

Active Herefordshire and Worcestershire Board Meeting

Tuesday 1<sup>st</sup> December 2020

6.00pm to 7.00pm

MS TEAMS

1. Present:

Steve Brewster (SB) Chief Executive Officer, AHW  
 Denise Strutt (DS) (Stakeholder and Staff Lead) Independent Director  
 Alan Gilmour (AG) Independent Director  
 Susie Scriven (SS) Independent Director  
 Laura Fish – (LF) Independent Director  
 Pete Sugg (PS) – Independent Director  
 Rebecca Widdowson (RW) (Governance and Finance Lead) Independent Director  
 Sarah Blackburn (SBL) (AHW) Minute Taker  
 Jim O’Toole (JO) (Business Development Lead) Independent Director

Apologies:

Frances Howie (FH), (Vice-chair) Independent Director  
 Jem Teal (JT), (Chair)  
 Simon Thomas (ST) Deputy CEO, AHW

Item	Discussion Points	Action
1.	Present & Apologies – see above	
2.	<b>Board Members: Confirming renewals</b>  Rebecca Widdowson, Jim O’Toole and Susie Scriven have agreed to stand for another term (3 years)	
3.	<b>FAR Committee – discuss meeting frequency</b> 1. FH has stepped down as chair of the FAR Committee and LF agreed to stand. Her appointment was voted in unanimously. 2. It has been agreed that the FAR Committee will meet 2 weeks prior to each quarterly board meeting and will make recommendations and updates to the board rather than there being a budget presentation with Q&A at each board meeting. 3. SS has agreed to stand on the committee. 4. The ToR needs to be reviewed to reflect the change of frequency of meetings and also to review the issue concerning a quorum. If the committee is not a decision-making committee then a quorum is not necessary and this should be removed from the ToR. 5. This revised ToR will be reviewed at the January board meeting for approval. 6. JoT advised that the Reserves were added as an item on the Risk Register.	SBL      SB
4.	<b>Budgets:</b> 1. LF updated the board on the FAR Committee discussion (30/11/2020) concerning the audited accounts. 2. There had been additional costs in the preparation of the accounts due to changes in the presentation as required by the Charities Commission. This was deemed acceptable. 3. LF mentioned that a large grant had arrived in the bank account later than anticipated and this had affected the debtor’s figures. However, this was	

	<p>reflected in the report.</p> <ol style="list-style-type: none"> <li>4. Whilst there has been a build up in Reserves, this is partly because some grants roll over an academic year. The recommendation for the committees is that the reserves are left as is until the impact of the pandemic is able to be more accurately assessed, sometime next year.</li> <li>5. PS asked if the grant that have an academic rather than financial year roll over could be presented slightly differently on the board budget presentations. SB and LF will review this. This will not be reflected in the audited accounts, which are presented according to accounting procedures and formats.</li> <li>6. It was also recommended by and agreed that Richards Sandy Accountants should continue the company auditors as they had provided a good service and that 3 years was not an overly long time for this service.</li> <li>7. It was agreed that the accounts look robust and the committee recommended that they be approved.</li> <li>8. AG proposed and RW seconded the approval and acceptance of the audited accounts.</li> </ol> <p><b>Draft Budgets 21-22:</b></p> <ol style="list-style-type: none"> <li>1. LF went through budgets, there had been a discussion on pensions. Staff had gone fulltime and new members of staff had joined the pension scheme and so the actuals had increased in 19-20. SB has reflected this in the draft budget.</li> <li>2. There was a discussion about the increase in the marketing and business development budget. The marketing budget covers each department.</li> <li>3. It was agreed that this was sensible budget and the committee recommended it subject to a few tweaks being made</li> <li>4. There was some discussion about the security of the grants we received. SB reassured the board that we had received an award letter from SE for 21-22 securing core funding, school games, sat club and active lives funding.</li> <li>5. The PSI grant from WCC is secure</li> <li>6. OCC – flexible funding. Lost 8 months of delivery but secure for 21-22 and 22-23.</li> <li>7. SB is currently investigating the Thriving Communities grant worth £50K</li> <li>8. Approx. 75%-80% of funding is secure</li> <li>9. ‘Insight function’ line 10 of the budget was queried by AG – we now have an insight office in place so this can be removed.</li> <li>10 January meeting will bring budget for approval</li> </ol>	<p>SB/LF</p> <p>SB</p> <p>SB</p>
<p>5.</p>	<p><b>Priorities 21-22:</b></p> <ol style="list-style-type: none"> <li>1. Our planning and strategy will need to align with SE’s. SE require board members to be engaged with strategic direction planning, so SB asked for volunteers to be more involved and who would make recommendations to the board. AG and PS volunteered. The role will require 1 or 2 additional meetings.</li> <li>2. The following headlines summarise the 20-21 plan:  Short term: Optimising the website, Stakeholder engagement, People and Place profile  Medium term: Develop digital offer, Learning organisation, New partnerships  Longer term: Investment strategy (look for gaps), Consultation, long term vision (SE want 10-year vision, is this suitable for us)</li> <li>3. It was suggested that Short and Medium plans should feed backwards from the long- term plan and not the other way around and must be aligned to strategic objectives.</li> </ol>	

6.	<b>A.O.B:</b> <ol style="list-style-type: none"> <li>1. DS is doing an EXIT interview with DF on Thursday and will feed back to SB and JT and any issues will be reported to Board</li> <li>2. Board offered thanks to team and Steve for all the hard work during the pandemic and to Simon who has only ever met the Board on Teams</li> <li>3. JoT suggested that a social be organised for the board and staff when next possible</li> <li>4. Board evaluation to be completed in Jan</li> </ol>	JT
	<b>Date of Next Meeting:</b> Board Meeting 26 <sup>th</sup> January 2021 6.15pm to 7.45pm TEAMS (TBC) FAR Committee 12 <sup>th</sup> January 2021 6pm to 7pm TEAMS (TBC)	