

## Minutes of the Rise Board meeting held on 30<sup>th</sup> July 2024 at Royal Quays Business Centre and via Teams

### PRESENT

Simon Gordon (SG)	Chair
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Steven Bell (SB)	Trustee
Karen Pearce (KP)	Trustee
Graeme Nash (GN)	Trustee
Anoop Puri (APuri)	Trustee
Katy Storie (KS)	Trustee
Nic Erevik (NE)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Business & Strategy Director
Helen Tong (HT)	Director of Commercial, Marketing and Communications
Adam Brougham (AB)	Strategic Director
Tracy Saunders (TS)	Administration Officer

### APOLOGIES

Adam Pilkington (APilk)	Trustee
Debbie Henderson (DH)	Trustee, Vice Chair & SID

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>Previous Minutes and Matters Arising</b>	
2.1	<u>May 2024 Board Meeting</u> The minutes of the last meeting were agreed to be a true record.	
2.2	<u>June 2024 EDI Sub-Committee Meeting</u> The minutes of the meeting were agreed to be a true record.	
2.3	<u>Matters Arising</u> CM went through the Matters Arising from the last meeting. The only matter still outstanding relates to minutes 3.3 and 3.4 connecting to the 4 day week/flexible working. JC to share intelligence with CM.	<b>JC</b>
<b>3.0</b>	<b>Connecting to the Purpose</b>	
3.1	A short video summary update produced by JS on our place based work was presented in the meeting.	
3.2	The development award has been submitted and a decision is expected the week commencing 26th August.	
3.3	If approved the development award will result in the recruitment of two Community Development Managers and a Research & Insight Manager for Gateshead and South Tyneside.	

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<p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>The initial steps will be recruitment, establishing place partnership working groups and developing a local monitoring, evaluation and learning framework.</p> <p>AB explained that the place based work is a different way of working and involves a whole systems approach which he thinks local authorities have found difficult to get to grips with.</p> <p>KS said her university has just signed a MOU to work together on a number of areas on the Engagement and Place agenda, and something like place based work could also fit into this. A working group where universities are involved could unlock funding moving forward.</p> <p>JC said this could also be a dissertation opportunity for a student and KS said there could be some resource at universities for this.</p> <p>CM said some partnership working with universities would be worth exploring. CM asked AB to have some initial conversations with KS regarding this.</p> <p>SG advised that the Applied Research Collaborative (ARC) are writing up ARC2 and there may be some opportunities within that which SG can connect us to through his day-job. SG has some good connections in South Tyneside and suggested we follow up with them. SG also suggested a contact at the ICB could also be a useful contact on this topic and SG will connect.</p>	<p><b>AB, KS</b></p> <p><b>SG</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><b>Commercial Progress Update</b></p> <p>HT provided an update to the Board on the progress of the development of Rise's commercial offer. Two example e-learning modules were shared with the trustees for review prior to the meeting.</p> <p>HT said we are now at the product testing stage. HT asked the group if they could promote the offer with any connections they have.</p> <p>HT said she is in talks with a local Local Authority as a potential contract. A PCN has agreed to pilot it and we have a potential school on board too.</p> <p>Launch Plan - HT confirmed the website is due to launch on the 2<sup>nd</sup> of September and the launch is set for the 24<sup>th</sup> of September at the Civic Centre as part of the Combined Authority's Good Work Pledge event, with press releases and social media activity leading up to this. <i>[Post-meeting update: the Combined Authority's Good Work Pledge event has been postponed, but Rise will continue to launch in Sept.]</i></p> <p>SB commented that the visuals were very good and JC said it was interactive and engaging.</p>	<p><b>ALL</b></p>

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4.6	GN said the pricing bands are good. MC asked if it is transferrable between employees, and HT explained the banding system in place and how the licensing works.	
4.7	NE asked if we have the infrastructure capability to maintain this if it gets bigger. HT said we can look at resource depending on how successful the offer is following the launch and we already have ML on board.	<b>HT</b>
4.8	MC asked about insurance and liability risk. DM and HT to have a discussion regarding the insurance we have in place.	<b>HT &amp; DM</b>
4.9	MC asked if we own copyright and HT confirmed that we do. The IP belongs to Rise. MC to have separate discussion with HT.	<b>MC &amp; HT</b>
<b>5.0</b>	<b>CEO Strategic Update</b>	
5.1	CM presented the report circulated prior to the meeting.	
5.2	<u>North East Combined Authority</u>	
	CM said there have been frustrations but things are moving on with the North East Combined Authority cabinet meeting today. The new Portfolio Advisory Board Terms of Reference are being approved by the CA cabinet today.	
5.3	<u>County Durham Sport</u>	
	CM confirmed we have entered into an NDA in order for some initial due diligence information to be shared to aid discussions. SG and CM have a meeting on Monday 5 <sup>th</sup> August with the chair of CDS and some CDS trustees; CDS haven't yet confirmed if they want to merge.	
5.4	<u>Children &amp; Young People – NE Combined Authority Framework Agreement mobilisation</u>	
	CM said we have been successful in getting onto the procurement framework for the poverty work. LL has been working to get a strong offer for schools' poverty work (tender 1) and we will also find out this week if we have been successful on the Early Literacy tender. Rise are holding back on recruitment for this work at the moment until we know whether or not we have been successful on both tenders. CM also said that contracts are only available for the North of Tyne area at the moment. South of Tyne contracts are expected to be tendered in the Autumn.  All agreed this sounds positive.	
<b>6.0</b>	<b>Q1 Finance Report</b>	
6.1	DM presented the report circulated prior to the meeting. The contents were noted.	

