

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Jane Kracke (JK) Kimiyo Rickett (KR) Jude Taylor (JT)	SASSOT Chair Chief Operating Officer, SASSOT Senior Independent Director Director, SASSOT (by phone)	Ian Kelsall	Board

### Meeting Minutes

No.	Item Topic
1.	<b>Apologies</b> – as above
2.	<b>Declarations of Interest</b> – None
3	<b>Minutes of Last Meeting &amp; Matters Arising</b> The minutes were agreed as an accurate record.
4	<p><b>Board Recruitment</b></p> <p>There will be two definite Board vacancies and overall potentially four.</p> <p><b>Skills Audit</b></p> <ul style="list-style-type: none"> <li>- We need to check if Alistair Fisher and Mark Deaville will transition to be trustees of Together Active.</li> <li>- The key areas which need recruitment are accountancy and commercial business. HR and legal consultancy could be funded separately if needed.</li> </ul> <p><b>Recruitment process</b></p> <ul style="list-style-type: none"> <li>- Shortlisting to take place on 3<sup>rd</sup> March.</li> <li>- Interview panel to take place at 10am on the 10<sup>th</sup> March before the IWG.</li> <li>- <b>ACTION 1</b> HT to send invites for the recruitment process.</li> </ul> <p><b>Board Screening Policy</b></p> <ul style="list-style-type: none"> <li>- <b>DECISION 1</b> – The group agreed one reference for each Board member recruited as a minimum, two preferable.</li> </ul>
5	<p><b>Sub-Group Review</b></p> <ul style="list-style-type: none"> <li>- The group discussed adding another Board member to ‘RAC’ (Remuneration Advisory Committee)</li> <li>- <b>DECISION 2-</b> The SAG committee will no longer continue and any new strategy development would need to be with full Board input.</li> <li>- <b>ACTION 2:</b> JK to add Lee Mason as the Active Partnerships representative in the committee structure.</li> <li>- The group discussed putting a Scrutiny Review Group in place before a Board meeting, potentially chaired by Derek Peters with varying membership based on subject.</li> <li>- <b>ACTION 3:</b> JK to update the committee structure to include the Scrutiny Review Group to be presented to the Board.</li> </ul>

6	<p><b>Tier Three Compliance</b> This will be added to the Board papers for the 21<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>- <b>ACTION 4</b> - JT to check whether legal indemnity is included for trustees in insurance.</li> <li>- <b>ACTION 5</b> – JK to review point 2.1 to ensure it is worded correctly.</li> <li>- <b>ACTION 6</b> – A Future Strategy Away Day to be discussed at the Board between April and July. A possible date is 14<sup>th</sup> July AM before the Board or move the Board to 13.30-15:30pm and hold a two-hour strategy session after this. Also to invite staff to the strategy session.</li> </ul>
7	<p><b>Grievance Process</b></p> <ul style="list-style-type: none"> <li>- The group discussed the grievance procedure and an impartial route of escalation. KR would be the point of contact. MA would be the next escalation point and either could decide to take professional HR advice.</li> </ul>
8	<p><b>Future meeting dates</b></p> <ul style="list-style-type: none"> <li>- Tuesday 7th April 2020, 12pm, Stafford Borough Council TBC</li> <li>- Tuesday 30th June 2020, 12pm, Stafford Borough Council TBC</li> <li>- Tuesday 6th October 2020, 12pm, Stafford Borough Council TBC</li> </ul>

Actions		Owner	Date
Carried Forward	Membership of GAG to be reviewed / increased	Malcolm Armstrong	Ongoing
1	HT to send invites for the recruitment process.	HT	21.01.20
2	JK to add Lee Mason as the Active Partnerships representative in the committee structure.	JK	21.01.20
3	JK to update the committee structure to include the Scrutiny Review Group to be presented to the Board.	JK	21.01.20
4	JT to check whether legal indemnity is included for trustees in insurance	JT	21.01.20
5	JK to review point 2.1 under Tier 3 Compliance to ensure it is worded correctly.	JK	21.01.20
6	To look at putting a possible away day in to review Future Strategy. Possible dates: 14 <sup>th</sup> July AM before the Board or move the Board to 13.30-15:30pm and hold a two-hour strategy session after this. Also to invite staff to the strategy session. HT to send a doodle poll to check dates.	HT	21.01.20

Number	Decision
1	The group agreed one reference for each Board member recruited as a minimum, two preferable.
2	SAG committee will no longer continue and new strategy development would need to be with full Board input.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	07.01.2020	Malcolm Armstrong	Governance Group Minutes 07.01.20