

## Minutes of the Rise Board meeting held on Tuesday 14<sup>th</sup> November 2023 at Royal Quays Business Centre and via Teams

### PRESENT

Simon Gordon (SG)	Chair
Steven Bell (SB)	Trustee
Matthew Cormack (MC)	Trustee
Graeme Nash (GN)	Trustee
Adam Pilkington (APilk)	Trustee
Anoop Puri (APuri)	Trustee
Clare Morley (CM)	Chief Executive Officer
Suzanne McDermott	Infrastructure & Environment Strategic Lead
Kaye Scott (KSc)	Finance and Business Support Manager

### APOLOGIES

Katy Storie (KS)	Trustee
Joanne Cairns (JC)	Trustee
Nic Erevik (NE)	Trustee
Debbie Henderson (DH)	Trustee & Senior Independent Trustee
David Marrin (DM)	Business & Strategy Director

Item	Discussion	Action
<b>1.0</b>	<b>Welcome, Apologies and Declarations of Conflicts of Interest</b>	
1.1	SG welcomed Trustees to the meeting. Apologies were received and noted. There were no new declarations of interest.	
<b>2.0</b>	<b>Connecting to the Purpose</b>	<b>CM</b>
2.1	Suzanne McDermott, Infrastructure & Environment Strategic Lead, gave a presentation on the progress made since her last attendance at Board and the wider work of her team. A copy of the presentation will be circulated with these minutes.	
2.2	GN asked when the Northumberland Local Plan 2016 to 2036 will be reviewed. SMc confirmed this is normally at 5 year periods but this doesn't necessarily mean a strategy can be changed, this is why it is vital we are engaged with the consultation process when strategies are being developed.	
2.3	AP summarised that North Tyneside seems to be ahead with street closures and Play Streets. SMc agreed and part of our work is now sharing the learning from North Tyneside's success to other authorities.	
2.4	SG thanked SMc for her updates and congratulated her and her team on the progress they have made. SG is particularly interested in the air quality/omission findings from the street closure work in Jarrow.	
<b>3.0</b>	<b>Previous Board Minutes &amp; Matters Arising</b>	
3.1	<u>Board Meeting (September)</u> Previous minutes were agreed to be a true record. The following updates were given.  DH has expressed an interest in taking on the vacant Vice Chair responsibilities. The Nom and Rem Committee recommend that the Board	

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<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>approved this. Trustees approved the appointment of DC as Vice Chair alongside her SID role. CM will merge the two role profiles as they are already very similar.</p> <p>JC has been appointed to the vacancy on the EDI committee and has already attended her first meeting.</p> <p><u>Audit Committee (September)</u> Trustees noted the contents of the draft minutes.</p> <p><u>EDI Committee Minutes (October)</u> Trustees noted the contents of the draft minutes.</p> <p>Prior to the meeting, NE recommended to CM we meet with the Business Disability Forum while we are developing our Diversity &amp; Inclusion Action Plan (DIAP). DM to action.</p>	<p><b>CM</b></p> <p><b>DM</b></p>
<p><b>4.0</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.8</p>	<p><b>CEO Update</b></p> <p>CM presented the report circulated prior to the meeting. The following points were noted.</p> <p><u>4 Day Week Trial</u> GN asked if we are communicating the 4DW trial when we are recruiting. CM confirmed that we do include the information in our recruitment pack. Interesting to see if this has a positive affect on our measures.</p> <p>Prior to the meeting, NE asked how the Board can be more visible to the wider team off the back of the survey results. CM shared an approach from Greater Manchester where Board members do a "who are we" welcome video which can be used in inductions etc.</p> <p>SG stated he's keen to attend some events that we organise. MC added that if staff can see us engaged with them and their work this may help the team understand the Board's investment. CM to share events with Board members in 2024 when know so they can choose if they wish to attend, albeit these events are not frequent.</p> <p>SG stated that the trial appears to be going very well and asked that before the Board Away Day on 7<sup>th</sup> December that trustees please come prepared with their thoughts in advance.</p> <p><u>Trustee Recruitment</u> We are interviewing towards the end of this month.</p> <p><u>SE Place Based Expansion</u> Prior to the meeting, NE asked CM if this will change our strategy going forward. CM stated that due to the size of the expected investment it doesn't necessarily have an impact at this stage as it sits alongside the existing System Partner investment from SE. However, once the work commences, this may evolve and so will be kept under review.</p>	<p><b>CM</b></p> <p><b>All</b></p>

