

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

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – None
3.	Minutes of Last Meeting & Matters Arising - All agreed the minutes of the last meeting as an accurate record.
4.	Q3 Accounts - There are no major areas of concern. - There is a slight underspend on employee costs as the Office Manager post was vacant for a short while. - Marie Jenkins has joined on a temporary contact covering part of Lee Booth's and David Richard's role.
5.	5-Year Forecast - Since the last Finance Meeting JK has provided more detail regarding which % salaries come from which particular grant. - The current programme ends at the end of 2021. Primary Premium only runs until August 2020. - We have built in a 7% drop in Sport England funding from April 2021, to match the cut we were given in the last funding cycle. - If the liabilities remained static the accounts would remain in the green.
6.	Risk Register - A priority is to meet with LA funding partners and ensure SLA's for 2020-21 are signed and communicated to the team: this is in process with the majority of partners however we are still waiting for a response from Newcastle-Under-Lyme and Stoke-on-Trent. - Both Universities, Tamworth and Staffordshire are confirmed funding. - Recruitment of new posts could commence but we can't offer a role until the Charity Commission application is confirmed. - ACTION 1- JK to ensure recruitment is included on the IWG plan. - Ensure clear communication with staff is continued - Ensure actions for Q3 within the Tier Three Action Plan for Together Active are completed.

7.	<p>Reserves Policy</p> <ul style="list-style-type: none"> - The group discussed the Reserves Policy and the amount of funds which should be allocated to unrestricted, allocated, and liabilities. - Currently the liabilities on the 5-year Forecast comprises only of redundancy, every time there is a staff change this amount will change. - The group discussed funds to be put aside for notice periods (aside from redundancy). The standard is three months operating costs. - The statutory notice period cost for three months for all core staff would be £75,000. - DECISION 1: The group agreed to reserve three months' operating costs for core staff. This doesn't include leases. The figures will need to be reviewed before 2021-22. - ACTION 2: JK to amend the Five Year Forecast and recirculate before taking to the Board on 21.01.20.
8	<p>Remuneration Advisory Committee</p> <ul style="list-style-type: none"> - The group discussed who would chair the Remuneration Committee and whether decisions would be taken by the Governance and Appointments Group or the Remuneration Committee. - DECISION 2: The group agreed to ensure we have procured the relevant HR advice before the Terms of Reference is written for a Remuneration Committee. - The Performance Management system should be reviewed in the new organisation to ensure it is as effective as possible. - Ensure there is a means for staff feedback into the committee.
10	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> • Tuesday 7th April 2020, 11am, Stafford Borough Council TBC • Tuesday 30th June 2020, 11am, Stafford Borough Council TBC • Tuesday 6th October 2020, 11am, Stafford Borough Council TBC

Actions	Owner	Date
1. JK to ensure recruitment is included on the IWG plan.	JK	21.01.20
2. JK to amend the forecast and recirculate before taking to the Board on 21.01.20	JK	21.01.20

Item	Decisions
1.	The group agreed to reserve three months' operating costs for core staff. This doesn't include leases. The figures will need to be reviewed before 2021-22.
2.	The group agreed to ensure we have procured the relevant HR advice before the Terms of Reference is written for a Remuneration Committee.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	07.01.2020	Kimiyo Rickett	Finance Group Minutes 07.01.2020