Peer to Peer Appraisals Some remain outstanding. Appreciate it is difficult in current climate. MS – LM; PP – PB; ML – MO outstanding.</p> <p>Annual Accounts 2019-20 To be finalised and presented at October 2020 Board Meeting. Further detail picked up in GFSC.</p> <p>Balanced Scorecard A new balanced scorecard/dashboard in a more pictorial style of reporting is being designed; more work required to finalise format of scorecard Link to KPI, also linked to strategic priorities of manifesto (and post COVID –19).</p> <p>Liam Byrne Introduction PF / JM to introduce to MC. To then follow and connect.</p>	<p>Following the resignation of Paul Baker, suggestion to pair PP – MO instead. Complete appraisals by next board meeting.</p> <p>Commit to progress ahead of October’s Board meeting</p> <p>Introduce and share contact details</p>	<p>16th Oct 2020</p> <p>16th Oct 2020</p> <p>Aug 2020</p>	<p>MS – LM PP - MO</p> <p>MC</p> <p>PF / MC</p>

5	CEO REPORT			
5.1	<p>Strategic Context Report as read</p> <p>TITASP (Tackling Inequalities Through Awards to Sector Partners) - Sport Birmingham awarded £110k to focus on 3 audiences: BAME, LSEG, LTHC/Disabled. Looking to work with 20/30 organisations using a targeted approach.</p> <p>Phase 2 has now been announced by SE, apply for a further £110k. Deadline date for application - 10th August 2020.</p>	Update Board of outcome of Phase 2 application.	Aug / Sept 2020	MC
5.2	<p>Commonwealth Games Birmingham 2022 Race Row – Letter to OC – MC updated SB position in response to being asked to join open letter to OC challenging their board diversity; SB is committed to respond and support from within and MC has set up a meet with Ian Reid mid-August to discuss this.</p> <p>JM expressed dismay that it had been allowed to get to that point. JM offered to link with Dan Rowan BBC KF – Verbalising / influencing behind the scene will be valuable</p>	<p>Meet with Ian Reid</p> <p>Introduce and share contact details</p>	<p>17th Aug 2020</p> <p>Aug 2020</p>	<p>MC</p> <p>JM /MC</p>
5.3	<p>Structure A review of the sub-committee structure / membership required. Also noting one current vacancy on the board. Look to identify skills gap then go out to recruit (Recognising gaps in board diversity / gender).</p>	Set Nominations committee meeting.	Aug 2020	MC /PF / ML
5.4	<p>Balanced Scorecard Updated to reflect Annual Accounts (draft 1 figures). Develop scorecard</p>	Action as above.		
5.5	<p>Risk Register Developed and populated by individual SC groups.</p> <p>ML met with MS to discuss format and correct process to follow to identify and populate SC specific risks onto the register.</p>	<p>Create / share one-page RR policy and procedures</p> <p>Format current version of RR to ensure all SC tabs are fed correctly to front sheet.</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>ML</p> <p>ML / VC</p>

5.6	<p>Operations Report Report as read</p> <p>MC asked whether level of detail was too much. ML advised that it provided an audit trail and equals good governance.</p> <p>PF commented on the increased Sport Birmingham social media activity during recent months. Resulting in great reach on topics that are so relevant. Marcomms have been working hard to list and link events / calendar items.</p>			
6	SUB-COMMITTEE REPORTS			
6.1	<p>Human Resources TM provided update from recent HRSC meetings.</p> <p>Recruitment underway of Sport & Wellbeing Officer (Comic Relief Project) 196 applications received. 8 Shortlisted. Successful candidate offered role – awaiting confirmation. Recruitment of additional Project Officer role from pool of candidates – Approved.</p> <p>Recommendation of COL 2% Increase – Approved.</p> <p>Digital Marketing Officer – Recommendation of uplift – Approved.</p> <p>MAD Youth & Sport Engagement Officers – Recommend extension to contract 31/03/2021 and uplift – Approved</p> <p>Community Outreach Manager – VRU Secondment (Community Navigator Role) 30 hours per week. Awaiting final agreement.</p>	<p>Employees to receive back pay to cover Apr – Jun 2020.</p> <p>To be back dated to April 2020.</p> <p>Uplift from July 2020</p>	<p>Jul 2020</p> <p>Jul 2020</p> <p>Jul 2020</p>	<p>Payroll</p> <p>Payroll</p> <p>Payroll</p>

