

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Angela Dale Jude Taylor Hazell Thorogood	Senior Independent Director Chief Operating Officer, SASSOT SASSOT Chair Board Member (by phone) Jude Taylor Director Office Manager		Board

**Meeting Minutes**

No.	Item Topic
1.	<b>Apologies – None</b>
2.	<b>Declarations of interest – None</b>
3.	<b>Minutes of Last Meeting &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>- Minutes from the last meeting 09.07.19 were agreed as an accurate record.</li> <li>- <b>Action:</b> The group discussed if the remit of the Finance and Audit Group is fit for the new organisation, and to include this as part of the action plan.</li> </ul>
4.	<b>Q2 Accounts / Expenditure</b> <ul style="list-style-type: none"> <li>- Quarter 2 accounts – no major changes. South Staffordshire LA have dropped out as a funder.</li> <li>- Active Staffordshire Moorland funding: a new principle officer has come into post and priorities have changed in terms of the funding.</li> <li>- The group discussed staff turnover. Two staff have resigned. The positions can't be filled until SASSOT transforms into the new organisation.</li> <li>- Liabilities: redundancy budget. This naturally reduces alongside staff resignations.</li> </ul>
5.	<b>4-Year Forecast</b> <ul style="list-style-type: none"> <li>- The 19-20 delivery budget is significantly less going forward.</li> <li>- The majority of the delivery budget is ring-fenced.</li> <li>- The consultants budget reduces (20k)</li> <li>- 3 months of operating costs retained for the reserves policy.</li> </ul> <b>Assumptions:</b> <ul style="list-style-type: none"> <li>- 7% reduction in funding from Sport England on primary role.</li> <li>- Zero income generated in new world.</li> </ul> <ul style="list-style-type: none"> <li>- In the unlikely event of funding winding down from Sports England, the group discussed implementing an operating reserve and a termination reserve with a sum of money relating to agreed contracts.</li> <li>- The current cost for the staffing reserve for three months is £102,948.</li> <li>- £586k forecasted income expenditure £644 in 2023-24, how is the gap managed?</li> <li>- 2% inflation has been built into staff salaries including increase in pay bands.</li> <li>- <b>Action:</b> JK to query on the hub if other organisational reserves policies can be shared.</li> </ul>

6.	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>- Priorities for next quarter: how the health and wellbeing board links in.</li> <li>- Address current temporary staffing issues.</li> <li>- Continue to communicate openly with staff.</li> <li>- Once a pension offer is agreed we can put a firmer financial projection in place.</li> <li>- 4.2 Strengthen the relationship with Stoke Public Health. No DPH in place currently.</li> <li>- 2.1 PBA – the group discussed the PBA. We are delivering against SLA's with all funders and an evaluation framework is in place which helps us to measure outcomes and deliverables.</li> </ul>
	<p><b>Dates of Next Meeting</b></p> <ul style="list-style-type: none"> <li>- 7<sup>th</sup> Jan 2020 11am-12- Walton Room, Civic Suite, SBC</li> </ul>

Actions	Owner	Date
1. Decide whether the Finance and Audit Group is fit for purpose going forward and add to the action plan.	ALL	07.01.2020
2. JK to query on the hub if other organisational reserves policies can be shared.	JK	07.01.2020

Prepared By	Date	Checked By	File Code
Hazell Thorogood	08.10.2019		Finance Group Minutes 08.10.2019