

**SPORT BIRMINGHAM**  
**(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**  
**Board of Trustees Meeting**  
**Friday 22<sup>nd</sup> January 2021**  
**9.30am – 11.00am**  
(Virtual Meeting – Zoom Platform)



**Present:** Paul Faulkner (PF) (Chair), Matt Lloyd (ML), Keith Fraser (KF), James McLaughlin (JM), Pritesh Pattni' (PP) Richard Hindle (RH), Merran Sewell (MS), Mike Osborne (MO), Yimika Phinda (YP)

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

**Apologies:** Urvasi Naidoo (UN), Peter Griffiths (PG), Lincoln Moses (LM)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
<b>1.</b>	<b>WELCOME &amp; APOLOGIES</b>			
	As above  PF welcomed Yimika to the board. Yimika gave a brief introduction on her background, career, and reason for wanting to join the Sport Birmingham Board. Ex athlete, marketing passion and held marketing role since Uni. PF - Great addition to the board and wider team marketing support.			
<b>2</b>	<b>DECLARATION OF INTERESTS</b>			
	None declared.			
<b>3</b>	<b>MINUTES AND MATTERS ARISING – Oct 2020 Board Meeting</b>			
	As read – Outstanding items picked up as part of main agenda.			
<b>4</b>	<b>BUSINESS REPORT</b>			
	Full business report shared prior to meeting. MC noted suggested changes to Mission, Vision and Values. Added to report to review as board (discuss) PF: Values – Shame to lose ambitious (personal preference) C	Send through individual responses / thoughts to MC to build ahead of final version.	Mid Feb 2021	All

4.1	<p>MC: Consensus of team was to have only 3 which would be more easily remembered.          KF: Vision – Supportive of the longer of the two versions</p> <p><b>Strategic Context</b>  <b>National</b>          SE Strategy Launch - MC shared details with all. SE Strategy Launch 26/01/2021.          MC reported that there is greater recognition for the network, and the relationship with SE is strong (far more collaborative and less performance managed).</p> <p><b>Regional</b>          Levelling the Playing Field (LtPF) – KF noted not detailed in the business report, but it is a developing area of work that SB have an important role to play in. TM provide update highlighting aim to look at disproportionately when entering the criminal justice system.          SB role as strategic lead for West Mids. – 10 orgs to support and offer S&amp;PA. Planning in progress.</p>	TM to include detailed update as a part of next Operations report.	Feb 2021	TM
4.2	<p><b>Commonwealth Games</b>          Legacy plan due to be published in March. DCMS taking a more direct leadership role for the physical activity and wellbeing legacy workstream.</p> <p>PF – Ian Ward recently answering questions about readiness of the games. Ian Reid has confirmed in the press that the games are on-track and on budget. Expecting full stadiums.</p> <p>Stadium Tenancy opportunity – this is progressing with BCC but will benefit from the conversation escalating with Craig Cooper as BCC lead.          PF: Long term planning (repositioning of SB)          MO: Asked about BCU Mark Jeffreys conversation? MC confirmed yes.          JM: Legacy of the games – ought to be as no-brainer (low/none rent at all) Show ambitious plan 3-5 years post games.          PP: Political involvement. Suggestion to have conversation with Khalid Mahmood as local MP.</p>	<p>Conversation with Julian Beer (Pro-vice Chancellor at Birmingham City University) to be had ahead of next board meeting.</p> <p>Contact Craig Cooper (BCC)          PP offered to make introduction.</p>	<p>By April board meeting.</p> <p>Feb/Mar 2021</p>	<p>PF</p> <p>MC PP</p>

4.3	<p><b>Structure</b>  With the recent appointment of YP, we are now back up to a full board of 12 members.  To confirm structure of the following sub-committee groups:  <b>Human Resources Sub Committee (HRSC)</b> – MS (chair), UN and KF. Currently supported by TM. MC to confirm other member of SMT to become part of that group to allow TM to move to CWG.  <b>Governance, Finance and Audit Sub Committee (GFASC)</b> - RH (Chair), ML and PG. Supported by VC  <b>Commercial Working Group (CWG)</b> – JM, MO, PP, YP. Supported by MC and TM.</p>			
4.4	<p><b>Risk Register</b>  Updated / GFASC update</p>			
4.5	<p><b>Operations Report</b>  <b>Mental Health</b> – Comic Relief: Ahead of the Game – Flexibility of funding discussion. (3 Year project)  <b>EDI / Race Code</b>  LM offered his support to be part of the Race Code process and MC confirmed this / KF also offered to support Lincoln as required. This will form part of the broad EDI work being undertaken by an internal steering group.</p>	Attend Race Code webinar	12/02/2021	MC & LM
4.6	<p><b>Scorecard</b>  Separate annual summary pdf shared prior to meeting. MC asked for comments on current document. It was suggested that we add in further protected characteristics when reporting on team / board diversity. We currently report on gender and ethnicity (to note - we must update terminology).  MC – Do we / should we want to show greater diversity? How much we want to be shown. Question for the board.  KF – What we do with information? What we do off the back off it?  MS – To collect additional information there will need to be an Equal ops form review. What we ask for? What to do with information?  PF suggested that all board members provide an individual response to MC with what information they are willing to share with the organisation.</p>	MC to write out all board members to ask what information should be collected (for private / public use) – Information to be collected in survey form.	End of Feb 2021	MC