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<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>DM highlighted that a number of grants which were secured last year related to this financial year, so have been included in the budget as separate lines and have been reported against those lines, rather than being reported via the 'grant from unknown sources' target line. This is because they were already confirmed before the budget was agreed. DM wanted to make the trustees aware of that to help when considering levels of success against the grants from unknown sources target.</p> <p>NE suggested that it doesn't really matter which way it's done, and DM can explain the context in presentations of the figures. The trustees agreed to keep things as they are.</p> <p>DM said the audit will be carried out during the last week of August and first week of September, but the auditor is keen to start prep asap.</p>	
<p><b>7.0</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Q1 Performance Report</b></p> <p>DM presented the report circulated prior to the meeting.</p> <p>Some key points highlighted were:</p> <ul style="list-style-type: none"> <li>• No members of staff left the organisation during the first quarter.</li> <li>• Sickness absence has been very low in Q1.</li> <li>• The engagement index and NPS scores were excellent</li> <li>• 9 measures are rated green and 4 amber.</li> </ul> <p>In relation to our DIAP:</p> <ul style="list-style-type: none"> <li>• 82% of staff from the Q1 survey strongly agreed or agreed with the statement that 'our organisation really values diversity'.</li> <li>• 92% of staff from the Q1 survey strongly agreed or agreed with the statement that 'I have a real sense of belonging working at Rise'.</li> </ul> <p>Trustees noted the performance data and said it was very positive.</p>	
<p><b>8.0</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Safeguarding, EDI and Data Protection Update</b></p> <p>DM presented the report circulated prior to the meeting.</p> <p><u>Safeguarding</u></p> <p>Our two new welfare managers are progressing well. They are presenting to the Regional Local Authority Designated Officers (LADOs) on 27<sup>th</sup> September.</p> <p>DM confirmed the 2023-2024 safeguarding assessment from the Child Protection in Sport Unit (CPSU) took place on 26<sup>th</sup> June. They were very impressed with the work we are doing in this area, albeit Active Partnerships will not get a rating this year as the whole process is being reviewed.</p> <p><u>Equality, Diversity &amp; Inclusion</u></p>	

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	<p>ADS Consortium contacted Rise on 21<sup>st</sup> June to confirm that they had approved our DIAP and said it was good. We are still awaiting full sign off from Sport England though.</p> <p>The EDI Board Sub-Group met on 26<sup>th</sup> June. We have now signed up to the Disability Confident Scheme (Level 1). A full review of our recruitment processes will commence in August.</p> <p>DM went through the staff and trustees diversity data discussing the main themes compared to the census data. DM confirmed that ethnic diversity and those from a lower socio-economic background are the two areas we need better representation in.</p> <p>KP mentioned a piece of recruitment work she had previously done working with Connected Voice and other local organisations which had a significant impact on increasing diversity in terms of appointments. DM to speak with KP regarding this.</p>	<b>DM &amp; KP</b>
<b>9.0</b>	<b>Questions on Out of Meeting Agenda Items</b>	
	<b>CM</b>	
9.1	<u>CEO General Update for Q1</u> Trustees noted the contents of the report.	
9.2	<u>Policies etc for approval</u> <ul style="list-style-type: none"> <li>• Trustee Code of Conduct</li> <li>• Conflict of Interest Protocol (Trustees)</li> </ul> <p>No objections were voiced and the policies were approved by the trustees.</p>	
9.3	<u>Risk Register and Opportunities Register.</u> The Risk Register was circulated via email to the group for review prior to the meeting. Trustees noted the contents of the report.  The Opportunities Register was circulated via email to the group prior to the meeting. Trustees noted the contents of the report.	
<b>10.0</b>	<b>Any Other Business and DONM</b>	
10.1	No other business to discuss.	

**Date and time of the next meeting – AGM and Board Meeting on 5<sup>th</sup> of November at 9.30am (Royal Quays Business Centre).**

Action Record Item	Action	Responsibility
3.8	KS & AB to have initial conversations regarding working with universities.	KS & AB
4.2	All to promote the commercial offer with any connections they have.	All

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4.8	HT and DM to have further discussion regarding insurance and liability.	HT & DM
4.9	MC and HT to have discussion regarding copyright.	MC & HT
8.3	DM and KP to have a discussion regarding KP's experience in increasing diversity in recruitment.	DM & KP