

**Minutes of the Get Berkshire Active  
Quarterly Board Meeting**

**17th December 2020 (1000 – 1330)**

-Staff Discussion 1000-1100 via Breakout rooms  
-Board Agenda 1100-1330 (Including comfort break)

**Held via Microsoft Teams (recorded session)**

**Chair: Jason Worthy**

**Present:** Jason Worthy (JW) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Graeme Harrison (GH), Tameena Hussain (TH), Rebecca Leach (RL), Richard Parker (RP)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant)

**Apologies:** Jo Halliday (JH); Tessa Linfield (TL)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>Welcome by BN and JW to the Board</p> <p>JW spoke on behalf of the Board on pleased they are to hear how well BN is recovering from his recent illness and noted everyone's gratitude for BN attendance at the meeting given the circumstances. The board continued to offer their full support and urged him not to do too much too soon.</p> <p>BN communicated his personal thanks to the Board for the support given to the GBA team in his absence, especially with the Quest sessions which had taken place in recent weeks, noting the Quest organisers had been very impressed.</p> <p>JW gave apologies from JH</p> <p>BN advised TL is due to leave and they will be meeting later in the week to discuss replacement. PO referred to the replacement role of TL's Public Health position, noting this will be split into East and West Berkshire moving forward. BN confirmed this is correct and advised further discussions will take place and updates shared accordingly.</p>		

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	<p>GBA and the Board noted Ria Ingby's departure to step down from the Board and wished Ria the very best for her future in difficult personal circumstances, adding thanks to Ria for her time, energy and governance given to GBA.</p> <p>No further comments or actions required. Agenda item Closed.</p>		
2.	<p><b>Declaration of interests (DOI)</b></p> <p>Trustees asked to confirm if there had been any change to circumstances for DOI purposes.</p> <p>JW confirmed changes to personal circumstances as per updates from the previous Board meeting, advised the form will be sent to DC.</p> <p>CTJ confirmed DOI form had been submitted to GBA</p> <p><b>ACTION:</b> JW DOI paperwork to reflect the changes above.</p> <p>Reminder: Board members to request new DOI paperwork should any individual circumstances change in the future (via admin/DC)</p> <p>No further comments or actions required. Agenda item Closed.</p>	JW	DEC 2020
3.	<p><b>Minutes and Actions Arising from meeting on 24 Sep 2020</b></p> <p><i>Paper 1 - Minutes of GBA BM Sep 2020</i></p> <p><i>Paper 2- Board Meeting Action Log Sep 2020</i></p> <p>The above papers were shared with the Board on screen.</p> <p>JW noted these were distributed in advance and highlighted members will have reviewed them prior to the meeting.</p> <p>No questions raised.</p> <p>A vote on accuracy was taken. RP/AC noted support for the minutes – item was approved.</p> <p>JW confirmed emailed copies of the papers were often helpful due to some technical issues experienced with Teams.</p> <p><b>ACTION</b> BN advised he will continue to upload to Teams and additionally send via email.</p>	BN	Ongoing

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	<p><b>DECISION:</b> The minutes of the Board meeting (24<sup>th</sup> Sep 2020) were accepted by the Board as a true and accurate record of proceedings</p> <p>No further comments.</p> <p>Agenda item closed.</p>		
4.	<p><b>CEO's Report</b></p> <p>BN confirmed that an official CEO report was not created and distributed in advance due to his recent illness, the Board acknowledged and confirmed this was not required or expected in light of the situation.</p> <p>BN provided an overview on recent activity (in addition to and following the GBA team update earlier in the breakout sessions).</p> <p>BN confirmed GBA had recently given assistance to help write a paper for NHS Berkshire West ICP, which looked to make physical activity a key prevention activity across the ICP and noted the CCG had confirmed approval of around 50k to be distributed to partners who are delivering specific projects in this region.</p> <p>BN gave a brief overview of the following projects which are currently in the pipeline (further details of each project can be supplied by request to BN or the GBA team).</p> <p><b>-Buddyathon campaign</b> (following Mayathon from May 2020) to run across the 5/6 organisations within the ICP (with GBA receiving a small percentage from this project for being the intermediaries) BN confirmed this will be live around Feb/Mar 2021.</p> <p><b>-Workplace Movement Platform</b> (developed through the national partnership) which has online resources allowing organisations to benchmark where they are with physical activity and staff surveys within the workplace. BN confirmed there is opportunity for GBA to buy a franchise (allowing any interested organisations/partners to purchase a licence from GBA in the future, which then provides 80% of the cost back, covering costs).</p> <p>-BN additionally recently engaged with an organisation who manage a <b>Health and Wellness Platforms</b> (provides a wider platform than just physical activity alone, covering areas of stress, eating, diet and so forth</p>		

