

**WTY Board Meeting**  
**22<sup>nd</sup> January 2020**

**Present:**

**Jas Athwal DL (JA)**  
**Dan Bates (DB)**  
**Peter Box CBE (PB) – Chair**  
**Jacqui Gedman (JG) -**  
**Paul Grace (PG)**  
**Carl Les (CL)**  
**James Mason (JM)- Chief Executive**  
**Stephen Parnaby (SP)**  
**Sarah Tahamtani (ST)**

**Apologies:**

**Ros Jones (RJ)**  
**Alex Lewis (AL)**  
**Marie Christopher Davey (MCD)**

**In Attendance:**

**Emily Burton (EB) Minutes Secretary**  
**Peter Dodd (PD)**  
**Tina Cooper (TC)**

**1. Welcome and Apologies.**

PB welcomed everyone to the meeting and noted apologies. PB also welcomed two new Board members ST and PG.

**2. Declarations of Interest**

With regards to the WTY loan CL declared he is the Leader of NYCC.

**3. Minutes from last meeting and matters arising**

Minutes were proposed as a true record of the board meeting on the 7<sup>th</sup> October 2019.

**4. Chair's Update**

PB welcomed James Mason the new Chief Executive to his first Board meeting and thanked all members of the Board who were involved in the interview process.

PB has been in post for 3 months and shared his observations on the need to improve governance, performance management, financial grip and to have a robust business plan in place. PB requested a Board discussion at a strategic planning meeting about the future strategic direction of WtY.

The Board discussed a proposal of appointing a Deputy Chair to the WTY Board.

<p><b>Decision:</b> Jas Athwal was proposed and appointed Deputy Chair of WTY</p> <p>The Board discussed future Board meetings and a proposal that future Board meetings would be open and are accessible across the region.</p> <p><b>Decision:</b> Future Board meetings will be open to the public</p> <p><b>Decision:</b> WTY Board committed to host 3 or 4 meetings across the region per year.</p> <p><b>Action:</b> <i>Forward plan of meeting dates and venues to be produced.</i></p> <p>PB informed the Board that Sir Thomas Ingleby has stepped down from the Board and as Chair of Private Sector Members Group. PB thanked Sir Thomas for all his hard work and dedication to Welcome to Yorkshire.</p>	
<p><b>Standing items and reports</b></p>	
<p><b>5. Chief Executive update</b></p> <p>JM provided a brief overview of this first 8 days in post.</p> <p>JM welcomed new Board members and stated how important the Board are in supporting the Welcome to Yorkshire strategy, vision, Yorkshires visitor economy and to ensure Welcome to Yorkshire runs effectively and efficiently.</p> <p>JM stated that he would like to meet with each individual Board Member.</p> <p><b>Decision:</b> Board agreed to individual meetings with JM.</p> <p><b>Action:</b> <i>To be arranged as soon as possible.</i></p> <p>JM thanked the Local Authorities for their ongoing help and support at WTY.</p> <p>The Board discussed the Chief Executive’s attendance at the Board meetings.</p> <p><b>Decision:</b> JM to attend all WTY Board meetings and provide a Chief Executive report on finance, commercial, communications/digital.</p>	
<p><b>6. Governance</b></p> <p>The Board noted progress on the implementation of the actions contained in the improvement plan.</p> <p><b>Decision:</b> Improvement plan to be included as a standard item at future Board meetings.</p>	

**Action:** *Improvement Plan progress report to be included in the Chief Executive's update at future meetings.*

The Board noted that the next round of Non-Executive Directors recruitment will take place before the end of February and agreed that all Board Members can be members of the Nominations Committee.

**Decision:** A minimum of three Board Members can sit as the Nominations Committee.

**Action:** *Circulate dates for interviews to all Board members.*

**Action:** *Board members to confirm availability.*

The Board agreed that a skills audit of all Board members will be completed.

**Action:** *Skills audit information to be sent to Board members for completion.*

**Decision:** The Board agreed that a Code of Conduct and Terms of reference for the Board are reviewed.

**Action:** *Current Code of Conduct and Terms of Reference to be sent to the Board for comments.*

**Decision:** A draft Code of Conduct and Terms of Reference will be brought to a future Board meeting.

A review of Governance arrangement across the organisation is a priority action within the Improvement Plan.

**Decision:** WTY governance arrangement to be discussed at the Strategic Planning and Board meetings in February.

**Action:** *A discussion paper to be circulated to the Board for comment and suggestion.*

**Nominations Committee:**

The board discussed membership of Finance and Audit committee.

**Decision:** Board members to indicate their interest in sitting on finance and audit committee.

**Action:** *To circulate a note on the purpose and terms of reference of the Finance and Audit committee.*

<p><b>7. Finance</b></p> <p>7.1 North and West Yorkshire Business Rates Pool Committee JG gave a verbal report on the outcome of the North and West Yorkshire Business Rates Pool Committee meeting that took place on 16<sup>th</sup> January.</p> <p>The Committee resolved to:</p> <p>a) Agree the release of the remaining two tranches of Business Rates Pool funding with immediate effect, this being based on the noted progress to date and subject to regular financial and performance reports back to the board;</p> <p>b) Request a further progress report in April from the new Chief Executive and WTY Board early in the new financial year.</p> <p>7.2 The board noted the content of the report submitted by the Finance Director.</p> <p><b>Decision:</b> Future Board meetings will include a summary paper contain highlights and key issues on WTY finances.</p> <p><b>Action:</b> A summary paper will be included in future Board papers.</p> <p><b>Action:</b> A draft financial strategy to be developed and a report to the board in March.</p>	
<p><b>8. Commercial</b></p> <p>The Board noted the report from the commercial director. PD took questions and highlighted the following:</p> <ul style="list-style-type: none"> <li>• This is Y magazine 2020 has been released.</li> <li>• Tour de Yorkshire route announcement was a success.</li> <li>• The Christmas Y30 dinner was held at Grantley Hall, 70 partners attended.</li> </ul> <p>Decision: The Board requested a 12 months plan of events that include cost and benefits.</p> <p><b>Action:</b> Forward plan to be sent to Board members by 31<sup>st</sup> January.</p>	
<p><b>9. Communications</b></p> <p>The Board noted the report.</p>	
<p><b>10. Health and safety</b></p> <p>The Board noted that Fire procedures were now put in place, all staff were trained, along with weekly fire alarm tests.</p> <p>It was noted that no staff accidents have been reported this month.</p> <p><b>Decision:</b> Health and safety to be a standing item at future Board meetings.</p> <p>Board also noted that HR function is now stronger within the organisation.</p>	

<p><b>Decision:</b> The Board requested regular reports on employee information to include Health and wellbeing, recruitment, sickness etc.</p> <p><b>Action:</b> Boards to receive reports on employee's wellbeing, recruitments and sickness etc.</p>	
<p><b>11. AOB</b>          Staff are undertaking training in equality and diversity.</p>	
<p><b>12. Dates and frequency of future Board meetings</b>  <b>Decision:</b> The board agreed to meet monthly until the end of the financial year.</p> <p><b>Decision:</b> Board agreed the next two Board meetings, 21<sup>st</sup> February 2020 and 23<sup>rd</sup> March 2020. Time and venue to be confirmed.</p>	