

**Minutes**

**Active Norfolk Board Meeting**

**Wednesday 15th March 2023**

**Start: 10.00am End: 12 noon**

**Venue: Easton College Meeting Room**

Present: Simon Hamilton (SH), Hayley Mace (HM), Kevin Revell (KR), Phil McSweeney (PM), Cllr Margaret Dewsbury (MD), Kieron Tuck (KT), Sadie Parker (SP), James Heale (JH), James Hale (JM), Bob Rose (BR), Ian Roberts (IR), Annie Hawkes (AH), Hannah Wooller (HW)

Observing: Eve Dewsnap (EV)

Apologies: Greg Smith (GS), Sheila Oxtoby (SO)

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| **Chairperson:** | Kevin Revell (KR) |
| **Minute Taker:** | Claire Ford (CF) |
| **Actions:** | Highlighted in yellow. Actions & Matters Arising status listed at end of minutes |

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| No. | Item |
| 1 | Welcome & Apologies  Apologies: Greg Smith (GS), Sheila Oxtoby (SO)  Observing: Eve Dewsnap (ED) |
| 2 | Minutes of Last Meeting/Matters Arising  Minutes agreed, actions reviewed and updated |
| 3 | Director Appointments/Re-elections/Retirement  Unanimously agreed re-election of Sadie Parker, James Heale & Phil McSweeney (KR proposer, IR seconder)  Board members unanimously agreed to elect Annie Hawkes & Hannah Wooller to join the AN Board.  NB. Aware that capacity is currently over in what is stated in governance agreement, however, two members are due to retire in the coming months.  Working through a transitional period of change |
| 4 | Conflicts of Interest  N/A |
| 5 | Policy, procedures & training updates / adoption  Governance Framework: NOMs committee agreed to minor changes – increase from 5 to 6 people, including 3 Board members  Board Skills audit agreed to be reviewed bi-annually  PM: soft skills to be considered  ACTION: KT to review with SH & PM – Skills Audit within next couple of months  EDI: AN staff completed in Feb. Online modules to be available soon for Board to complete |
| 6 | Director Recruitment/Induction  Appointment of Eve Dewsnap confirmed and formally noted  SH to deliver a two-week formal handover  Next Board meeting both SH & ED to be present |
| 7 | Directors Report (key exceptions/issues)  Template of Business Plan in progress. Draft to be completed by end April. To be reviewed and agreed by Strategy & BP Committee. Annual process to be formalised.  SH provided other comprehensive updates from the presentation including the potential Sport England ‘Place’ expansion which could result in some significant investment into the network. More to follow.  More detail will shortly be supplied regarding the mandatory requirement for AP’s to host a Safeguarding and Welfare Officer role to support smaller NGB safeguarding work.  [7. AN Board Director's report Mar 23.pptx (sharepoint.com)](https://norfolkcounty.sharepoint.com/:p:/r/teams/ActiveNorfolkBoardPapers/_layouts/15/Doc.aspx?sourcedoc=%7B63AB9C0A-2CC4-4BC3-A603-EEDE29111387%7D&file=7.%20AN%20Board%20Director%27s%20report%20Mar%2023.pptx&action=edit&mobileredirect=true) |
| 8 | Sub Committee Updates  Continuous Improvement: James Heale to take over as Chair. Re-assessment of CI groups when ED is in post  NOMs: minor governance framework amendments. Recruit 2 finance Board members – handover & transition in progress  Strategy & Business Planning: reviewing process of working in line with the 5-year strategy.  KR: process for updates and amendments to Strategy – highlight to S&BP committee followed by approval from Board  Places & Partnerships: No update  Future composition/Board member rep: IR & BR succession planning. 1x NOMs vacancy & 1 x CI sub-committee vacancy – to contact KT/KR if interested |
| 9 | Finance Report  Q4: better reporting and structure now in place. Thank you to KT & team for their hard work  Two debtors for end of year – funds to be received in Summer 23  Budget risks: salary increases, inflation, indirect impact of NCC strategic review  LT plan: deferred – present to Board at next meeting  AN hosting discussion: KR to review in Summer. SH to share hosting report from 2019 (action complete 16 Mar 23) |
| 10 | Sport England Audit Report  Governance report good, but finance below standard. NCC did not provide relevant financial information within timescales provided which was the main driver of the lower financial rating. Steve Miller has formally apologised and has confirmed that this will be addressed.  Can formally respond to SE by 30th March. Agreement of audit group to discuss (SH, KT, KR & IR) will pull together a response and actions that will be shared remotely with Board  SH to flag with SE at next meeting to ascertain if any risk with SE (action complete 16th Mar 23) |
| 11 | Standing Items  Risk Register: minor amendments - inflation risk for 5-year funding / LA risks / NCC hosting  All other standing items working well |
| 12 | AOB  PM: How can we adopt a more entrepreneurial style for opportunities and the way we work? As time was limited this discussion will be revisited at a later date. PM to be involved with Investment, Fundraising & Business Development Group |
| 13 | Date of Next Meeting  Wednesday 14th June 2.00pm |

**Actions / Matters arising**

May be carried forward with agreement

Completed items will be removed after 1 meeting

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| **Initial meeting date** | **Action** | **Who** | **By when** | **Status** |
| 21.09.22 | Check Conflicts of Interest forms have been fully completed | KT/CF | March meeting | Complete |
| 21.09.22 | Flowchart for adults to be included in safeguarding policy | KT/JT | Dec meeting | Complete |
| 21.09.22 | Rebecca Hulme re ICB governance needs follow up | SP | March meeting | Complete |
| 21.09.22 | Conversation of climate sustainability with Norfolk Chamber of Commerce | SH/HW | June meeting | Ongoing |
| 14.12.22 | Locality funding discussions (ref Broadland & South Norfolk DC) | MD/GS/KR | March meeting | Complete |
| 14.12.22 | CI group Chair training to be delivered plus Board members to attend and mentor those meetings | KR/ Group Reps | To review when ED is in post | ON HOLD |
| 14.12.22 | Formally identify funding opportunities (part of Director handover process) | BJ | Jan 23 | Complete |
| 14.12.22 | Budget deficit – add to Risk Register & Reserves Policy | KT | March Meeting | Complete |
| 14.12.22 | Compliance agenda item to be added | KT | March meeting | Complete |
| 14.12.22 | Safeguarding Implementation Plan to be in Board papers in prep for next meeting | JH/JT | March meeting | Complete |
| 15.03.23 | Board skills audit discussion & review | KT/SH/PM | June Meeting | Not started |
| 15.03.23 | Audit group to discuss & formally agree response to SE re audit | KT/SH/KR/IR | End of March | Not started |