

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

## Meeting Minutes

No.	Item Topic
1.	<b>Apologies – As above</b>
2.	<b>Declarations of interest – JK and JT and HT as members of staff, as per previous minutes</b>
3.	<b>Minutes of Last Meeting &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>- All agreed the minutes of the last meeting as an accurate record.</li> <li>- Some wellbeing calls to the team are ongoing.</li> <li>- Partnership staff survey is ongoing including a question on how people feel about a return to the office.</li> <li>- The group discussed encouraging testing before a day in the office.</li> </ul>
4.	<b>Auditor update</b> <ul style="list-style-type: none"> <li>- A formal meeting was held at the end of February to clarify the process and what is required.</li> <li>- The auditors (Crowe) now need to see as complete a picture as possible of the final accounts and Trustees report.</li> <li>- The group discussed JK's capacity regarding audit and finance and the services we pay for via Support Staffordshire. The group will do a review of the finance support we pay for at the September FAG.</li> </ul>
5.	<b>2020-21 Budget – Q4 update</b> <ul style="list-style-type: none"> <li>- An issue with CAF means the figures are up to the 19<sup>th</sup> rather than the end of the month.</li> <li>- Employment costs are lower</li> <li>- Zero office costs</li> <li>- Higher income due to TIF</li> <li>- Overall savings due to COVID derive from savings for office space, and mileage and travel expenses. We have also paid lower national insurance and some employment savings due to vacancy start dates. The original forecast for the office was £20k whereas the new space is £9k, significant long-term saving.</li> <li>- The figures will remain up to the 19<sup>th</sup> for the papers submitted to Board.</li> <li>- When the Board and sub-group dates are set for 2022, all agreed to set the FAG in the second week of the month and then Board in the 4<sup>th</sup> week of the month to allow more time for processing.</li> </ul>

6.	<p><b>5-Year Forecast</b></p> <ul style="list-style-type: none"> <li>- The five-year forecast now is in a much better position and is heading in the right direction.</li> <li>- The group discussed how to hold the Board meeting going forward to incorporate virtual attendance where people have very busy schedules. To add to the next Board agenda.</li> </ul>
7	<p><b>2021-22 Budget</b></p> <ul style="list-style-type: none"> <li>- The 21/22 budget has been drafted and the carry forward figures are estimated.</li> <li>- The delivery budget looks a lot larger this year as it includes the carry forward, but this will drop down next year.</li> </ul>
8	<p><b>Local Partner funding</b>  <b>We proposed a new offer to our funding partners.</b></p> <ol style="list-style-type: none"> <li>1. Universal – provided to everyone.</li> <li>2. Core Service – LAs and Universities to pay a ‘subscription fee’ to support the work of the partnership and to allow TA to provide greater level of service around identified key areas.</li> <li>3. Bespoke – TA would liaise with funding partners around bespoke pieces of work which would align with our strategic priorities.</li> </ol> <p>All but 2 of the conversations have now taken place. We expect to receive funding of at least the Core Service level from most of our LAs and both universities.</p> <p>There will be a drop in partner funding, but any funding given the pandemic is a positive. A drop has been factored into the 5-year forecast.</p> <p>Senior team members may manage specific relationships going forward.</p>
9	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>- The register has been overhauled to be updated for Together Active,</li> <li>- The group will continue to highlight key items from the reports to the Board.</li> <li>- 2.5 for example, high staff turnover: Succession planning is key.</li> <li>- The group discussed focusing on the risk register in a particular Board meeting in a year.</li> </ul>
10	<p><b>Remuneration Policy</b></p> <ul style="list-style-type: none"> <li>- Based on the Active Partnerships national team’s policy.</li> <li>- The group discussed salary banding which we do not currently have in place as TA.</li> <li>- Salary banding is a useful tool when recruiting people of different levels of experience, but this does create issues on how people move through the banding after they are recruited.</li> <li>- The group discussed a two-point banding, with one other increment after the starting salary.</li> <li>- Progression within the role needs to be considered.</li> <li>- The group discussed benchmarking roles every three years.</li> <li>- Non salary awards: (not monetary, vouchers or leave etc.).</li> <li>- Tuesday 27<sup>th</sup> April for MA and KR to possibly attend the team meeting.</li> </ul>
11	<p><b>Pension Review</b></p> <ul style="list-style-type: none"> <li>- Trustees have a responsibility to ensure the pension is secure: the group discussed the additional fee Aviva included in the contract of £1200 to provide an update on Aviva as a provider once a year. (A review of the company and how secure they are).</li> <li>- Request a review from Aviva around Sep 2022</li> </ul>
12	<p><b>AOB</b></p>
11	<p><b>Dates of next meetings</b></p>

Tuesday 6 <sup>th</sup> July 2021, 11am Tuesday 5 <sup>th</sup> October 2021, 11am
---

Actions	Owner	Date
1.		

Item	Decisions
1.	

Prepared By	Date	Checked By	File Code
Hazell Thorogood	06.04.21	Kimiyo Rickett	Finance Audit Group Minutes 06.04.21