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<p>4.8</p> <p>4.9</p> <p>4.10</p> <p>4.11</p>	<p><u>Patrons</u> MC thinks it's a good idea and would be a good opportunity to link with our Business Development work and highlighted how he has seen this done elsewhere.</p> <p>GN agreed that having a Patron can bring new opportunities, however, it is vital that we get the alignment right to our values, and CM highlighted how NE had also raised the point in advance of the meeting that the agreement needs to be clear on how we could exit the arrangement quickly if there was no longer an alignment.</p> <p>SG stated that acknowledging the potential risks, these could be managed and so agrees it is something we should actively start thinking about. CM to explore further re: purpose and interest.</p> <p>Prior to the meeting, JC highlighted how it was great to see that Gold Better Health At Work has been achieved and offered her congratulations to the team. She suggested that it would be worth looking at how we could be a case study for other charities/SMEs. CM confirmed that we have already been asked by our assessor about giving some presentations/webinars etc on some of the things we've done (inc. 4DW) and that we are also going to use this as part of profile raising through sponsorship of the Good Work Pledge and potentially BHAW awards next year.</p>	<p><b>CM</b></p>
<p><b>5.0</b></p> <p>5.1</p>	<p><b>Governance Action Plan</b> CM presented the report circulated prior to the meeting. The contents were noted.</p>	
<p><b>6.0</b></p> <p>6.1</p>	<p><b>Q2 Finance Report</b> CM presented the report circulated prior to the meeting. The contents were noted.</p>	
<p><b>7.0</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Q2 Performance Report</b> CM presented the report circulated prior to the meeting. A discussion took place regarding the ambers on the Balanced Scorecard as NE had raised the point with CM prior to the meeting about whether there was anything that could prevent us from moving these to green by the end of the year.</p> <p>CM, the Sport England investment measure may never turn green if Sport England continue to award us funding for projects over and above our core System Partner &amp; Delivery funding (e.g. Sport Welfare Officers, multi-sport investment etc).</p> <p>Non-Sport England grant income continues to be a challenge.</p>	

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7.4	Prior to the meeting, JC noted to CM that scorecard shows some excellent employee sentiment and great to see that this is above the KPI targets which is great to see and a credit to the organisation.	
<b>8.0</b>	<b>Policies for Approval</b>	
8.1	CM gave a summary of the report circulated prior to the meeting.	
8.2	The Board approved the following policies: <ul style="list-style-type: none"> <li>Reserves Policy 2023-2024</li> <li>Investment &amp; Cash Deposit Policy</li> <li>Matters Reserved for the Board &amp; Schedule of Delegation</li> </ul>	
<b>9.0</b>	<b>Risk Register &amp; Opportunities Register</b>	
9.1	CM gave a summary of the report circulated prior to the meeting. Prior to the meeting, NE had asked whether we need to review the mitigating actions for A6 (VAT) and C8 (AI) to try to move the residual risk lower than the inherent risk. CM confirmed that from a VAT perspective, we have now undertaken two returns and our learning and processes are improving so this will be considered in relation to reducing risk.	<b>DM</b>
9.2	A discussion took place regarding the new world of Artificial Intelligence and if any trustees have experience/learning to share.	
9.3	MC stated they are using it within their organisation i.e. marketing and comms but there isn't a policy on it yet, however MC will share this with CM when available.	<b>MC</b>
9.4	GN - still looking into it. CM confirmed we are beginning to look into how this can help us and are working with the Digital Pathfinders programme via the North of Tyne Combined Authority support to better understand this new area. CM confirmed that this work should help to introduce actions to lower the residual risk on the Risk Register.	
9.5	SG confirmed that a key point for all staff to be aware of is not to upload confidential or personal data into AI systems.	
<b>10.0</b>	<b>Safeguarding &amp; Data Protection Update</b>	
10.1	CM presented the report circulated prior to the meeting. Board noted the content of the report.	
<b>11.0</b>	<b>Any Other Business</b>	
11.1	There was no other business to report.	

**Date and time of the next meetings**

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**Half Day Strategy Session:** Thursday 7<sup>th</sup> December 2023 2-6pm (One Strawberry Lane, Newcastle) followed by a Christmas Meal at the Red Diner, Stowell Street, Newcastle (table booked for 6.15pm)

**Next Full Board Meeting:** Tuesday 30<sup>th</sup> January 2024 10am-12pm (RQBC)

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<b>Action Record Item</b>	<b>Action</b>	<b>Responsibility</b>
2.1	Infrastructure & Environment presentation to be circulated with the minutes.	CM
3.2	Merge SID and VC role profiles and send to DH.	CM
3.6	Review Business Disability Forum resources to support DIAP development.	DM
4.4	Circulate a calendar of 2024 events to the Board when available.	CM
4.5	Trustees to bring thoughts around 4DW trial to the Half Day Strategy session on 7 <sup>th</sup> Dec.	All
4.10	Explore some possible Patrons to approach alongside developing clear purpose.	CM
9.1	Review risk position in relation to VAT now that more experienced in understanding VAT implications/processes.	DM
9.3	Share example policy on Artificial Intelligence when developed.	MC