

Yorkshire Sport Foundation Board Meeting Minutes

Date: Tuesday 2 May 2023

Venue: Manningham Mills, Bradford

Board Members: Paul Reid (Chair), Caroline Black, Jim Lord, Sarah Muckle, Rashida Salloo

Apologies: John Williams, Ben Smith, Gwen Smith, Helen Gauden,

Supporting Officers: Nigel Harrison, Gemma Armitage, James Brown, Dan Wilson, Darren

Guests: None

Minutes

Agenda Item	Action
<p>1. Arrivals and Refreshments</p> <p>2. Welcome and Apologies</p> <p>Paul welcomed everyone to the meeting.</p>	
<p>3. Board Matters</p> <p>3.1 Declarations of Interest</p> <p>None</p>	
<p>4. Minutes of Previous Meeting</p> <p>The group were happy with the contents of the minutes.</p> <p>Matters arising;</p> <p>All actions completed, Paul specified that these must be redacted for public use.</p>	
<p>5. Governance Update</p> <p>Board Chair recruitment update</p>	

<p>Caroline described the process of recruitment. Four candidates were interviewed – all capable of doing the role, they were all at a very high standard. Caroline pointed out that the quality of candidates was down to the team, the work that we do and the reputation of YSF. A preferred candidate was identified, Brendan Fatchett, he had a further discussion with Paul. The report shows Brendan’s CV and background. Paul outlined the discussion with Brendon and pointed out some nuances of YSF to Brendon, as he is already part of the Network he already has a good basic knowledge of these. Paul is happy to endorse Brendon for the appointment. Rashida questioned his work within the Health Sector and any potential conflicts, Nigel confirmed that these will be declared and recorded appropriately.</p> <p>RESOLUTION: The Board approved the in-principle appointment of Brendan to be formally adopted at the AGM in July. Paul is to work with Brendan throughout the next few months to handover officially at the AGM.</p>	
<p>ACTION: Paul requested that references and the required checks are completed. Nigel is to liaise with Pratap.</p> <p>Code of Governance</p>	<p>NH</p>
<p>Campbell Tickell have been appointed as the external governance auditor. All Board members will be asked to complete a survey with interviews taking place with Paul and Nigel. Caroline has put her name forward for the third person to be interviewed. Paul has requested that a session takes place to discuss this prior to the interviews.</p> <p>ACTION: To circulate the previous report and Paul, Nigel, Caroline and Gemma to meet.</p>	<p>NH to arrange</p>
<p>People Plan – People and Welfare Board Champion</p> <p>Nigel described the role and the connection with the People Plan. The Board thought that this was a good idea. Paul asked for a volunteer to come forward.</p> <p>ACTION: Nigel to forward a request to members with the role description.</p>	<p>NH</p>
<p>Board Learning</p> <p>Nigel outlined that Board learning hasn’t been taking place in a structured way. He suggested that a plan be put in place. Caroline raised the Board Safeguarding training that needs booking in and suggested that this needs putting in the diaries as the CPSU review is taking place later in May.</p> <p>ACTION: Book safeguarding training for Board Members</p>	<p>NH</p>
<p>Paul described that the induction should include the fiduary duties as well as specific training, for example Safeguarding, as well an ongoing training. This may involve scenario testing. Rashida commented that standard training would be useful and may open doors to new Board members that have not had a previous position. Safeguarding, regulatory update and scenarios should all be covered. Media training may also be useful.</p> <p>ACTION: A plan needs to be put in place.</p>	<p>NH</p>

6. CEO/ Directors Report

Nigel explained that Active Lives is reporting that activity rates have rebounded back to pre-Covid level. The overall picture is that we are getting “less worse” against the National picture. Nigel explained that the current Mayor of West Yorkshire is a champion of sport which may put us in a good position in the future. He also outlined the direction of travel for the current and future Local Delivery Pilot funding. James described that underneath the performance report data there is a lot of data which will be useful moving forward into the Sport England place expansion.

