

**Minutes of the Get Berkshire Active**

**Quarterly Board Meeting**

**24th March 2022**

**10:00 - 13:30**

**Virtual MS Teams Meeting**

**Chair: Richard Parker**

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

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

**Apologies:** Jason Worthy (JW), Jo Halliday (JH), Nick West-Oram (NWO – GBA)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>RP Welcomed everyone back to another virtual meeting, explained this was due to Covid safety measures and noted the summer meeting would look to revert to face to face once again.</p> <p>Apologies from JW, JH and NWO (GBA)</p> <p>BN advised he would cover NWO presentation content in later sections.</p> <p>Board wished BN well for his future operation.</p> <p>No further comment.</p> <p>Agenda item closed.</p>		
2.	<p><b>Declaration of interests (DOI)</b></p> <p>Board members were asked if there were any changes to existing individual DOI paperwork submitted, and to complete a new DOI forms if circumstances had changed and to advise DC. All members present confirmed no changes required.</p> <p>No further comment.</p>		

	Agenda item closed.		
3.	<p><b>Minutes and Actions arising from meeting 16<sup>th</sup> December 2021</b></p> <ul style="list-style-type: none"> <li>• Paper 1 GBA Board Minutes Dec 2021</li> <li>• Action log Dec 2021</li> </ul> <p><a href="#">20211202-Pre Board Meeting Q&amp;A Sheet.xlsx (sharepoint.com)</a>  <i>Both distributed and completed in advance of the meeting today.</i></p> <p>The process to distribute in advance (to vote on accuracy /approve the action log) was previously implemented to ensure more time was spent on strategic discussion in future meetings.</p> <p>Board discussion. Query raised on above method of distributing papers in advance. Question raised to check if the method was still deemed productive and efficient for all (<i>some concern raised for BN workload – BN confirmed ok</i>).</p> <ul style="list-style-type: none"> <li>• <b>Decision:</b> Board in agreement to continue as planned with offline approval process (minutes and action log).</li> <li>• <b>Decision:</b> There were no further outstanding actions not covered in today’s agenda.</li> <li>• <b>Decision:</b> Minutes of the last meeting and Action log (Dec 2021) were accepted by the Board as a true and accurate record of proceedings:  Paper 1 Minutes of GBA 16th Dec 2021 - online confirmation on accuracy completed prior to the meeting.  Paper 2- Board Meeting Action Log – distributed in advance.  Questions presented and answered electronically prior to meeting via the above shared log (see above web link)</li> </ul> <p>No further comment.</p> <p>Agenda item closed.</p>		
4.	<p><b>GBA’s Activity Report (16 Dec 21-24 Mar 22)</b></p> <ul style="list-style-type: none"> <li>• Paper 3: GBA’s Narrative Activity Report (distributed prior to meeting) questions by BMs to BN were taken and answered electronically in advance.</li> <li>• General Discussion/Board Feedback – a shared log was used to register questions in advance of the meeting <a href="#">20211202-Pre Board Meeting Q&amp;A Sheet.xlsx (sharepoint.com)</a></li> </ul>		

	<p>BN explained the above papers were also prior approval documents which gave a general overview of progress on the latest key priorities of GBA.</p> <p>BN asked if the Board had any further thoughts or queries on work happening which was outlined in the advance paper 3 and Q&amp;A log.</p> <p>No further comment.</p> <p>Agenda item closed.</p>		
<p><b>5.</b></p>	<p><b>Financial Forecast</b></p> <p>Updates on SE Funding 2022- 2027 • End of Year Forecast • Budget Approval 22-23 NB Item for Board Awareness and Approval</p> <p>BN shared the good news of SE funding for the full 5-year period until 2027 is fully approved, further advised all paper work / approvals / initial offer letters have been received. Noted the first claim form was completed by CS, has been sent back and confirmed a first payment by SE of first 6 months (of first year award) should be received by GBA within 21 days of submitted paperwork.</p> <p>CS highlighted some key points in the papers and variables in the current accounts, re-highlighted SE funding as confirmed income for the next 5 years. CS Advised GBA went into ending fiscal at a -22k deficit as predicted, but new projects and new funding had covered the gap, therefore explained GBA expecting to close with a 5k surplus.</p> <p>CS noted there were slight amendments to the finance summary, informed the Board that further assumptions were included in the numbers (as fully discussed in the prior F&amp;G meeting), and based on employability and reconditioning work from GBA. CS further confirmed these extra figures were assumed and estimated but added to show more detail and forecast probability, noted by CS these were very conservative numbers but showed estimated/assumed plan.</p> <p>CS advised no unconfirmed income shown in the budget for approval (for next fiscal) because of being so close CS confirmed this was included as is.</p> <p>CS further updated GBA have given up the Temple office at Bisham (now using 1 office space 'Salsbury'). CS confirmed the reduction sees approximately 9k pa of saving from current operating costs. Will reflect this in the June budget, and further highlighted there was a 24k investment shown at the bottom of the spreadsheet (explained half</p>		

