

## Active Devon Audit Sub Committee

Agenda and Papers for consideration on 18 October 2022

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### **It is recommended that the Audit Sub Committee:**

- a) recommends the updated ToR for approval by the Board, including any amendments it considers necessary
- b) approves the proposed scope of the forthcoming governance audit, including any amendments it considers necessary
- c) identifies the priorities for Board Member recruitment and endorses the proposed recruitment drive
- d) approves policy updates above on behalf of the Board

## **Agenda**

1. Audit sub-committee terms of reference (ME)
2. Governance audit scope (AH)
3. Board skills, experience & knowledge – recruitment implications (ME)
4. Annual Policy Reviews (AH)
5. AOB

## Agenda Item 1 – Audit sub-committee terms of reference

**Recommendation** – The ASC recommends the updated ToR for approval by the Board, including any amendments it considers necessary

The terms of reference for the audit sub-committee (**appendix 1**) have been reviewed. The ASC is asked to consider the updated version which includes the following key amendments:

- Clauses 1,2 and 7 – amended to ensure DCC as accountable body is automatically involved in ASC
- Clause 17 – amended to reflect nature of DCC's audit coverage through Devon Audit Partnership

## Agenda Item 2 – Governance Audit Scope

**Recommendation** – The ASC approves the proposed scope of the forthcoming governance audit, including any amendments it considers necessary

In December 2021 Sport England published an updated version of the UK Governance Code for Sport.

- Compliance with the standards set out in Tier 3 is a grant funding requirement for Active Devon.
- Sport England indicated that funded bodies would have 12 months to implement standards before it undertook any compliance assessments
- Active Devon has been working through an action plan to ensure compliance for the new standards.

To provide assurance for the Board, and help identify any outstanding compliance requirements, Devon Audit Partnership has been commissioned to complete an audit in December 2022, with the following headline scope:

**Objective:**

To provide independent assurance as to the current level of compliance Active Devon is in meeting the requirements of the new Code and consider any actions that may need to be taken to address any areas of non-compliance.

**Approach:**

The audit will:

- Review the completed implementation self-assessment and / or action plan.
- Desktop review of key documents to confirm progress on implementation.

**Supporting evidence:**

Both the June 2022 grant audit review and the external performance review carried out in November 2022 will be used by the Auditor as part of the assurance framework when undertaking this review.

Click to access a copy of the full [Audit Brief](#).

## Agenda Item 3 – Board skills, experience & knowledge – recruitment implications

**Recommendations** – The ASC identifies the priorities for Board Member recruitment and endorses the proposed recruitment drive

Annual Board surveys have recently been completed. They included Skills, Experience & Knowledge (SEK) and Equality surveys to assess the Board's collective capability and diversity profiles. The Board Skills Matrix Report at **appendix 2** summarises results. The following should be noted:

- Four separate dimensions of the collective composition / capabilities are shown:
  - Diversity profile
  - Sectoral experience
  - Geographic affinity
  - Leadership capabilities (Strategy, Partnerships, Governance & Compliance and Business Management)
- In order to highlight succession requirements, the results exclude members who will complete their tenure in the next 12 months
- The report will form part of the performance review and improvement planning process which the Board will consider at its November meeting.

The audit sub-committee is asked to **consider the findings from the perspective of informing the planned recruitment drive** ie which of the gaps represent the most important priorities for proactive recruitment, which may be less critical and which can be addressed in different ways (such as Board development initiatives).

The ASC is also invited to provide feedback on the draft recruitment pack at **appendix 3** and endorse the proactive recruitment campaign proposed. Advice has been accessed from Perret Lever (specialist diversity recruitment consultants) made available via Sport England.

- The recruitment pack has been modelled on best practice they suggested
- A recruitment campaign is planned to run throughout November. It will include:
  - Promotion through AD's local networks
  - Promotion amongst Perret Lever's potential Board Member register of c200 people from under-represented groups.

The Board's selection panel will conduct the subsequent shortlisting and selection activities with a view to securing the appointment of two to four new Board Members.

## Agenda Item 4 – Annual Policy Reviews

**Recommendation** – The ASC approves the Policy updates above on behalf of the Board

The following policies/documentation have been reviewed in line with the annual review cycle. They are presented for approval. Full versions of the documents can be viewed by clicking on policy titles (hyperlinked):

Policies with notable changes	
<a href="#">Equality Policy</a>	<ul style="list-style-type: none"> <li>• p6 Deletion of para <b>5(f)</b> which duplicates <b>5(b)</b></li> </ul> Three sections added <ul style="list-style-type: none"> <li>• p5 Introduction added to align policy with new strategy</li> <li>• p8 New 'Procedures' section (including whistleblowing) to ensure clarity and awareness about managing concerns (in line with safeguarding policy).</li> <li>• p9 Information added on organisations offering supporting and advice</li> </ul>
<a href="#">Risk Policy</a>	Two additions to the existing document: <ul style="list-style-type: none"> <li>• p2, Section 1 (b) – addition of 18 month horizon</li> <li>• p3, Section 1 (c) – definitions added for severity and likelihood of risk</li> </ul>
Policies with only minor or no changes	
<a href="#">Succession Policy</a>	Review proposes no changes
<a href="#">Reserves Policy</a>	Review proposes no changes
<a href="#">Delegations of Authority</a>	Minimal, non-material, changes reflecting updated staff job titles and teams
<a href="#">Internal Control Framework</a>	Minimal, non-material, changes on p3 reflecting systems in use for monitoring staff performance and managing absence

The safeguarding policy has also been reviewed but we will seek input from the NSPCC during the annual review which takes place in November before circulating for Board approval