

Minutes of the Rise Board meeting held on Tuesday 8th February 2022

PRESENT

Simon Gordon (SG)	Chair
Steven Bell (SB)	Trustee
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Nic Erevik (NE)	Trustee
Debbie Henderson (DH)	Trustee & Senior Independent Trustee
Graeme Nash (GN)	Trustee
Adam Pilkington (APilk)	Trustee
Patrick Price (PP)	Trustee & Vice Chair
Anoop Puri (APuri)	Trustee
Katy Storie (KS)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Strategic Director (South of Tyne)
Lee Sprudd (LS)	Strategic Director (North of Tyne)
Kaye Scott (KSc)	Finance and Business Support Manager

IN ATTENDANCE

Xerxes Setna (XS)	Research, Insight & Comms Strategic Lead (Item 2 only)
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Item	Discussion	Action
1.0	Welcome, Apologies and Declarations of Conflicts of Interest	
1.1	SG welcomed Trustees and guests to the meeting. There were no apologies to note.	
1.2	There were no new declarations of interest to note.	
2.0	Cyber Essentials	
2.1	CM invited XS (Research, Insight & Comms Strategic Lead) to give a summary of his report circulated prior to the meeting on the proposed submission to gain independent Cyber Essentials accreditation for the charity.	
2.2	GN suggested we investigate a password management programme to check if passwords are used elsewhere. GN to forward examples to XS and the Trustees.	GN
2.3	SP asked if external systems such as the customer relationship management system (Nimble) follow the same process as internal systems for forceable password changes. XS confirmed that this isn't included.	
2.4	The Board approved the proposed submission to gain Cyber Essentials accreditation and SG approved the signing of the relevant documentation.	
3.0	Q3 CEO Update	
3.1	CM presented a report circulated prior to the meeting. The following points/updates were noted:	
3.2	Since the report was circulated, Ruth Nicholson, Empowering People Strategic Lead, has tendered her resignation to move on to a position at Durham County Cricket Club.	

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3.3	Debbie Henderson expressed an interest in the Senior Independent Director Board vacancy and was appointed to this role from 24 th December 2021 following email approval from all trustees.	
4.0	Q3 Financial Report	
4.1	DM presented a report circulated prior to the meeting. Trustees noted the financial position at the end of Quarter 3 and no queries were raised.	
5.0	Q3 Performance Report	
5.1	DM presented a report circulated prior to the meeting. The following points were noted:	
5.2	KS asked if the exit process captures both negative and positive reasons for employees leaving e.g. career progression within the sector. CM confirmed it does.	
5.3	SG asked JC if we can expect to have a higher turnover of staff if the team grows? JC responded that it is hard to predict and especially at the moment due to COVID. DM asked JC if she would look at the formula for sickness absence on the Balanced Scorecard for 2022-2023.	JC/DM
5.4	A discussion took place around succession planning to safeguard against disruption caused by future staff turnover. NE asked what we can do re: cross skills promotion internally within Rise. CM highlighted that due to the size of the staff team, there are limited opportunities for internal progression, although we have had some good examples of where this has been able to take place. She highlighted that Rise does actively encourage and support development within the team where possible, but it is also important that the skills are right for any vacant roles and it hasn't always been possible to fulfil vacancies internally (e.g. the CYP Strategic Lead role). Upskilling/mentoring/cross-area development is certainly something that we want to keep moving forwards where circumstances allow.	
5.5	CM informed the Board that she recently benchmarked the charities' salaries against the other Active Partnerships across the country and we are competitive across the network.	
5.6	DM welcomed feedback from Trustees on the Performance Report format that has been trialled this year for the first time (in particular the qualitative report). Comments to be emailed to CM/DM.	ALL
6.0	Risk Register & Opportunities Register	
6.1	CM presented a report circulated prior to the meeting. In particular it was highlighted how the new internal fraud procedures have been referenced in the Risk Register. The Board noted the contents of the report.	
7.0	Terms of Reference for Approval	
7.1	CM presented the report circulated prior to the meeting which included the draft Terms of Reference for the Board, Audit Committee and the Nominations and Remuneration Committee. These were updated in line	

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	with feedback from the external board evaluation undertaken by Campbell Tickell last year.	
7.2	No comments were made, and the Board approved each of the Terms of Reference in the report.	
8.0	Safeguarding & Data Protection	
8.1	CM presented the report circulated prior to the meeting. The Board noted the contents of the report.	
9.0	Previous Board Minutes & Matters Arising	
9.1	The minutes of the previous meeting were agreed to be a true record. The following actions remain outstanding:	
9.2	<u>2.4</u> CM updated that we are not yet in a position to approach private sector partners with regard to active design, however, it will be considered as part of the development of this work area.	
9.3	<u>9.2</u> CM and APiLK have still to discuss Youth Boards and the work the team have been doing around Youth Voice.	CM/ APILK
10.0	Audit Committee Minutes	
10.1	The minutes of the Audit Committee meeting held on 13 th January 2022 were circulated prior to the meeting.	
10.2	KSc gave an update on the new internal fraud process introduced at the request of the Audit Committee.	
11.0	EDI Sub Committee Minutes	
11.1	The draft minutes of the Equality, Diversity and Inclusion Board Sub-Group held on 20 th January 2022 were circulated prior to the meeting.	
12.0	Any Other Business & Key Dates 2022	
12.1	APuri asked if we are allowed to sell our services to corporate customers? CM responded that at the moment we are fine to do this, however, there may come a point in time where this would be best dealt with through a trading arm. APuri gave an example of occupational support provided to people working from home and the problems it has brought to staff wellbeing. CM welcomed this point.	
12.2	<u>Rearranged Christmas Gathering</u> SG suggested organising a meal to replace the Xmas night out that was unfortunately cancelled. CM to arrange this.	CM
12.3	<u>Active Partnership Network National Convention</u> CM informed the Board about the annual Active Partnership Network Convention that once again will be taking place virtually over 2 weeks from 21 st March to 1 st April. CM to circulate the details of the agenda via email	CM

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once they are available from the AP Network, in case any trustees are interested in dialling in to any sessions.

Date and time of the next meeting - 10th May 10:00am – 12:00noon

Action Record

Item	Action	Responsibility
2.2	Examples of password management programmes to be circulated.	GN
5.3	JC to assist DM with the formula used on the balanced scorecard for staff absence.	JC/DM
5.6	Feedback on the contents and format of the Performance Report to be emailed to CM/DM.	ALL
9.3	Discussion around Youth Boards and Youth Voice (rolled over action)	CM/APilk
12.2	Rearrange Christmas gathering for the Board.	CM
12.3	Details of the national Active Partnership Network conference to be circulated when available.	CM