

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

Meeting Minutes

No.	Item Topic
1.	Apologies: as above
2.	Declarations of Interest – as in previous minutes
3	Minutes of Last Meeting & Matters Arising The minutes were agreed as an accurate record.
4	Tier Three Compliance (Enclosure 2) <ul style="list-style-type: none"> - Job Descriptions / Person Specifications - there are minor amendments to these documents; these require final sign off. - Sub-Groups Terms of Reference – there are no major changes to existing sub-groups TOR's however the Remuneration Advisory Committee TOR is a new document; all need to be signed off at Board. - Succession Plan: Terms of Office; HT to track when the Board's terms of office are coming to an end. SASSOT needs to have a plan in place for succession planning for the Chair and SID.
5	Board / Trustee Self Assessment (Enclosure 3) <ul style="list-style-type: none"> - Board members were asked to conduct a self-assessment in April 2019 and MA is keen to carry out this process again over the next couple of months. The 2020 self-assessment document is very similar however we have added a couple of open questions around the part Board members have played as a trustee. - Once the assessment is complete, MA would like to carry out individual meetings with each Board member by zoom. - JT will introduce this at the Board to request all respond / look out for a follow up appointment.

6	<p>Board Meeting agenda and format</p> <ol style="list-style-type: none"> 1. State of the Nation: feedback from PALS discussions / what is happening in the sector (JT/JK/MA verbal update) 2. SE Framework Response 3. SASSOT's strategy - HT to flag the pre-reading and questions to help formulate discussions in 2-3 sub-groups, for two 20 minute sessions. 4. Self-assessment survey 5. Independence Working Group Paper on future options appraisal
7	<p>Future meeting dates</p> <ul style="list-style-type: none"> - Tuesday 6th October 2020, 12pm, Stafford Borough Council TBC - JTT had no concerns with 2021 dates.

Actions	Owner	Date
1		

Number	Decision
1	

Prepared By	Date	Checked By	File Code
Hazell Thorogood	30.06.20	Kimiyo Rickett	Governance Group Minutes 30.06.20