

YORKSHIRE SPORT FOUNDATION BOARD MEETING MINUTES

Date: Monday 6 July 2020

Venue: Video Conference

Present Board Members: Paul Reid (Chair), Linda Tully, Anthony Rogers, Rashida Salloo, Gwen Smith

Supporting Officers: Nigel Harrison, Sam Keighley, James Brown, Gemma Armitage, Dan Wilson, Antoinette Duffin

Also in attendance: Jim Lord

Apologies: None

MINUTES

Agenda Item	LEAD/ ACTION
<p>1. Welcome and Apologies</p> <p>Paul welcomed everyone to the meeting. He opened the meeting by explaining that this meeting will be focusing on the business development work. He is aware that the strategy work has not moved forward during the last couple of meetings however the group will return to this at the next meeting.</p> <p>Action Include strategy development at the next meeting</p>	PR
<p>2. Board Matters</p> <p>2.1 Declarations of Interest</p> <p>No declarations of interest</p>	
<p>3. Minutes of Previous Meeting and matters arising</p> <p>The minutes were approved with no matters arising.</p>	
<p>4. Environment Scanning</p>	

<p>Paul opened up the floor to anyone who wanted to share any information.</p> <p>Sam commented that across the whole system, physical activity is becoming particularly important to both partners and non-partners. There are many opportunities to promote physical activity emerging that we need to take advantage of.</p> <p>Nigel commented that the gyms have not opened with the recent rounds of lockdown easing, under government guidelines. The facilities have been working on extensive plans to reopen and in the next few weeks local public health teams will be attending sites so they can put guidance together and get the facilities open. This is likely to be mostly gym and class access only with swimming and other facilities being opened later. There is national debate taking place around funding and bailouts for the facilities however this may be rolled into the Local Authority loss of income funding.</p> <p>Nigel also updated the group that schools have had confirmation of the continuation of the Primary School Premium funding. This is great news and will ensure schools have a focus on PE.</p>	
<p>5. Business Development</p> <p>Jim presented the report to the group. He explained that there are six emerging themes that are ready to go and a further two that are being held back until next year and the lockdown allows. He also explained that the figures provided on the forecast are a prudent middle ground however the finances could look much healthier and there will be further opportunities available.</p> <p>Rashida asked how the governance would work and how it would fit into the YSF governance. Jim explained, it is proposed that there would be a new board for the subsidiary that would consist of two members of the YSF board, to keep the link and consistency with YSF, and two independent members to take advantage of new opportunities available and provide a fresh view.</p> <p>Anthony commented that some of the emerging themes look good, but some didn't look to be as high a return on investment. Jim explained that is true however, work like the learning bank have higher license fees in the first year therefore it is the aim to keep clients for future years when the fees would be much less, therefore increasing the annual profit.</p> <p>Paul asked what is going to happen to the profit from YSP. Nigel explained that it would be added into the current contributions received within YSF.</p> <p>Linda asked what the rules were around procurement and commissioning, and if these procedures were being pulled through from YSF. There are already some providers</p>	

<p>named in the plan. Jim explained that YSF already has relationships with most of these providers with only one being new, however, the process of tendering can still be done for this service as nothing has been agreed.</p> <p>Gwen suggested that we should review the YSF four year forecast with the costings and income of this plan in mind. There may be ramifications such as reductions in staff costs. Nigel explained that costs should be around the same for YSF with the recruitment of a data processor to assist Emma Gooch with the data and insight work for both YSF and YSP.</p> <p>Paul asked for confirmation that the governance can be brought together as creating YSP with have effects on YSF including increased accounting. Nigel explained that agreements will need to be drafted between YSF and YSP explaining exactly what back office resources will be needed and at what cost. Jim added that there needs to be transparency of staffing.</p> <p>Paul requested a statement explaining what both entities would do and where work would fall. Jim added that this in included in the report however if this was not clear it needs to be reworded.</p> <p>The group discussed that YSP would not employ staff with all staff employed by YSF and maintaining their current terms and conditions.</p> <p>RESOLUTIONS</p> <p>The group agree to form the trading subsidy.</p> <p>The group agreed to the name Yorkshire Sport Plus.</p> <p>The group agreed in-principle to the YSP board consisting of 2 YSF board members and 2 independent directors. (Reliant on the requested further advice from Muckle around being able to limit the liability to the YSF Board.)</p> <p>The group agreed in-principle to initial investment of £44,666 to be transferred to YSP. This would be repaid from reserves by the end of March 2021. (Reliant on requested further advice from Muckle around having a capital resource and being able to take care of its own risks, threats and liabilities.)</p> <p>Action Work to be progressed with an update given at the next meeting</p>	<p>JL</p>
<p>6. Update Reports</p> <p>6.1 CEO/ Directors Report</p>	

