

**Welcome to Yorkshire Board Meeting – Monday 23rd March 2020 at 3:30pm
Civic Hall, Leeds, LS1 1UR**

<p>WTY Board Meeting</p> <p>Present: Jas Athwal DL (JA) Dan Bates (DB) Peter Box CBE (PB) – Chair Jacqui Gedman (JG) - Observer Paul Grace (PG) Carl Les (CL) James Mason (JM)- Chief Executive Sarah Tahamtani (ST)</p> <p>Apologies: Ros Jones (RJ) Stephen Parnaby (SP)</p> <p>In Attendance: Tina Cooper (TC)</p>	
<p>1. Welcome and Apologies.</p> <p>PB welcomed everyone to the meeting and noted apologies.</p> <p>2. Declarations of Interest</p> <p>With regards to the WTY loan CL declared he is the Leader of NYCC and a member of the North and West Yorkshire Business Rates Pool Committee.</p>	
<p>3. Minutes from last meeting and matters arising</p> <p>It was noted that DB attended the meeting on 22nd January and the minutes amended.</p> <p>Minutes were proposed as a true record of the board meeting on the 22nd January 2020.</p>	
<p>4. Chair's Update</p> <p>On behalf of the Board PB thanked the emergency services, volunteers and local authority staff who provided help and support to those communities affected by the floods across</p>	

Yorkshire. The thoughts of everyone at Welcome to Yorkshire are with those families and individuals affected by the floods and Welcome to Yorkshire are available to help and support those affected communities.

PB acknowledged the progress made to date on governance, performance management and financial oversight but there is still a lot of work to do. The Board discussed the need to retain organisational memory and have continuity during this period of improvement and change.

PB proposed that Dan Bates Non-Executive Directors role is extended for a period of 12 months.

Decision: Approved by the Board

Action: Dan Bates to remain on WtY Board until 31st March 2021

The Board discussed the frequency of meetings and a proposal to hold a minimum of three public engagement sessions per year in locations across the region.

Decision: Following the 23rd March 2020 meeting Board meetings will be held bi monthly in Leeds.

Decision: The WtY Board will host a minimum of three meetings per annum at locations across Yorkshire to engage with the public. These meetings may be attached to WtY events.

Action: Forward plan of meeting dates and venues to be produced.

It was noted that a report on progress on the Improvement Plan will be taken to the West and North Yorkshire Business Rates Pool Committee (BRP) on Tuesday 24th March 2020. PB and JM will attend to speak to the report.

Action: The report to be circulated to Board members in advance of the BRP meeting

<p>Standing items and reports</p>	
<p>5. Chief Executive update</p> <p>The Board noted a report from the Chief Executive that included updates on Commercial, Marketing and Events, Communications and Digital activities.</p> <p>JM presented a draft Strategy Proposal on the future direction of WtY.</p> <p>Decision: The Board requested a more detailed report to the April meeting.</p> <p>Action: To include a report on WtY Strategy on the agenda for the 23rd April Board meeting</p> <p>Action: Copy of draft strategy document to be circulated to Board members</p> <p>Decision: Dates for Y30 events to be circulated and Board members to be invited.</p> <p>Action: Circulate dates to Board members</p> <p>Action: Board members to confirm availability</p>	
<p>6. Governance</p> <p>The Board noted a governance update report from the chief executive that included the scope of work to improve governance.</p> <p>Decision: The Board requested a further report on improvements to governance at the next Board meeting.</p> <p>Action: To include a presentation and discussion on improvements to governance on the 23 March agenda.</p> <p>The Board noted the positive response to the Non-Executive Director recruitment and discussed the need to have a strong Board that is inclusive and represents the whole of Yorkshire.</p> <p>CL commented that it is very encouraging to have in excess of 30 applications with more people expressing an interest even though the recruitment process is now closed.</p> <p>Decision: The nominations committee for this round of recruitment will be PB (Chair), CL, ST and JG (observer)</p> <p>Decision: The Audit and Finance Committee members are RJ (Chair), JA and PG.</p>	

<p>Decision: The Audit and Finance Committee will meet bi monthly and report to the Welcome to Yorkshire Board</p> <p>Action: Circulate and agree dates and times of meetings</p>	
<p>7. Finance</p> <p>The Board noted a financial update report from PG and discussed financial priorities for Welcome to Yorkshire.</p> <p>Decision: The Board confirmed the decision to extend the financial year end for 2019 to 18 months (March18 to September 19).</p> <p>Decision: A copy of the full accounts to be presented at the Board meeting on 23 March</p> <p>Decision: A representative from KPMG be invited to the Board meeting on 23 March to discuss the audit process</p> <p>Action: Invite KPMG representative to March meeting</p>	
<p>8. Health and safety</p> <p>The Board noted a staff update report from the chief executive.</p> <p>It was noted that no staff accidents have been reported this month.</p> <p>It was noted that two staff members have completed Mental Health First Aider training</p> <p>It was noted that First Aider refresher training is booked for March</p> <p>It was noted that all staff are to complete an e learning course on Inclusion and Diversity provided by Shipley College</p> <p>The Board discussed a proposal to arrange GDPR training for staff.</p> <p>Decision: GDPR training to be sourced for all staff.</p> <p>Action: GDPR training to be arranged.</p>	
<p>9. AOB</p>	

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10. Dates and frequency of future Board meetings	
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- 23rd March 2020, 3.30pm at Leeds Civic Hall