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	<p>in workplace health). Opportunity for ICP's to buy a license to access this.</p> <p>-GBA offering access to <b>training courses</b>, Casey Dunlop covered updates previously on areas such as physical activity awareness/motivational interviewing. Currently waiting to see who would be interested in this.</p> <p>-<b>Good Exchange</b> (support for James Craggs' project, information on this programme covered in the meeting prior with the GBA wider team)</p> <p>-<b>Active Practices</b> (GP related therefore will probably be delayed in light of the Coronavirus pandemic issues)</p> <p>KR asked how the money for GP surgeries/Active practices project would be spent. BN advised GBA would look to work with a few trial practices to set up internal health groups, to deliver training, motivational interviewing, prepare slides for surgery waiting rooms, help with local signposting – confirming the money would be there to help pay for the work needed to complete these types of tasks, through a managed programme delivered by GBA.</p> <p>RP asked if there were criteria for selecting projects GBA will be working on. BN explained GBA have a clear set of criteria and priorities for each application requesting funding (focus on disability, inequality, BAME groups).</p> <p>KR raised a question to ask committee members if an allowance would be granted to BN for any travel needed while not driving due to recent illness. BN thanked the Board for this gesture.</p> <p><b>DECISION:</b> Board agreed on the above allowances for BN</p> <p>No further comments.</p> <p>Agenda item closed.</p>		
5.	<p><b>Financial Forecast</b></p> <p><i>Paper 3 /4 FG minutes and FSC papers from December 2020 both distributed in advance- questions</i></p> <p>CS gave a brief financial overview of the latest GBA forecast figures, explained the finance papers for December 2020 had been sent out in</p>		

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	<p>advance and approved by the F&amp;G committee earlier in the month who were pleased with the forecast figures.</p> <p>CS advised the latest numbers show approximately 800k of income with an additional 50k of TIF funding having recently come in, making the total income 850k. CS noted this showed very positive figures for GBA in these times, and that income has got better not worse.</p> <p>CS informed the GBA deficit forecast was around 30/40k but subject to change with the Covid situation we are facing, ensuring any changes will be updated as we know more. CS explained the forecast going into next year is around 40k deficit and that in March 2021 there will be a formal budget which would require Board approval. CS advised Sport England funding was running until March 2022, and until this time there was no plan for change with GBA's current outgoings (staffing, rent of office etc)</p> <p>BN and the Board thanked CS for her continued hard work on GBA's finances. BN noted GBA are currently in a stable and comfortable position as it stands to date and, with strong reserves, no major decisions are required in the current period.</p> <p>KR confirmed the finance committee concurred with everything said and noted the F&amp;G committee are keeping an eye on things as they progress.</p> <p>JW asked CS if everything was in order with recent auditor's paperwork (signatures) being received from AC/JW. CS confirmed all was in hand, nothing outstanding. KR asked if electronic signing was possible, CS noted it was not the GBA system as we have that facility, but the auditors end, and confirmed everything was finalised.</p> <p>No further comments.</p> <p>Agenda item closed.</p>		
6.	<p><b>Board Satisfaction Survey</b></p> <p><i>Paper 5</i></p> <p>BN shared a copy of the Board Satisfaction survey, advised this was a joint creation with Energise Shropshire/GBA used for GBA's own targets and evaluations.</p> <p>Advised the survey is sent out each year, with two aspects of the survey (below) forming part of the GBA Balance Score Card (as previously agreed KPI's)</p>		

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	<p>1. How many board members complete the survey (somewhat lower this year giving us an AMBER RAG rating for this KPI)</p> <p>2. Net promotor score (GBA is currently around the 80 mark, with the average score for business in Europe being around 15).</p> <p>BN spoke through the survey and its purpose, encouraged an open Board discussion for this agenda item while sharing the information of the Board survey for viewing. Explained the survey formed part of the Board review discussion later in the meeting.</p> <p>JW offered that any board member who wanted to discuss their feelings on the survey offline/out of the meeting was more than welcome to do so. JW highlighted it was important for the Board to engage and feedback where possible.</p> <p>KR queried the wording on the survey, asked if phrases would be reviewed to provide more clarity. BN advised he had spoken with RP prior to sending out this year’s survey with discussions about the questions. They felt unless there was a major issue it was preferable to keep the questions consistent to allow comparison over time. However, Board members were encouraged to discuss any particular issues with questions during this item.</p> <p>BN Explained the survey was there for mainly 2 purposes: First and foremost, as an opportunity for improvement and learning; secondly, to meet the requirements of the code of governance. BN noted that the individual contracted to do our external board review would have access to this and previous years’ results.</p> <p>RP mentioned the “red flagged areas” on the survey can stimulate conversation and be a good starting point for ‘honest’ Board discussion and improvement plans.</p> <p>GH noted the sentiment is very positive but raised it might be worth reviewing the questions in line with KR earlier comments.</p> <p>RL mentioned it was important for new Board members to gain confidence and to ‘get to know’ other Board members, especially those who have not sat on a Board committee before. KR supported this by suggesting Board members possibly having annual calls with the Chair would be beneficial to air views and feelings on subject matters. TH commented that sitting back and not speaking up in meetings is not always a negative but may mean a trustee is cautious of subject areas and viewpoints not being overly repeated by each member. JW</p>		