<p>Paul asked if there were any highlights from the report. Nigel highlighted the YSF Recovery and Renewal asks document YSF are producing which includes the asks to other partners and organisations to enable physical activity to be further embedded into everyday life. This is being produced at a time when a lot of organisations are reviewing and renewing their current documents.</p> <p>There were no further questions on the paper.</p> <p>Paul acknowledged Merran’s resignation and would like to formally thank her for the work she has put in over the years. Nigel is looking into possibilities for other Local Authority representatives within the Board recruitment process. Linda suggested that directors of public health may also need to be considered.</p> <p>Action Explore senior level local authority / health representation on the Board</p>	<p>NH</p>
<p>7. Performance Report</p> <p>7.1 Update on Covid 3 month plan</p> <p>Nigel commented that this is the first time this data has been collected and presented using the new system. He explained that during the lockdown period we were expecting a rush but then a quietening down of work. This has not happened and there has been a consistently high workload throughout. Nigel explained that the teams have done extremely well under new and testing circumstances and he is really pleased with how they have reacted during this time.</p> <p>7.2 Balanced Scorecard</p> <p>Paul asked how the DAP work was progressing. Nigel explained there has been mixed progress due to individuals being redeployed into other posts. On the whole the more mature DAPs have been able to continue their work and have contributed well to local response plans. James added that the work to build relationships prior to the outbreak has really helped us to support the weaker ones as well as we could.</p>	
<p>8. Finance – update for FAR Committee</p> <p>8.1 Q1 Finance Update</p> <p>Anthony explained that the group had discussed the report and had requested an updated budget, incorporating the effects of the lockdown, to be presented alongside the current budget at the September meeting.</p> <p>The large aged debtor has been received into the bank account.</p>	

<p>Gemma is currently looking into investment opportunities now Sport England have confirmed their continued funding commitments.</p> <p>The Risk Register was discussed with several risks being reassessed as a low risk and therefore they were removed, including the risk around the life assurance policy as a new policy has been procured.</p> <p>Paul queried the admin target as the current level is high. Nigel explained that the actual administration expenditure on this target is pretty fixed with the variable being the amount of money, as a whole the company spends. There have been low levels of spending in the first quarter due to the lockdown, both on our costs and funding payments therefore the percentage is high. We are expecting this to come down as activity starts back up again however we will be keeping an eye on it.</p> <p style="text-align: center;">8.2 Four year budget forecast</p> <p>The group discussed the four-year forecast and felt it could be more ambitious. This will need review and to incorporate the business development work.</p> <p>Action Update the four-year forecast in light of the business development work</p>	
<p style="text-align: center;">9. HR and health and safety report</p> <p>With the recent #blacklivesmatter protests Nigel explained the work that is being done on the Diversity and Inclusion group that has been running for around 18 months. The topic has also been discussed at last few full staff away days. There was also a ‘challenge meeting’ that took place with external partners to check and challenge the work we do and how we approach allowing us to review the Diversity and Inclusion plan. Rashida took part in this meeting and commented that it was really good to be a part of. There has been some discussions recently around the usage and effectiveness of the term ‘BAME’. She also commented that it would be good to see the employment stats that are being collated at the Board.</p> <p>Action To bring the staff profile to the next meeting to the Board</p>	NH
<p style="text-align: center;">10. Board meeting review</p> <p>Paul commented that the group continues to meet online and the format seems to be working.</p>	
<p>Date of Future Meetings</p>	PR / NH

Catch up meeting in early September may be arranged if deemed appropriate 12 October 2020 25 January 2021	
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Agenda Item	Action	Lead	When	Update
1	Include strategy development at the next meeting	PR	12 10 2022	Agenda item included
5	Work on Yorkshire Sport Plus to be progressed with an update given at the next meeting	JL / NH	12 10 2022	Further progress has been made in establishing the Company. Products have been further defined and a number of contracts now entered into. An update will be given at the meeting
6	Explore senior level local authority / health representation on the Board	NH / PR		Merran has signposted us to a good contact which we are pursuing. This may take some time due to the current focus on Covid
8	Update the four-year forecast in light of the business development work	NH / GA	30 09 2020	Four year forecast has been updated and presented to the finance-sub committee
9	To bring the staff profile to the next meeting to the Board	NH	12 10 2020	An agenda item at the next Board meeting on Diversity and Inclusion including the approval of the policy and action plan. Staff profile statistics will be presented.