

TOGETHER ACTIVE

Together Active
Board Meeting
25th January 2022
Via Zoom
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair, Together Active	Sarah Getley Toyin Higgs Sharon Heath	Core Team
Jude Taylor (JT)	CEO, Together Active		
Jane Kracke (JK)	Chief Operating Officer		
Kimiyo Rickett (KR)	Senior Independent Director		
Pauline Walsh (PW)	Board Member		
Alistair Fisher (AF)	Board Member		
Tim Clegg (TC)	Board Member		
Rebecca Roberts (RR)	Board Member		
Hazell Thorogood (HT)	TA Team Member		
Jonathan Topham (JTT)	Board Member		
Derek Peters (DP)	Board Member		
Jackie Brennan (JB)	TA Team Member		
Rowland Jack (RJ)	Governance United		
Janice Shardlow (JS)	Governance United		

No	Item Topic
1	Apologies & Introductions As above
2	Declarations of Interest Jane Kracke, Jude Taylor, and Hazell Thorogood as employees of Together Active
3	External Evaluation – Introduction (Governance United) MA introduced Governance United to the Board and discussed the process the trustees may go through.
4	Minutes of Last Meeting 25.10.21 All agreed the minutes were an accurate record.
5	Sport England Funding Together Active has secured Sport England funding for five years to 31.03.27, including an uplift on 21-22 investment levels which will allow us to appoint an insight and evaluation lead.
6	Priority Work Strand: Active Environments (including Staff Showcase) JT/JB presented information on the Active Environments workstream. Action 1: JT to create a paper with feedback from all of the Active Travel subgroup sessions
7	Commonwealth Games <ul style="list-style-type: none"> - JT discussed the CWG presentation with the Board - The grant giving model needs to be reviewed in terms of capacity for the team.
8	Staff and Board Improvement Agenda <i>Enc. 2</i> Progress has been made on item 3 (The Board should check/challenge that the organisation is meeting/following its new strategy) by delving into the priority work strands in the Board meeting. One item below will be referred to the Scrutiny group. <ul style="list-style-type: none"> - Stoke-on-Trent engagement

	<ul style="list-style-type: none"> - Raising income v mission drift - Sustainability in grant giving - Recruiting a more diverse workforce - Influencing the ICS/ NHS transformation - Learning to Learn - Horizon scanning – recognising future opportunities and threats - Raising our political profile - Office environment / hybrid working <p>Stoke-on-Trent engagement: Action 2: AF to meet with JK and JT on improving links and engagement.</p> <p>Short term aspects to try to resolve:</p> <ul style="list-style-type: none"> - Office environment / hybrid working - Grant giving model <p>TC commented that the scrutiny committee should have a degree of autonomy to be able to focus on areas that they wish to take a closer look at.</p> <p>Action 3: JT to work with DP following the meeting regarding which item to take to the Scrutiny group.</p>
<p>9</p>	<p>Risk Register Enc. 3</p> <p>A separate Finance and Audit meeting was held to review the risk register.</p> <p>The group identified three new risks:</p> <ul style="list-style-type: none"> - Unable to develop the necessary relationships across a wide breadth of service and strategic groups at SOT Council - Negative impact of office environment - In-year deficit year on year <p>Key risks identified:</p> <ul style="list-style-type: none"> - Relationship with SOT Council - - Loss of key staff and trustees - Capacity and skills - In year deficit year on year <p>JK presented slides detailing how we will mitigate against the key risks and the Finance and Audit Group will ensure the risk register is considered on a regular basis with updates provided on the progress of the key risks above.</p>
<p>10</p>	<p>Reports (discussion by exception)</p> <ul style="list-style-type: none"> - Chair's Actions - PALS - Finance & Audit Group <p>A 1.75% award from 1st April for the staff team has been proposed.</p> <p>Decision 1: the Board agreed a 1.75% pay increase for relevant staff from 01.04.2022</p> <p>Reducing Liabilities: It was agreed that, given the amount of Sport England funding held at any point in time and that Sport England were highly unlikely to cease funding Active Partnerships without any notice period, they would recommend that 50% of Together Active's 'wrap up' costs (staff notice periods and any contractual liabilities for rent, mobile phones etc.) would be paid from our Sport England Restricted Funding and 50% from Together Active's Unrestricted Funds. This would increase our free reserves by c£50,000 as of 31.03.27</p> <p>Legal advice will be sought regarding reducing future potential liabilities.</p> <p>Decision 2: the Board agreed that 50% of Together Active's 'wrap up' costs (staff notice periods and any contractual liabilities for rent, mobile phones etc.) would be paid from our Sport England</p>