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	<p>mentioned the use of the Chat function is a good way to continue comments of support and agreement.</p> <p>JW reminded the Board an open conversation and review of the Chair should always be a point for discussion anytime it was felt relevant. BN noted in effect there was a section in the survey which was a de facto opportunity to critique the Chair.</p> <p>One question in the survey that a few members replied 'not sure' to was about the CEO's annual assessment. JW explained the process being undertaken and assured board members it was in hand.</p> <p><b>ACTION:</b> BN/RP to review the Board survey questions</p> <p><b>ACTION:</b> JW to pencil in dates to review with each Board member individually (informally).</p> <p><b>ACTION:</b> JW (with input from other board members) to complete BN's annual review.</p> <p>No further comments</p> <p>Agenda item closed</p>	<p><b>BN/RP</b></p> <p><b>JW</b></p> <p><b>JW</b></p>	<p><b>Prior to next version (Oct 21)</b></p> <p><b>Mar 21</b></p> <p><b>End Jan 21</b></p>
7	<p><b>Board Evaluation</b></p> <p>BN outlined the plan for the external, independent Board evaluation, stating it was a requirement of the code and continuing eligibility to receive funding from Sport England. It must take place once every 4 years (GBA time runs out middle of 2021).</p> <p>BN advised 4 external evaluator quotes had been received and he had discussed these in detail with RP who, as the SID, would be supporting the external evaluation work. The Board was advised that Ali Shipway was the preferred candidate. Ali had conducted our recent QUEST assessment and it was felt Ali really understood the requirement, overall governance code and had some background knowledge of our Board.</p> <p>BN confirmed GBA would officially offer Ali the position to evaluate, with plans for Ali to join the Board meeting in March 2021 and carry out her investigations between March and June reviewing GBA policies and paperwork, (including one to one conversations with JW, AC, RP and possible further conversations with other Board members (this to be</p>		

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	<p>decided) concluding with a written report of recommendation (where applicable) which will help GBA in its quest for continuous improvement.</p> <p><b>DECISION:</b> Board approved and agreed the above.</p> <p><b>ACTION:</b> BN to contact Ali Shipway to accept her quote and send details about the plan for next year's evaluation.</p> <p>No further comments</p> <p>Agenda item closed</p>	<b>BN</b>	<b>Jan 21</b>
<b>8.</b>	<p><b>Strategic Intent</b></p> <p>BN provided an update on progress with the GBA Strategic Intent and advised we are aiming to mirror similar timescales to Sport England. Board input was encouraged for further direction, opportunity given to gather thoughts and ideas on current documentation (all work in progress).</p> <p>BN shared a document with the Board which showcased the most recent version of the GBA Strategic Intent top level lines.</p> <p>Discussion had between Board members on the proposed vision and mission statements. This work had already been commented on by the staff, board and partners and was felt to be at a point of completion. RP noted that we should now move on to the next phase.</p> <p>BN shared and explained the next document covering 'priorities and themes', a 1-page headlining information sheet showing the headline priority, three key themes, the importance of insight and evaluation and the understanding this had to be about supporting local 'eco' system change (a term note by CTJ) and the various 'workforces'.</p> <p>BN explained Nick West-Oram had initiated a template design for each of the 3 key themes to ensure consistency when we lay them out.</p> <p>RP raised a point in reference to the use of some language in the insight document by Rachel Green, commenting that it may need to be reviewed, BN agreed and further noted that document was itself first stage. Both further commended the good work achieved by Rachel with the insight documentation.</p> <p>The board noted it very much liked and approved of the one-page explaining the priority and key themes.</p>		



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	<p>PO mentioned briefly that he has been asked to give evidence on future strategy on PA/Sport to the House of Lords.</p> <p><b>ACTION:</b> PO /BN to speak offline regarding the House of Lords invitation.</p>	<b>PO</b>	<b>As Required</b>
<b>9.</b>	<p><b>AOB</b></p> <p>Christmas wishes and goodwill messages were exchanged between the Board members. Get well wishes also exchanged to BN on his speedy and continued recovery.</p> <p>JW re-capped the details of Tessa Linfield leaving the Board and reminded everyone of the newly split role happening with Tessa's role in Public Health, (into East and West Berkshire)</p> <p><b>ACTION:</b> BN to meet with Tessa and will feedback to the Board on who may be best placed to take the open Board role in the future. To be picked up in the new year.</p> <p>No further comments</p> <p>Agenda item closed</p>	<b>BN</b>	<b>Jan / Feb 2021</b>
<b>10.</b>	<p><b>Dates of next meeting</b></p> <ul style="list-style-type: none"> <li>• Thurs 25 Mar 2021 (proposed Face to Face but will review nearer the time)</li> <li>• Thur 24<sup>th</sup> June 2021</li> <li>• Thur 23<sup>rd</sup> Sep 2021</li> <li>• Thur 16<sup>th</sup> Dec 2021</li> </ul> <p>JW thanked everyone and closed the December 2020 Board meeting.</p>	<b>All</b>	<b>Various</b>