4.7	<p><b>Finance Report (Q3)</b>  Year 2020 -21 Qtr. 3 Finance Report shared prior to meeting.  Some explanation and discussion around current budget variances and reasoning for reforecast figures.</p> <p>Covered in Governance, Finance and Audit Update.</p>			
<b>5</b>	<b>SUB-COMMITTEE REPORTS</b>			
5.1	<p><b>Human Resources</b>  MS update from recent HRSC (brief) meeting. To note, due to work commitments on TM and UN were able to meet.  <b>New Starters:</b> Jade Jackson – Workforce coordinator. She will be supporting Adam Warden on the Active Communities (LDP) programme.  <b>Secondment extension to VRU:</b> Alison O’Connell will continue her secondment for a further 3 months to June 2021.  <b>Commercial Fundraising Role</b> – CWG cover in detailed update.</p> <p>Discussion around staff morale through lockdown restrictions and having to work from home.</p> <p>TM updated that the organisation has disciplined team meetings (twice a week). This allows for regular group contact. This is supported by regular 1:1 catch up meetings with line managers (at least 1 per week).  The recent upgrade of the IT system (move to Office 365) has allowed for great collaborative working between the team.  Some if not most members are craving face to face contact.  Responsibility to review / develop working wellbeing policy and reflective of current environment (to include mental health).</p> <p>PF – Pass on appreciation to team for their great work ethic during testing times.  JM – Suggestion on team challenges. Recording / logging activity. Create team challenge. Good practice. Physical activity encouragement.</p>			

<p>5.2</p>	<p><b>Commercial Working Group (CWG) previously named Business Development.</b> Proposed changes covered in Business report.</p> <p>JM –The group met earlier in the week (MC, TM, JM) Move BD into Commercial working group and revision of ToR of the group required. Commercial focussed, a lot of opportunities/ coherent plan.</p> <p>JM – <b>Commercial Manager role</b> - Be brave and plough on with role. Be able to capitalise. Use next few months to advertise / recruit. Partnership / Sponsorship Opportunities – with marketing (Yimika) Shared draft1 job spec ML – Supports the recruitment of this newly created role. Let us get on and do it. PF – Knowing what the landscape is and building our priorities. MC – Clear language and approach, what is present.</p> <p><b>ToR</b> – To be reviewed and re-drafted / flexibility to include other parties into the group connected to business’ CSR programmes – without having to sit on the board.</p>	<p>For the group to agree final version of job description and share with board (through HRSC)</p> <p>To review / re-draft ToR and share with GFASC.</p>	<p>Feb/Mar 2021</p> <p>Feb/Mar 2021</p>	<p>TM / JM</p> <p>MC</p>
<p>5.3</p>	<p><b>Governance, Finance and Audit</b> Minutes of recent meeting shared with board papers.</p> <p>Update from RH - We had a discussion around the need to hold separate meetings for Governance / Finance and Audit. There is some duplication of agenda items. Effectively, each future meeting will be GF and Audit, ensuring agenda / notes clearly detail separate headings for the three areas.</p> <p><b>Q3 Finance Report</b> – Income streams holding up despite COVID-19 restrictions and reduced activity. Report shows there is a high level of underspend across the board. We have received confirmation from Sport England that funding can be rolled over to support future activity. (Realignment plans in progress). Charity in strong position. PF – Numbers presented are good, this has been the case for a while. Thanks to Mike and the team and well done for managing so well.</p>			

	<p>JM– Commercial role / room to invest. Quantify core areas individual – List priorities areas to target and secure funding. (Diversify income streams) Look to develop an attractive package.</p> <p><b>Audit Tender Process</b> – We received two tenders: Locke Williams (current auditor) and UHY. UHY are presenting to the group on Monday 25<sup>th</sup> February 2021.</p> <p><b>Risk Register</b> – Updates to the register are required. RH requests that the Risk Register is reviewed by each group between now and the next board meeting.</p> <p><b>Premises Review</b> – Following recent meetings and email to all board members (from RH) it has been confirmed that Sport Birmingham will remain at Cobalt Square until the end of the lease July 2022.</p> <p><b>Reserve’s Policy</b> – GFSC are currently reviewing the policy. As it stands, the Trust’s reserves meet the costs to cover 4 months trading. It has been suggested that once the policy has been updated there will be a need to review twice a year.</p>	<p>RH will update on progress once complete and make recommendation to the board.</p> <p>Email chairs of each committee as a reminder.</p>	<p>Feb 2021</p> <p>Feb 2021</p>	<p>RH</p> <p>RH</p>
<b>6</b>	<b>Any Other Business</b>			
	PF: Ensure board are invited to socials (virtual) – This will allow for team / board engagement.			
<b>7</b>	<b>DATE AND TIME:</b>			
	Friday 23 <sup>rd</sup> April 2021; Friday 16 <sup>th</sup> July 2021; Fri 15 <sup>th</sup> October 2021 (incl. AGM)			