

## Minutes of the Rise Board meeting held virtually on Tuesday 2<sup>nd</sup> November 2021

### PRESENT

Simon Gordon (SG)	Chair
Steven Bell (SB)	Trustee
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Nic Erevik (NE)	Trustee
Debbie Henderson (DH)	Trustee
Graeme Nash (GN)	Trustee
Adam Pilkington (APilk)	Trustee
Patrick Price (PP)	Trustee
Anoop Puri (APuri)	Trustee
Katy Storie (KS)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Strategic Director (South of Tyne)
Kaye Scott (KS)	Finance and Business Support Manager

### IN ATTENDANCE

Suzanne McDermott (SM)	Infrastructure & Environment Strategic Lead
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Item	Discussion	Action
<b>1.0</b>	<b>Welcome, Apologies and Declarations of Conflicts of Interest</b>	
1.1	SG welcomed Trustees and guests to the meeting. There were no apologies to note.	
1.2	SG welcomed Anoop, Joanne and Steve to their first Board meeting and introductions were given.	
1.3	There were no new declarations of interest to note.	
<b>2.0</b>	<b>Connecting to the Purpose</b>	
2.1	CM invited SM (Infrastructure and Environment Strategic Lead) to give a presentation on the infrastructure and environment workstream. A copy of the presentation will be circulated with the minutes.	<b>CM</b>
2.2	NE thanked SM for the presentation and queried how we choose where to start with an work area that is so vast. SM confirmed we are working where there is ambition to change and gave an example of current work with Northumberland which we can then use as an example to open other doors in other local authorities.	
2.3	PP suggested making better links with trusts and councils who have Cycle to Work Schemes. SM agreed that this is a good starting point.	
2.4	MC was interested in SM's view on how the private sector can help with active design and if we feel we have the expertise to provide consultancy support to the private sector on this? SM would like this to be an area we are involved in as it's something she is passionate about and can see this work having a big impact. MC offered his support making connections with national housing developers. This support was echoed by other trustees and examples given of networks/organisations for SM and her team to contact. SM to follow up when ready to do so.	<b>SM</b>

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<p><b>3.0</b> 3.1  3.2  3.3</p>	<p><b>Funding</b> CM presented a report circulated prior to the meeting on the Sport England funding for 2022-2027.  PP asked how much expectation that the funding profile will be flat year on year and whether underspends this year can be carried forward. DM is hoping to receive confirmation from Sport England very soon on this year's (21-22) grant underspend being capable of rolling into 22-23. The expectation is that this will be permitted. The profile for the 5 year funding can be designed how we see fit, but is likely to be flat.  SG said that it is good that we have certainty from Sport England and he is looking forward to having discussions in the New Year on income generation. SG thanked those involved in this work. CM will email Trustees once an update is received from Sport England (expected late December).</p>	<p><b>CM</b></p>
<p><b>4.0</b> 4.1  4.2  4.3  4.4  4.5  4.6  4.7</p>	<p><b>CEO Update</b> CM presented a report circulated prior to the meeting.  <u>Board Improvement Action Plan</u> The trustees approved the draft Board Improvement Action Plan.  <u>Board Learning &amp; Development Plan</u> SG stressed that this is the opportunity for trustees to raise any areas for us to focus on. Trustees approved the draft Board Learning &amp; Development Plan.  KS asked how we record and acknowledge the influence we have on other partners strategies? Not necessarily something for the Board Action Plan but how do we do this? CM responded that this is something we try to capture in the Performance Report Part 2, but is also something we are talking to other Active Partnerships about, as it's a tricky area.  <u>Staff Changes</u> In addition to the staff changes noted in the report, two further members of the team have since tendered their resignations. The Research and Insight Officer and Children and Young People Health and Wellbeing Strategic Lead are both moving onto fantastic roles with our partners.  We are currently out to advert to fill these vacancies.  <u>Senior Independent Director</u> CM asked for expressions of interests in this role to be sent to her in the next couple of weeks. If we are unable to appoint to this role, we may need to revisit the structure of the Board i.e. Chair and Senior Independent Director rather than a Chair, Vice Chair and Senior Independent Director.</p>	<p><b>ALL</b></p>

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<b>5.0</b>	<b>Q2 Finance Report</b>	
5.1	DM presented a report circulated prior to the meeting. Trustees noted the financial position at the end of Quarter 2.	
<b>6.0</b>	<b>Q2 Performance Report</b>	
6.1	DM presented a report circulated prior to the meeting.	
6.2	CM highlighted her intention to undertake informal conversations with all staff members to hear more about their experiences. She will also share the staff survey with DH and JC ahead of the Q3 release in Jan, in case there are any recommendations on questions/wording.	<b>CM</b>
<b>7.0</b>	<b>Risk Register &amp; Opportunities Register</b>	
7.1	CM presented the report circulated prior to the meeting, the contents of which were noted.	
<b>8.0</b>	<b>Policies &amp; Terms of Reference</b>	
8.1	CM and DM presented the report circulated prior to the meeting	
8.2	<u>Reserves Policy 2021-22</u> The changes to the Reserves Policy for 2021-22 were approved.	
8.3	<u>Financial Procedures</u> The changes to the Financial Procedures were approved.	
8.4	<u>Risk Management Strategy</u> The Risk Management Strategy was approved.	
8.5	<u>Equality, Diversity &amp; Inclusion Sub Committee Terms of Reference</u> The Terms of Reference were approved.	
8.6	<u>Matters Reserved for the Board &amp; Delegation Schedule</u> The schedule was approved.	
8.7	<u>Environmental &amp; Sustainability Policy</u> In addition to the report, CM informed the trustees that we are currently looking at working towards Investors in the Environment (light) accreditation.	
<b>9.0a</b>	<b>Previous Board Minutes &amp; Matters Arising</b>	
9.1	The minutes of the previous Board meeting were checked for accuracy and agreed to be a true record. The actions raised have either been completed or are in progress.	
9.2	APilk offered his support with Youth Boards and will have a discussion outside of this meeting with CM.	<b>APilk/ CM</b>
<b>9.0b</b>	<b>Audit Committee Minutes</b>	
9.3	The minutes of the Audit Committee held on 30 <sup>th</sup> September 2021 were circulated prior to the meeting.	

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9.4	DM gave an update on the action log from the meeting.	
<b>9.0c</b>	<b>EDI Sub Committee Minutes</b>	
9.5	The minutes of the Equality, Diversity and Inclusion Board Sub-Group held on 24 <sup>th</sup> September 2021 were circulated prior to the meeting.	
<b>10.0</b>	<b>Any Other Business &amp; Key Dates 2022</b>	
10.1	A list of key dates was circulated prior to the meeting.	
10.2	<u>Christmas Gathering</u> PP sought opinions on the Board getting together prior to Christmas. This was agreed and CM will circulate dates and options.	
		<b>CM</b>

### Action Record

Item	Action	Responsibility
2.1	Copy of SM's presentation to be circulated with the minutes	CM
2.4	SM to contact MC when ready to approach private sector partners	SM
3.3	Trustees to be informed when Sport England make their funding decision.	CM
4.7	Applications for SID to be sent to CM within 2 weeks	ALL
6.2	CM to undertake informal conversations with all staff re: staff satisfaction; and to share the Q3 survey with DH & JC for any comments before implementation	CM
9.2	Discussion around Youth Boards	CM/APilk
10.3	Options for a Christmas Board meal to be circulated and date agreed	CM