

TOGETHER ACTIVE

**Together Active
Board Meeting
24.01.23 2-4pm
Hybrid: Creative Lab in Mellor Building and virtual via Zoom
Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Carly Jones (CJ) P Kimiyo Rickett (KR) P Jane Kracke (JK) P Hazell Thorogood (HT) P Derek Peters (DP) DI Catherine Stevenson (CS) DI Abi Dean (AD) P Alistair Fisher (AF) P Sarah Getley (SG) DI Jonathan Topham (JT) DI Pauline Walsh (PW) DI Lottie Smith (LS) P Jackie Brennan (JB) P	Chief Executive Officer Senior Independent Director Chief Operating Officer Office Manager TA Board Member Board Member Board Member Board Member Board Member Board Member Board Member Team Member Team Member	Tim Clegg Sharon Heath	Core Team
*P=In person DI=Dial in			

No	Item Topic
1	Apologies As above
2	Declarations of Interests Jane Kracke, Carly Jones, Hazell Thorogood, Lottie Smith and Jackie Brennan as employees of Together Active. Alistair Fisher as a funding partner and Stoke on Trent City Council member of staff.
3	Minutes of last Meeting All agreed the minutes of the last meeting as an accurate record. C/F action regarding bank accounts to be actioned by Autumn 2023.
4	Delivery Plan and Strategy The Board discussed the delivery plan principles. In 2023-24 Together Active will focus across three strategic areas rather than updating the strategy overall whilst we are still going through a period of change: 1) Health 2) Social exclusion 3) Community development The Board agreed to use the term 'social inclusion' rather than 'social exclusion', and to amend 'health' to 'health and wellbeing'. We also need to consider the best way to express the community development priority. Together Active will work with an external partner to build an evidence base around these three strategic areas and baseline the organisation with a view to launch a refreshed strategy for 2024-25

	<p>or the latter half of 23-24.</p> <p>The organisation will continue business as usual activities and introduce a limited number of new projects. The Board discussed ensuring we do not overlap with other sectors and ensure we meet Sport England expectations.</p> <p>Decision 1: The Board approved the recommendations of the delivery plan (enc. 2) and the appointment of an external consultant to provide support with building an insight led strategic approach.</p>
5	<p>Chair and Governance</p> <p>We have interviewed a potential Chair applicant and the recommendation is to appoint.</p> <p>Decision 2: The Board accepted the approval of a new Chair appointment: Paul Muir.</p> <p>Introductory meetings will be set up between all Trustees and the new Chair.</p> <p>KR has expressed she is stepping down as SID. The intention is to undergo additional trustee recruitment to bring our total number of trustees back up to 12. The new Chair will have settled into role by that point and be able to work with the Board to select a SID from within the Board membership. KR will continue to be named as SID until this process is complete.</p>
6	<p>Budgets: Annual and Forecast</p> <p>The Finance and Audit sub-group did not meet in January 2023 as it was not quorate. JK updated the Board on the below as in enclosure 3.</p> <p><u>22-23 Accounts: Expenditure against Budget.</u> We have significant underspends in:</p> <ul style="list-style-type: none"> • Staffing costs - due to three vacant posts, and travel costs have been significantly less than expected. • Delivery - several pieces of work have not yet been actioned • Contingency – An allocation of funding was put here when the budget was set. The aim was to support the sustainability of community organisations, but at that point further work was needed to decide how this could be achieved most effectively (i.e. through funding directly to community organisations, through increasing capacity within the team or through contracting a partner to deliver on our behalf) <p><u>2023-24 Budget (Appendix 2)</u></p> <p>The budget for 2023-24 has been compiled. This will be adjusted once the final carry forwards from 2023-24 are confirmed. Any grant expenditure included in the predicted 2023-24 figures but not paid out by 31.03.23 will be rolled forward and included in the Delivery budget for 23-24 and in the carry forward amount so will not affect the bottom line.</p> <p>We will have significantly more restricted underspend from 22-23 than originally budgeted for due to vacancies within the team and not starting some of our delivery work.</p> <p>Decision 3: the Board approved the 23-24 Budget.</p>
7	<p>Risk Register</p> <p>There are no changes to any risks in the 22-23 register. There is a new format for the 23-24 risk register, the Board will be provided with a heat map of risks, however the full risk register will still be available if a more detailed view is required. The Board agreed the new format is suitable.</p>
8	<p>Reports (discussion by exception)</p> <ul style="list-style-type: none"> • PALS <p>The energy crisis is a significant concern for the members of PALS. The Head of APSE energy was invited to speak to the group with advice on energy efficiency and procurement etc.. The energy crisis will remain as a key agenda item.</p> <ul style="list-style-type: none"> • Finance & Audit Group (as above). • Governance & Appointments Group <p>Together Active is currently going through the Tier 3 compliance procedure. There are new requirements around 7 different areas (enc.5). Organisations are required to submit evidence against the added areas of the code by 30.04.23 (previously December 22) and, where any areas are not met, to submit an action plan to address this, with completion required by December 23.</p>

	<ul style="list-style-type: none"> Equality, Diversity and Inclusion Group <p>The draft delivery plan targets may have been too large scale for the current timeline. We have now divided the plan into a 2 year delivery plan for items with the highest impact, and an overarching 5 year plan with longer term targets.</p> <ul style="list-style-type: none"> Chief Executive and Chief Operating Officer Report <p>We are to receive a further £75,000 Together Fund funding from Sport England.</p> <p>JK updated the Board on the draft outline for the Board development plan: the Board discussed whether the proposed people working group could be incorporated into another existing sub-group. The plan will require Trustee support and input and will be developed via the Governance and Appointments group alongside the new Chair.</p>
9	<p>Board and Staff Away Day</p> <p>The February Board and Staff Away day was cancelled: the Board agreed for staff to hold their own away day, and the new Chair will drive the direction of a Board away day for Board engagement activities.</p> <p>A survey will be circulated to the Board to determine the best time to hold Board meetings other than a Tuesday afternoon, and this will also inform when best to hold an away day.</p>
10	<p>AOB</p> <p>The Board noted their thanks to KR for her dedication, support and time working as Senior Independent director for Together Active.</p> <p>All Trustees are required to fill in an updated Declaration of Interests form / loyalty form. This is a requirement for audit purposes. The form will be circulated via email.</p>
11	<p>Dates & times of future meetings (please note, dates may change following the response to the survey mentioned above).</p> <p>Board Tuesday 25th April 2023 2-4pm Board Tuesday 18th July 2023 2-4pm Board Tuesday 24th October 2023 2-4pm</p>

Actions	Owner	Date
Carried Forward - JK to review options around bank accounts in relation to funds protected by the FSCS to take to the next Finance and Audit Group. CARRIED FORWARD	JK	September 2023

Decisions
Decision 1: The Board approved the recommendations of the delivery plan (enc. 2) and the appointment of an external consultant to provide support with building an insight led strategic approach.
Decision 2: The Board accepted the approval of a new Chair appointment: Paul Muir.
Decision 3: the Board approved the 23-24 Budget.

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	24.01.23	Kimiyo Rickett	Board Minutes 24.01.23