	<p>Restricted Funding and 50% from Together Active's Unrestricted Funds</p> <p>KR announced she is stepping down as Chair of the Finance and Audit Group following the April meeting and trustees were asked if there were any volunteers to take over.</p> <p>Governance & Appointments Group <i>Enc. 6</i> MA announced he was stepping down as Chair of the Board following the April 2022 meeting. The Board thanked MA from the staff team and trustees, for his immense time given and dedication to Together Active. We are still seeking a trustee to be the Safeguarding champion:</p> <p>Action 4: JT will share the recruitment plan for the new Chair.</p> <p>Action 5: JK will circulate the safeguarding champion role profile with all trustees to respond to if they would like to take on this post.</p> <p>Equality, Diversity and Inclusion Group <i>Enc. 7</i></p> <p>Chief Executive and Chief Operating Officer Report <i>Enc. 8</i> As tabled at the previous Board meeting, Leicestershire and Rutland Sport (LRS) have undertaken a brand re-refresh and relaunched as Active Together, which we believe is an infringement of our trademark obtained in 2020. As agreed at the last Board meeting, a meeting was scheduled between Jude and Malcolm and the LRS Chair & CEO.</p> <p>Following that meeting our recommendation to Board is that we formally write to LRS, requesting that they amend their brand guidelines to include the geography alongside "Active Together", in addition that we agree to review in six months to assess if there has been any negative impact or confusion for either party.</p> <p>Decision 3: The Board agreed for JT to formally write to LRS, requesting that they amend their brand guidelines to include the geography alongside "Active Together"</p>									
11	<p>Dates & times of future meetings</p> <table border="1" data-bbox="204 1137 1369 1261"> <tr> <td>Board</td> <td>Tuesday 26th April 2022</td> <td>2-4pm</td> </tr> <tr> <td>Board</td> <td>Tuesday 19th July 2022</td> <td>2-4pm</td> </tr> <tr> <td>Board</td> <td>Tuesday 18th October 2022</td> <td>2-4pm</td> </tr> </table>	Board	Tuesday 26th April 2022	2-4pm	Board	Tuesday 19th July 2022	2-4pm	Board	Tuesday 18th October 2022	2-4pm
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Actions	Owner	Date
Action 1: JT to create a paper with feedback from all of the Active Travel subgroup sessions	JT	26.04.22
Action 2: AF to meet with JK and JT on improving links and engagement.	AF/JK/JT	26.04.22
Action 3: JT to work with DP following the meeting regarding the item to take to the Scrutiny group	JT/DP	26.04.22
Action 4: JT will share the recruitment plan for the new Chair.	JT	26.04.22
Action 5: JK will circulate the role profile with all trustees to respond on if they would like to take on this post.	JK	26.04.22

Decisions
Decision 1: the Board agreed a 1.75% pay increase for the staff team from 01.04.2022
Decision 2: the Board agreed that 50% of Together Active's 'wrap up' costs (staff notice periods and any contractual liabilities for rent, mobile phones etc.) would be paid from our Sport England Restricted Funding and 50% from Together Active's Unrestricted Funds

Decision 3: The Board agreed for JT to formally write to LRS, requesting that they amend their brand guidelines to include the geography alongside “Active Together”

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	25.01.22	Malcolm Armstrong	Board Minutes 25.01.22