

# **ACTIVE PARTNERS TRUST ("APT")**

**a company limited by guarantee: 10876876**

## **Board Meeting**

**to be held in Executive Boardroom S303  
at the University of Derby, Kedleston Road, Derby DE22 1GB,  
between 16.00 and 18.00 on Monday 30 September 2017**

### **Agenda**

#### **ITEM**

- 1. Opening Remarks**
- 2. Apologies for Absence & Confirmation of Quorum**
- 3. Minutes of the APT Board Meeting on 26 September 2017**
  - a. Review and Approval of Minutes
  - b. Any Actions Arising not otherwise covered in the Agenda
- 4. Declarations of Interest**
  - a. Declaration of Interests Forms
  - b. Fit & Proper Persons Declaration Forms
- 5. Formal Record of Previously Agreed Company Set-Up Decisions**
  - a. Appointment of CA Plus as financial management & payroll service providers to APT
  - b. Appointment of APT Chief Executive
- 6. Consideration of Remuneration & Benefits Package**
  - a. APT Chief Executive
- 7. Progress Updates on Company Set-Up**
  - a. Staff Transfer Arrangements from DCC and NTU
  - b. Legal Agreements for Transfers of Funds & Assets from DCC and NTU
  - c. Initial Funding Agreement for APT with Sport England
  - d. Recruitment of Strategic Directors for Active Derbyshire and Active Notts

## **8. Operational Reports**

- a. Initial Strategic & Operational Business Plans for APT
- b. Initial Budgets & Financial Forecasts for APT
- c. Status of APT Premises Lease (NTU) & Licence (DCC)
- d. Status of APT Financial Management implementation with CA Plus
- e. Status of IT Systems implementation for APT with Microtrading
- f. Progress of APT Registration with HMRC

## **9. Governance Matters**

- a. Gap Analysis Fact Check of APT versus the Code for Sports Governance
- b. Impact of Criminal Finances Act 2017
- c. Impact of General Data Protection Regulation in 2018

## **10. Approval of Company Policies**

- a. Updated Terms of Reference for APT Board
- b. Updated Recruitment Process for APT Board Directors
- c. APT Board Code of Conduct

## **11. Identification of Service Providers for APT**

- a. Status of Tender for Independent External Auditors for APT

## **12. Key Next Steps for Company Set-Up**

- a. Transition & Succession Plan from initial to full APT Board
- b. Recruitment of additional APT Board Directors
- c. Registration with Charity Commission for England & Wales

## **13. Risk Management**

- a. Review of Risk Matrix & Mitigation Actions for APT

## **14. Any Other Business**

- a. Dates of next APT Board meetings