<p>reflected Kirsty maternity leave and further noted the type of cost would always come out of reserves). CS confirmed the above was covered in detail via the previous F&amp;G meeting and noted the budget reflected a good financial position, with deficit solely from maternity leave.</p> <p>CS requested the Board to approve the March budget as shown (confirmed to re-state in June 2022 Board Meeting).</p> <p>RP formally asked the Board if there were any further queries</p> <p>It was noted the new method for showing reserved v's unreserved was found useful and clear.</p> <p>CS confirmed the workforce officer had been included in the numbers provided and that delivery of programmes within the budget was currently realistic with current capacity levels.</p> <p>It was re-noted that funders would not pay for maternity leave and the usual process for GBA re. Maternity leave would be covered via the unrestricted reserves.</p> <p>Query made to check if maternity leave numbers were part of overall <i>core staff costs</i>. CS confirmed yes, noted the accountability for any mat leave payment sat with GBA (unrestricted reserves) and not through any funders. CS re-highlighted the deficit discussed at present was due to maternity leave only.</p> <p>CS confirmed lottery funding would also not pay towards any redundancy, this would also be unrestricted reserves.</p> <ul style="list-style-type: none"><li>• <b>Approval:</b> Budget approved via CTJ. Seconded by RL/HO (via the Teams chat function).</li></ul> <p>BN gave opportunity for further queries on the finance summary.</p> <p>Query raised on the rising cost of fuel and its impact. CS confirmed no change to the pence per mile for GBA (0.45p per mile). BN noted possibly a slight expectation for mileage expenses to rise slightly as restrictions ease (but expected marginal).</p> <p>Query raised regarding how other AP's may be utilising their finances, how ambitious they appeared. BN advised GBA are not aware of any AP who didn't receive SE (core) funding, noted each partner would be individually supporting SE's <i>uniting the movement</i> strategy, further explained the approach and use of funding around programmes/projects will differ between each partner. BN advised if no delivery work within other AP's, its likely they would concentrate on systemic/systems change/advocate work to support SE objectives.</p>		
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	<p>RP thanked CS.</p> <p>CS gave thanks to the Board for input.</p> <p><i>The F&amp;G committee reviews the finances and risks in detail during a dedicated meeting prior to the Boards. Circumstances and forecasts were felt comfortable at present.</i></p> <p>No further comments.</p> <p>Agenda item closed.</p>		
<p><b>6.</b></p>	<p><b>Measurement, Evaluation and Learning (MEL)</b></p> <p>BN provided the Board a detailed update on work to date for MEL, provided detail on Sport England Requirements and GBA planned alignments. GBA’s proposed ‘Tracker’ and the ‘Dashboard’ documents were presented and explained (content and function of the working documents). Both were shared on screen for Board discussion and comments (<i>documents available on request</i>). BN advised both documents are in development and are evolving (not finished articles).</p> <p>BN confirmed knowledge that SE would now focus on the ‘learning element’ (with a move away from data heavy evaluations), went on to provide additional updates from a recent meeting with AP’s regarding MEL planning, suggested GBA look to be quite advanced with current plans although not ultimately defined as noted MEL will be an ongoing and evolving piece of work. Financial indicators on the documents were outlined to the Board (thoughts and questions answered).</p> <p>Risk was discussed in line with the current UK economy crisis. BN confirmed GBA (and all AP’s) have huge dependency and rely heavily on the funding from SE, further advised GBA would likely close should SE no longer be a major funder but confirmed 5 years of secured funding has been committed to GBA.</p> <p>BN summarised details of the Impact report advised this would be submitted every year for SE (while GBA are being funded). Explained the report would be circulated to the Board in April, advised the report looks to draw out all learning (<i>both positive and negative outcomes</i>). BN noted each GBA lead will be given responsibility to decide how the MEL will take place and how information will be captured/monitored in the document, further advised SE have provided an associated code that will be aligned to our tracker for easy reference.</p>		

