

Held Via Zoom

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Malcolm Armstrong (MA) Jane Kracke (JK) Jude Taylor (JT)	Senior Independent Director Together Active Chair Chief Operating Officer Chief Executive	Sharon Heath Hazell Thorogood	
Present as observers: Rowland Jack Gemma Sykes	Governance United Governance United		

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – JK and JT as members of staff, as per previous minutes
3	Minutes of Last meeting <ul style="list-style-type: none"> - Actions 1, 3 and 4 completed - Action 2 ('JK to review bank account options for the reserve funds and circulate a proposal electronically') has been put on hold pending discussions under Item 9 below - The minutes were approved as a true record
4	5-Year Forecast <ul style="list-style-type: none"> - 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. Funding for Active Lives CYP survey and for School Games is classed as 'Delivery' funding and, as with all other delivery programmes nationally, is only for three years - Various amendments to the 5-Year Forecast are outlined in the report - Action 1 – JK to highlight the in-year income / expenditure lines to make the in-year deficit clearer. - Action 2 – Additional two item agenda FAG / GAG Meeting to be held in end Feb / early March to discuss in-year deficit, focusing on 22-23 and 23-24, and also to review liabilities (see Item 9)
5	2021-22 Budget – Q2 Update <ul style="list-style-type: none"> - JK went through the expenditure against budget as per the report, no items of concern
6	Risk Register <ul style="list-style-type: none"> - The Key Risks and Mitigations document was discussed in detail - It was agreed that, while FAG should retain overall responsibility for ensuring these key risks are being addressed, the responsibility for identifying and implementing mitigations against some key risks would lie elsewhere, e.g. GAG
7	Funding Partner Update <ul style="list-style-type: none"> - We have formal agreement from eight of our local authorities and our two universities regarding funding for 21-22, with most funding received.

8	<p>Pay Award 2022-23</p> <ul style="list-style-type: none"> - Recommendations need to be made to the January Board for approval in order for any amendments to come into effect from 01.04.22 - Although it was previously agreed that the January CPIH (Consumer Price Index including owner-occupier housing costs) figure would be used as the pay award %, it was also agreed that any pay award must be affordable by the organisation and therefore a cap may be implemented. CPIH for November 21 (latest figure) has risen from 0.925% (Jan 21) to 4.6% - The 21-22 Local Government Pay Award, which applies to ex-Stafford BC staff, is proposed as 1.75% but has yet to be agreed by the unions. The group agreed to recommend a 1.75% pay award for all relevant staff from 01.04.22, and await the final Local Government Pay Award settlement for 21-22 and 22-23 						
9	<p>Review of Liabilities</p> <ul style="list-style-type: none"> - Different options were discussed to reduce TA's liabilities figure. - 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 - It was agreed that legal advice should be sought regarding other potential ways of reducing liabilities, and that once this had been secured an additional FAG / GAG meeting should be held – see Item 4 / Action 2 						
11	<p>Dates of next meetings</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Tuesday 5th April 2022</td> <td style="text-align: right;">11am</td> </tr> <tr> <td>Tuesday 12th July 2022</td> <td style="text-align: right;">11am</td> </tr> <tr> <td>Tuesday 11th October 2022</td> <td style="text-align: right;">11am</td> </tr> </table>	Tuesday 5 th April 2022	11am	Tuesday 12 th July 2022	11am	Tuesday 11 th October 2022	11am
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Actions	Owner	Date
1. Highlight the in-year income / expenditure lines to make the in-year deficit clearer	JK	25.01.22
2. Additional two item agenda FAG / GAG Meeting to be held in end Feb / early March to discuss in-year deficit and to review liabilities	HT	11.03.22
3. Legal advice to be sought regarding liability reductions	JK	12.02.22

Item	Decisions
1.	FAG agreed to recommend a 1.75% pay award for 2022-23 for all relevant staff, implemented from 01.04.22. This will now be taken to Board.
2.	FAG agreed to recommend that 50% of Together Active's 'wrap up' costs should be costed to Sport England funding (Restricted Funds) and 50% to Unrestricted Funds. This will now be taken to the Board

Prepared By	Date	Checked By	File Code
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Jane Kracke	12.01.22	Kimiyo Rickett	Finance Audit Group Minutes 12.01.22
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