Paul asked why only six of the nine have additional Sport England funding, it was confirmed that the other three districts have had other aspects of funding such Active Through Football and that these will most likely be involved in the Sport England Place Expansion. We have moved resources round to ensure that these districts are getting further support.

Paul asked for clarification of the SGO role – Dan explained how these roles work. He also for clarification around the point made about “Sport”; Dan explained that whilst much of the focus has been on broader physical activity we need to ensure that we don’t lose focus on the sporting element of this. Our Development Manager is working the National Governing Bodies of sport to ensure we are embedding sport into our work as far as possible.

7. Performance Report

Nigel explained that there are several near misses which are not concerning. The Media indicators are concerning with a lot of working taking place to step up activity in the function. The NPS Indicator is also a point which has been discussed, this is explainable. The positive is the contribution income which is much higher than expected. In Helen’s report from the FAR Committee she says we should measure the income that we are involved with bringing it into the area not just funding that comes through our accounts.

Caroline suggested that a separate social media indicator should be included. This will bring a better indicator. Nigel confirmed that a review is taking place with the measures also being reviewed which will be brought to the next meeting.

Helen was worried about the NPS score, passive is a lead indicator for negative and she asked what have caused the passive scores. Paul says the score is jumping around so this shows inconsistency. If we understand this, it should increase at the next quarter. Nigel explained that the NPS score is currently measuring “transactional” connections. We are having better qualitative discussions with the closer connections we have.

Rashida commented that the diversity is on green and we have achieved the investors in diversity. James explained that there still needs to be communications take place about this

Action: Bring to the next meeting revised methods of measuring our Communication function

8. Environment Policy

Nigel explained that this is a short policy for the Board approved and asked for comments. Paul described that this is more of a set of aspirations rather than a policy as there is no “how” and no “so what”. Nigel

pointed the group to the 22-23 review which brings to life the achievements. Jim suggested an annual impact report based on linked Climate Crew report.

The group suggested that the focus should be on Environment and Sustainability. They are aware of not making this a tick box exercise with meaningful improvements taking place.

RESOLUTION: The Board approve the policy with the updated title of Environment and Sustainability

9. Finance, Audit and Risk

Q4 Management Report

Paul shared Helen's comments from the FAR Committee meeting.

2023/ 2024 Budget

The FAR Committee have seen this budget and recommend it to the Board for approval.

5-year Forecast

Nigel explained that this forecast is aligned with the current Sport England funding round, to March 2027. We don't currently know what is going to be available after this time.

RESOLUTION: The Board approved the annual budget and 5-year forecast.

3.2 should detail 2025.

Lease

All the Board have read the report and approve the lease being signed.

RESOLUTION: The Board approved the Lease be signed.

10. HR and Health and Safety

Nigel explained that the salary review and proposal was received positively by employees.

RESOLUTION: The Board approved the salaries increase.

Paul discussed absence reporting. He would like to see a measure of absence without the long-term sickness included for last year to compare as the figures are easily skewed by long term sickness in small companies.

A discussion took place around the Best Companies survey, the group asked if people were being alerted to this. James confirmed they were.

<p>11. Any other business</p> <p>Nothing to discuss.</p>	
<p>12. Active Bradford and Local Delivery Pilot (JU:MP)</p> <p>Dr Sally Barber presented some of the work taking place with the JU:MP programme and answered the Board's questions.</p>	

Agenda Item	Action	Lead	When	Update
Actions from May meeting				
5	<p>Governance Update</p> <ul style="list-style-type: none"> • Paul requested that references and the required checks are completed. Nigel is to liaise with Pratap. • To circulate the previous report and Paul, Nigel, Caroline and Gemma to meet. • Nigel to forward a request to members with the role description for the People and Welfare Board Champion. • Book safeguarding training for Board Members • A plan needs to be put in place for the Board Training Schedule. 	NH	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>July Meeting</p>	
7	<ul style="list-style-type: none"> • To put on the agenda of the next meeting an update on measuring our Communication function 	NH	July Meeting	