

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

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – JK and HT as members of staff, as per previous minutes
3	Minutes of Last meeting <ul style="list-style-type: none"> - HT to arrange a meeting in December to discuss the Risk Register, to take to Board in January 2022.
4	5-Year Forecast <ul style="list-style-type: none"> - The only amendment is the increase in JT and HT hours as agreed: this takes us slightly into the red in year 5. - There is a 1.25% increase onto National Insurance from 2022 so there will be a slight increase in employment costs. - Any employees who were TUPE'd will have their salary increased in line with the local government pay award. The final % hasn't been agreed yet. - We are due to receive more partner funding that we've budgeted for so the income will increase for 2021-22. - In December we will know what the Sport England funding will be. Currently it is an uplift, but we need to identify exactly what the uplift is for. The full application needs to be submitted by 5th November and we should receive a decision by 20th December 2021, and a full 5-year financial projection will be created in January 2022. - JK recommended to increase the reserves figure to cover three months' worth of salaries for the entire team which the FAG agreed. (Take to Board). - The FAG needs to agree an approach to redundancy levels – this is to be included on the FAG and GAG agendas preceding a recommendation to the Board in January.
5	2021-22 Budget – Q2 Update <ul style="list-style-type: none"> - Income is slightly less than expected mainly due to the Wayfinding project, we are still awaiting funds. - Expenditure is less than expected. Some grant funding is still to be paid out, and this is also due to staff vacancies. - A Summer School Games festival is planned for 2022 and is incorporated in the budget.
6	Risk Register <ul style="list-style-type: none"> - There are no major changes to the risk register.

7	<p>Funding Partner Update</p> <ul style="list-style-type: none"> - We have verbal agreement from all of the local authorities regarding funding other than Tamworth and South Staffordshire District Council, with some funds already received. - LDC, SBC and ESBC– Core funding - NUBC, SOTC, Cannock/IHL, Staffordshire Moorlands, Staffordshire CC – Enhanced Funding - Keele University and Staffordshire University have also verbally confirmed they will fund for the next academic year.
8	<p>Procurement Policy, Anti-Bribery Policy</p> <ul style="list-style-type: none"> - Both policies have been drafted by JK. - The procurement policy was loosely based on SBC's policies but tailored to our organisation. - JK to add a statement to say the policy doesn't apply to grants - Anti-Bribery: we have declaration of interests forms and register. - We need to ensure all staff and trustees know the procedure for the gift and hospitality register and this should be included in the staff handbook and trustee induction.
9	<p>FAG Self-Effectiveness Checklist</p> <ul style="list-style-type: none"> - The group reviewed the suggested actions. - MA and KR to carry out the cyber security training in addition to the team. - We will circulate the training to the rest of the Board, but the training won't be mandatory.
10	<p>AOB</p> <ul style="list-style-type: none"> - Tier 3 compliance - FAG Terms of Reference needs to be updated with the statements around what the Board has overall responsibility for. - The group agreed that JK should add the recommended amendments into the Terms of Reference.
11	<p>Dates of next meetings</p> <p>Tuesday 11th January 2022 11am Tuesday 5th April 2022 11am Tuesday 12th July 2022 11am Tuesday 11th October 2022 11am</p>

Actions	Owner	Date
1. HT to arrange a one-off FAG meeting in December to review the risk register to review at the Jan 2022 Board	HT	December
2. JK to review bank account options for the reserve funds and circulate a proposal electronically.	JK	C/forward
3. JK to add a statement to the procurement policy to advise it doesn't apply to grants	JK	Next meeting
4. The FAG Terms of Reference needs to be updated with the statements around what the Board has overall responsibility for, the group agreed that JK should add the recommended amendments into the Terms of Reference.	JK	Next Meeting

Item	Decisions
1.	The FAG agreed to increase the reserves figure to cover three months' worth of salaries for the entire team. This will now be taken to Board.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	05.10.21	Kimiyo Rickett	Finance Audit Group Minutes 05.10.21