

MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876

Date:	08/12/17	Venue:	Geldards LLP, Number One, Pride Park, Derby DE24 8QR
In the chair:	Stephen Jackson	Minute recorder:	Margaret Blount

Action

	Present	In attendance	
	Derek Higton (DH) Board member Stephen Jackson (SJ) Board member David Williams (DW) Board member	Ilana Freestone (IF) APT CEO Margaret Blount (MBI) APT Head of Ops Simon Le Fevre (SLF) WhartonConsulting member	
1	Opening remarks SJ welcomed all to the meeting.		
2	Apologies & Confirmation of Quorum Mel Berry (MB) Sarah Fowler (SF) Kath Mitchell (KM) The meeting was confirmed as quorate.		
3	Minutes of the last meeting held on 30 October 2017 The minutes were reviewed and approved. Formal notice period for CA Plus was confirmed as 3 months. Further matters arising are covered by the agenda.		
4	Declarations of interest No specific interests relevant to the current meeting. MBI to follow up outstanding Declaration of Interest forms and Fit and Proper Persons Declaration forms.		MBI

5	<p>Formal record of previously agreed company set-up decisions</p> <ul style="list-style-type: none"> a. APT Board skills, experience and knowledge matrix was circulated. b. APT transition and succession plan is now complete and has been circulated. c. Written resolution to confirm 6 APT appointments – a form to be completed by Directors has been circulated. MBI to chase up 4 outstanding forms. d. Role descriptions for 4 Board vacancies were noted. It was reported that these positions are currently out to advert. 	MBI
6	<p>Progress updates on company set-up</p> <ul style="list-style-type: none"> a. Successful interviews were held on 1 November for the 2 new Strategic Director roles. Kerry Chamberlin has been appointed to the Nottinghamshire role, starting 11 December. Stuart Batchelor has been appointed to the Derbyshire role, starting February 2018. SJ noted that it had been a very good and rigorous process and the two new team members have different but complimentary skills. b. IF reported that the re-structure of the APT team was in progress. Following a consultation period, which involved union representatives and John Krafts, all members of the team had applied and been interviewed for their first choice positions. Provisional offers had been made to the successful candidates. Three team members were unsuccessful following interviews for their first choice of role and were currently considering options. All roles would be confirmed by 18 December at the end of a two-week appeal process. c. A legal agreement between APT and NTU for the transfer of funds and assets has been drafted and is to be signed. IF to chase up the agreement with DCC. d. There is still no decision from Sport England on the primary role funding application. Due to a reduction in lottery income, it is likely that Sport England will reduce CSP primary role funding but no information has yet been provided. No plans will be made to recruit to the external roles until the SE funding settlement figure has been confirmed. IF reported that APT is 1 or 7 CSPs that have been successful in the SE extended workforce role. IF to send information to Directors once funding levels confirmed. 	IF IF
7	<p>Next steps for company set-up</p> <ul style="list-style-type: none"> a. The 4 additional Board Director roles are currently out to advert and details have been shared with partners. Meetings are being set up with interested candidates, IF and SJ. Recruitment for suitable candidates for the Derbyshire and Nottinghamshire Leadership panels will commence in January 2018. b. Due to the timing of company set up the current APT financial year was July 17 to June 18. SJ proposed that the first APT financial year be shortened to end March 2018 thus bring APT to a April to March financial year. This was approved. MBI to make change with Companies House. An audit committee will need to be established in Q1 of 2018. 	MBI

	<p>c. Charity registration has not yet submitted. MBI to submit registration in Q1 of 2018.</p> <p>d. IF reported that she had set a provisional date for a Board away day on 27 February to involve Board Directors, members of the county leadership panels and senior staff team. IF to confirm date with Directors.</p> <p>e. MBI to circulate dates for Board and Leadership team meetings in 2018</p>	<p>MBI</p> <p>IF</p> <p>MBI</p>
8	<p>Operational reports</p> <p>a. IF gave a verbal Director's report. Key points included:</p> <p>Active Notts held a very successful and well attended PE conference. Feedback from the participants was very positive.</p> <p>Both the Derbyshire and Nottingham Local Delivery Pilot applications to Sport England were unsuccessful. Feedback from Sport England for both bids detailed insufficient evidence from key strategic leaders of a willingness to change ways of working and drive system change. Conversations are on-going with Sport England around other financial support that might be available for this work in these areas.</p> <p>b. A new lease has been produced by NTU for the Active Notts office. Progress needs to be made to identify a suitable new office for the Active Derbyshire team. Consultation about a proposed office move to South Normanton has already taken place with the Derbyshire based team members. A decision will be taken once budgets are finalised. MBI to carry forward this agenda item to the next meeting.</p> <p>c. Team members working well with CA Plus. Quickbooks financial management system has been set up and training sessions held.</p> <p>d. New IT systems up and working in both office locations and the set up and trouble shooting support provided by Microtrading has been good. A review meeting is set to take place on 15 December and whole team training in January. MBI to discuss fit for purpose telephone systems with Microtrading.</p> <p>e. The setting up of the APT pension scheme has been delayed as Friends Life have been taken over by AVIVA. There is no change to the scheme and it will be set up in January 2018, backdated to the date of team members' transfer across to APT.</p> <p>f. Gift Aid registration has not yet been set up as it needs to go in tandem with charity registration. MBI to progress in tandem with charity registration.</p>	<p>IF</p> <p>MBI</p> <p>MBI</p> <p>MBI</p>
9	<p>Governance matters</p> <p>a. SLF reported that Sport England had provided feedback on the APT Tier 3 action plan. Key actions over the next few weeks are: Approval of the initial stakeholder engagement strategy, Diversity action plan,</p>	

	<p>Recruitment of the audit committee and county leadership panel. IF to produce and circulate to Board members electronically for approval.</p> <p>b. The diversity statement has been approved and will be published on the APT website. MBI to start work on the Diversity action plan.</p> <p>c. SLF circulated draft terms of reference for the Audit committee. With some minor moderations, these were approved. Work to start to recruit a chair for the audit committee.</p>	<p>IF</p> <p>MBI</p>
10	<p>Approval of company policies</p> <p>a. The APT Diversity statement was approved.</p>	
11	<p>Identification of service providers for APT</p> <p>a. Interviews for independent auditors will take place on 12 December. SJ and MB are the interview panel and 3 firms are attending. MBI to circulate details of the preferred firm to Board members for approval.</p>	<p>MBI</p>
12	<p>Risk Management</p> <p>IF presented the updated risk register. The main risk currently is a reduction in the Sport England primary funding award. This will be managed by waiting for final confirmation before proceeding with any external recruitment.</p> <p>It was reported that now the team is in place in their new roles, it will be possible produce a more accurate salary estimate hence a more accurate budget. MBI to produce for the next Board meeting.</p> <p>IF to remove Risks 21 and 21.</p> <p>SJ congratulated IF on her leadership throughout this transition process.</p>	<p>MBI</p> <p>IF</p>
13	<p>AOB</p> <p>As SLF's work for APT comes to an end, SJ thanked SLF for his support through this transition process. APT will review what additional on-going support it may require from Wharton Consulting and or John Krafts.</p> <p>SJ thanked Geldards for hosting and apologised to SF and MB for the technical hitches which meant they were not able participate in the whole meeting.</p>	
14	<p>Dates of future meetings</p> <p>IF to circulate dates for Board and county leadership panel meetings for 2018</p>	<p>IF</p>