

TOGETHER ACTIVE

Together Active

Board Meeting

26.04.22

Hybrid Meeting, in person at Staffordshire University and via Zoom

Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) (P)	Chair, Together Active	Sarah Getley Pauline Walsh	Core Team
Jude Taylor (JT) (P)	CEO, Together Active		
Jane Kracke (JK) (P)	Chief Operating Officer		
Kimiyo Rickett (KR) (V)	Senior Independent Director		
Alistair Fisher (AF) (V)	Board Member		
Tim Clegg (TC) (V)	Board Member		
Hazell Thorogood (HT) (V)	TA Team Member		
Jonathan Topham (JTT) (V)	Board Member		
Derek Peters (DP) (V)	Board Member		
Catherine Stevenson (CS) (V)	Board Member		
Toyin Higgs (TH) (V)	Board Member		
Rebecca Roberts (RR) (V)	Board Member		
Sharon Heath (SH) (P)	Board Member		
Jackie Brennan (JB) (item 5) (V)	TA Team Member		
Rowland Jack (RJ) (up to item 4) (P)	Governance United		
Janice Shardlow(JS) (up to item 4) (V)	Governance United		
Gemma Sykes(GS) (up to item 4) (V)	Governance United		
**V=Attended Virtually			
**P=Attended in Person			

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	Approval of Two New Trustees <ul style="list-style-type: none"> - Rebecca Roberts is stepping down as a Trustee. - DECISION 1: The Board approves two new Trustees appointments; Abi Dean and Catherine Stephenson (Catherine will take on the Lead Trustee for Safeguarding role)
4	External Evaluation (Governance United) Rowland Jack, Gemma Sykes and Janice Shardlow from Governance Utd presented the report (available in Board papers) on the external Board evaluation. Slides to be included with meeting minutes. <ul style="list-style-type: none"> - The report overall was very positive: there is a table of recommendations which Together Active will address in an action plan. - TH commented that safeguarding should be high up on the agenda now we have a lead in place. From an operational perspective we are very up to date with training, policies and practice on the ground. - There needs to be a risk-reward conversation if we are to make the proper shift from compliance to purpose.

5	<p>Confidential Item</p> <p>JT has accepted a new role and will be stepping down as CEO of Together Active as of 15th June.</p> <ul style="list-style-type: none"> - MA proposed he stays on as Chair until the October meeting 2022 and go out to recruitment for a new Chair ASAP. JK is happy to step up in the interim to the role of CEO once JT has left the organisation. - DECISION 2: The Board agreed to MA's proposal re extension to his role as Chair until October 22, and agreement to go out to recruitment asap for a new CEO and then for a Chair. - There is an option to contact HR within LAs and NHS trusts to share the opportunity of the Chair vacancy to individuals on a leadership track for example. - Ensure there is a development plan for a new Chair. MA may stay on as coach. - We will share the feedback from the external review with potential new candidates. 									
6	<p>EDI Update and future priorities TH/JB</p> <p>TH/JB Discussed the final framework with the Board, MA commented the RAG rating is a very helpful view of demonstrating where we are with EDI.</p> <p>DECISION 3: The Board accepts the amendments to the ED&I Framework as a response to the consultation feedback and they agree to adopt the final ED&I Framework.</p> <p>KR commented it would be good to link in with other EDI groups in the sector and beyond.</p> <p>Abi Dean has been approached to sit on the EDI group as she has a background in this area.</p>									
7	<p>Minutes of last meeting 25.01.22</p> <p>The minutes were agreed as an accurate representation of the meeting.</p> <ul style="list-style-type: none"> • Update on action 3: The Exploration and Resolution Group (EAR) held their first meeting and this was focused on hybrid working / office environment 									
8	<p>Reflections on last year and looking ahead</p> <p>JT presented slides to the group (included with minutes).</p>									
9	<p>Reports (discussion by exception)</p> <ul style="list-style-type: none"> • DECISION 4: The Board approves the draft 2022-23 budget • We have budgeted for a 3% pay award in 23-24. Benchmarking across the Active Partnerships came out on average at a 3% annual pay increase across the sector. • DECISION 5: The Board agreed to increase the existing pay award from 1.75% to 2.8% • DECISION 6: The Board agreed to pay additional travel expenses incurred by all staff when travelling to a new office base, for a period of three years. This includes allowing relevant staff to calculate work-related travel based on a Stafford office base rather than on a new office location. • DECISION 7: The Board approved the Finance Policy and Reserves Policy amendments • Governance & Appointments Group: DECISION 8: The Board agreed the amendments to the following documents: Board Working Procedures, Trustee Code of Conduct, Role Descriptions and Person Specifications for the roles of Trustee, Chair, Senior Independent Director and Lead Trustee for Safeguarding • 									
10	<p>Dates & times of future meetings</p> <table border="1" data-bbox="204 1686 1369 1816"> <tr> <td>Board</td> <td>Tuesday 19th July 2022</td> <td></td> </tr> <tr> <td>Board</td> <td>Tuesday 18th October 2022</td> <td>2-4pm</td> </tr> <tr> <td></td> <td></td> <td>2-4pm</td> </tr> </table>	Board	Tuesday 19th July 2022		Board	Tuesday 18th October 2022	2-4pm			2-4pm
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Actions	Owner	Date
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Decisions

DECISION 1: The Board approves two new Trustees appointments; Abi Dean and Catherine Stephenson (Catherine will take on the Lead Trustee for Safeguarding role)

DECISION 2: The Board agreed to MA's proposal re extension to his role as Chair until October 22, and agreement to go out to recruitment asap for a new Chair and CEO

DECISION 3: The Board accepts the amendments to the ED&I Framework as a response to the consultation feedback and they agree to adopt the final ED&I Framework.

DECISION 4: The Board approves the draft 2022-23 budget

DECISION 5: The Board agreed to increase the existing pay award from 1.75% to 2.8%

DECISION 6: The Board agreed to pay additional travel expenses incurred by all staff when travelling to a new office base, for a period of three years. This includes allowing relevant staff to calculate work-related travel based on a Stafford office base rather than on a new office location.

DECISION 7: The Board approved the Finance Policy and Reserves Policy amendments

DECISION 8: The Board agreed the amendments to the following documents: Board Working Procedures, Trustee Code of Conduct, Role Descriptions and Person Specifications for the roles of Trustee, Chair, Senior Independent Director and Lead Trustee for Safeguarding

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	26.04.22	Malcolm Armstrong	Board Minutes 26.04.22