	<p>The Board scrutinized the process and documents (queries around ‘how are GBA to measure, how are we going to do the learning and what have we learnt’). Opportunity provided for full discussion. BN explained and provided detail on how MEL is to be documented and planned for.</p> <p>The Board gave appreciation for the updates, commenting on the commendable and detailed piece of work BN had presented. In addition, The Board stated get well wishes to NWO and his family.</p> <ul style="list-style-type: none"> <li>• <b>Approval:</b> The Board agreed to approve the discussed MEL process and for BN and team to develop and evolve in time</li> </ul> <p>No further comments.</p> <p>Ageda item closed.</p>		
<p><b>7.</b></p>	<p><b>Sport for Development Coalition</b></p> <p>Nick West-Oram (NWO) absent to present at today’s meeting. BN noted the excellent work Nick has completed to date with the coalition.</p> <p>BN provided an overview on Nicks behalf with an introduction and overview of ‘Sports Together’ <i>(NB for Board Information)</i></p> <p><i>Berkshire Sports Organisations would like to tackle Social, Health, and Inequality issues through a collaborative network of support. GBA were tasked with helping Inactivity and socio-economic groups as opposed to just getting people playing sport. Sports Together is a network group for likeminded Sport organisations to come together with a focus around CYP and young adults (approximately around 70%). GBA are to help facilitate this working group and bring people together for a joint approach to support system change in the sport sector. Group to meet at 6-week regular meetings to discuss objectives and help discuss and implement solutions to support ‘system change’ helping to evolve an action plan. The Sport Together network has been formed to support system level change, and to help shape how sport is provided. GBA are the facilitator of this group, providing a platform with objective to bring people together and help them to deliver better outcomes.</i></p> <p>The Board discussed the above and passed comment.</p> <p>BN confirmed GBA would not be recruiting a learning partner, explained it was not the right time, but maybe something to note for the future.</p> <p>Query from the Board around how this targets older age group, BN confirmed this particular piece of work had a focus on predominantly</p>		

	<p>CYP and young adults (but not exclusively) added GBA have other programmes which were aligned to older generation (i.e. through Ageing well theme)</p> <ul style="list-style-type: none"> <li>• <b>Advisory:</b> GH advised for disclosure his involvement with Maidenhead United Junior football (manager/coach)</li> <li>• <b>Action:</b> BN to feedback to Nick any further comments received from the Board on the above discussions.</li> </ul> <p>RP commended the piece of work for using sport to help address increasing social issues.</p> <p>No further comments</p> <p>Agenda Item closed.</p>	BN	Apr/May 2022
8.	<p><b>Safeguarding (SG)</b></p> <p>BN advised JH/JC absent for today's meeting, added JH had previously requested for Safeguarding to be a regular agenda item for update and discussion. No specific topic was confirmed for today.</p> <p>Time therefore provided for discussion and opportunity for the Board to raise and discuss safeguarding papers, report from CPSU and recent GBA action plan (all were previously sent out to the Board).</p> <p>BN confirmed the recent F&amp;G meeting previously discussed the SG process.</p> <p>BN confirmed GBA have a set SG process and checklist in place to ensure partners worked with have a SG policy in place before funding or work is committed to (minimum governance requirement which is dependent on organisation).</p> <p>BN confirmed GBA have a set internal process for any SG issues which may be raised with staff. BN explained the process. Advised JH/JC can further advise on SG in GBA (confirmed not only focused on outside organisations)</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> BN to pass following query to JC/JH: CTJ question regarding the current GBA SG process <i>please confirm if this reflects the right process, confirm if the information sits in the correct and most useful place on the website.</i></li> </ul>	BN	April/May 2022

<p>9.</p>	<p><b>GBA Internal Organisation Plan</b></p> <p>BN provided overview and summarised the current GBA organisation structure and staffing for successfully delivering our strategic intent and confirmed the promotion of Chelsea Piggott to the SLT (senior team) as a strategic workforce officer from April 2022 (CP congratulated by the Board). BN confirmed GBA are currently recruiting for a PA Activity Development Officer to work generally across the team (<i>BN shared organisational chart on screen for discussion</i>). BN suggested the changes have been received well internally with staff.</p> <p>Pay scales were briefly discussed for clarity, BN confirmed the range for the new post 20-29k dependent on level of experience of the applicant.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> BN to send out organisation chart to the Board for further understanding</li> </ul> <p>BN confirmed the recruitment is going well for the new role with a handful of applicants which look promising. Advised KH maternity cover was of slight concern as not yet filled. BN suggested there may be some re-organization to cover KH areas of work instead. Some discussion on the advert for the maternity cover and if the job description should be amended. BN confirmed a change of responsibilities in the current team is currently in discussion with GBA SLT as plan B.</p> <p>Query raised regarding the feeling/acceptance of CP's promotion. BN advised the GBA team were fully supportive and no issues felt or raised regarding the changes. BN confirmed the discussions with SLT decided CP was already fulfilling the role and therefore was a natural progression, confirming the wider GBA team had no objections</p> <p>BN explained he was not aware of any expression of interest from GBA for the current Active Oxfordshire post. Advised of previous interest from GBA staff member, who wasn't successful at that time.</p> <p>BN noted no set contingency for further absences/covid etc, advised he may step into managing more of the relationship work while KH is absent. BN made note of the good team work and support of the Board during his last absence and noted he felt confident for the forthcoming absence during his operation.</p> <p>The Board recommended a specialist furniture company called <i>Access to Work</i> which may be of assistance for BN post-surgery. BN thanked the Board.</p> <p>No further comments.</p> <p>Agenda item closed.</p>	<p>BN</p>	<p>April/May 2022</p>
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<b>13</b>	<b>Board only discussion (GBA members not present)</b>  Discussion points: <ul style="list-style-type: none"><li>• Ways of Working</li><li>• CEO Appraisal</li></ul>		
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