

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 09.00 and 11.00 on Tuesday 26 September 2017**

Agenda

ITEM

- 1. Opening Remarks**
- 2. Apologies for Absence & Confirmation of Quorum**
- 3. Minutes of the Initial APT Board Meeting on 24 August 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 Microtrading as IT service providers to APT
 - b. Approval of Recruitment Policy for APT Board Directors
 - c. Approval of Insurance Premium payments for APT
 - d. Adherence of APT to CSP Network Group Life Assurance Scheme
- 6. Progress Updates on Company Set-Up**
 - a. Staff Transfer Arrangements from DCC and NTU
 - b. Recruitment of APT Chief Executive
 - c. Legal Agreements for Transfers of Funds & Assets from DCC and NTU
 - d. Initial Funding Agreement for APT with Sport England
 - e. Recruitment of additional APT Board Directors
 - f. Transition & Succession Plan from initial to full APT Board

7. Operational Reports

- a. Initial Business Plan for APT
- b. Opening of APT Bank Account with NatWest
- c. Status of APT Premises Lease (NTU) & Licence (DCC)
- d. IT Systems implementation for APT with Microtrading
- e. Pensions Support implementation for APT with Punter Southall Aspire
- f. Gap Analysis of APT versus the Code for Sports Governance

8. Approval of Company Policies

- a. Terms of Reference for APT Board
- b. Terms of Reference for Active Derbyshire Oversight Panel
- c. Terms of Reference for Active Notts Oversight Panel

9. Identification & Approval of Service Providers for APT

- a. External Audit
- b. Pay Roll & Accountancy/Financial Management
- c. Pensions Administration

10. Key Next Steps for Company Set-Up

- a. Registration with HMRC
- b. Registration with Charity Commission for England & Wales

11. Risk Management

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

12. Any Other Business

- a. Dates of next APT Board meetings