	<p>MC has received and accepted Amy Bird's (Senior Partnership Manager – Wellbeing) resignation. She will be working her notice and leaving the team on 10th September 2020.</p> <p>Bath University placement – Intern Becks Byrne to end 31st July 2020. Looking to interview 2 students from the same university for 2021 placement.</p>	<p>Review current SPM – Wellbeing JD / role. Update board following reflection.</p> <p>Look to appoint one intern</p>	<p>Aug / Sept 2020</p> <p>Sept 20</p>	<p>MC / TM</p> <p>MC</p>
6.2	<p>Business Development Review of BDSC / Terms of Reference required.</p>	<p>Set meeting with JM, PP, MC and involve TM to begin</p>	<p>Sept 20</p>	<p>MC / JM</p>
6.3	<p>Governance and Finance / Audit ML provided update from recent GFSC meetings.</p> <p>Investment options for Reserves level – Follow up conversation required with Barclays Bank to discuss their Low-Risk Treasury Account options.</p> <p>External Accounts Audit Draft 1 – RH briefly updated on the outcome of year end audit. Happy with numbers / level of detail. By October 20 board meeting the subcommittee will be able to propose an increase to current reserves level – Expect a potential increase of £30k.</p>	<p>Share GFSC notes (*1)</p> <p>Set meeting with Barclays</p>	<p>Aug / Sept 2020</p>	<p>RH / VC</p>
6.4	<p>Community Sport Alliance The new Birmingham Community Sport & Physical Activity Alliance has met and will now split into 3 thematic groups and engage wider stakeholders; it will link into several other local and regional forums.</p>	<p>Set 3 sub-groups</p>	<p>Aug 20</p>	<p>MC</p>
6.5	<p>Disability Sports Forum BISF 2020 cancelled due to Covid-19</p>			
7	FINANCE			
	<p>Qtr. 1 (Apr – Jun) 2020-21 Finance report shared prior to meeting. Sport Birmingham are in a good position. SE have guaranteed extension in funding until March 2022. Therefore, no decrease in expected income due to Covid-19. There has been a reduction in associated expenditure due to postponement / cancellation of planned events due to Covid-19.</p>			

	<p>Discussion around premises options. Notice of break clause on current lease required January 2021. Noted that due to current restrictions, the team have been working from home successfully since March 2020. There will be a review of flexible working arrangements. Team to look at other premises options. There is still the potential to acquire some office space at the Alexander Stadium (July 2022 onwards)</p> <p>JM suggested exploring opportunities (short term) Research possible options / office space connected to the OC.</p> <p>PP suggested speaking to current landlord (MCR) regarding rates and notice period options.</p>	<p>Assess a few potential options; including communication with landlord to see if there is a possibility of reduction in lease / notice period.</p>	<p>Sept / Oct 2020</p>	<p>MC</p>
8	Any Other Business			
	<p>KF – Reflection on working through Covid-19 period. Good points? Learning points? How have the team reacted? How have the services been delivered?</p> <p>MC / TM advised that the community reach has been great. The Sport Birmingham team have adopted digital practice; set community virtual sessions and converted conversations. Positive approach to take forward past the period of restrictive delivery.</p> <p>Reminder for all to complete the Trustee contact form. This will ensure we hold the correct details on file and update records with any amendments to existing contact details.</p> <p>PF suggested a board catch up (45mins) before the next schedule board meeting (16th October 2020)</p>	<p>Form attached (*2) Please complete and email to VC.</p> <p>Check diaries and set for September 2020</p>	<p>Aug 2020</p> <p>Aug / Sept 2020</p>	<p>All</p> <p>MC / VC</p>
9	DATE AND TIME OF NEXT MEETING:			
	16 th October 2020 – 10am			

*1 GFSC Notes

*2 Trustee Contact Form