

Active Devon Audit Sub Committee (ASC)

Notes of the meeting held on 18 October 2022

Board Members Present: Andy Martin (Chair), Simon Kitchen, John Bougeard

Executives in attendance: Matt Evans, Claire Beney, Aaron Harverson

Apologies: None

Declarations of Interest: None

1 – Audit sub-committee terms of reference (ToR)

Proposed updates had been previously circulated. It was queried whether the number of core members was sufficient to successfully facilitate the ASC. It was agreed that the minimum core number could be kept at two people as that was realistic and sufficient, given the size of the board and the ASC. A discussion could always be deferred if material matters arose requiring wider input. Other recommendations were accepted and the ToR met with the ASC's approval.

Decisions
The ASC agreed to recommend the updated ToR for approval by the Board.

2 – Governance Audit Scope

There was discussion about duration and cost of audit and AH advised it is hoped that the audit should take approximately five days to complete. He would be Active Devon supplying evidence in advance to support the audit and findings from the June Finance audit and November external Board review would also be drawn upon. The Audit Scope was accepted and approved by the ASC.

Decisions		
The ASC approved the proposed scope of the forthcoming governance audit		
Actions	Who	Date
Advise auditor that scope is acceptable	AH	Nov 22

3 – Board skills, experience & knowledge – recruitment implications

The skills matrix and diversity report had been previously circulated. Discussion focussed on the highlighted skills and experience gaps of the existing Board; diversity gaps were acknowledged and highlighted as a key area for development going forward; the opportunities for addressing gaps with learning and development, not solely through recruitment, and; the proposed Board Recruitment Pack and whether or not it was attractive enough for all audiences. ME advised that inclusive leadership consultants Perrett Laver, had supported with the development of the Board Pack and similar examples had been highlighted as best practice. It was acknowledged that the pack alone should not be relied

upon and bringing opportunities to a diverse range of networks was key. It was important that Board Members' support and local networks should be used.

The following recruitment priorities were agreed as those which should be explicit in the recruitment activity:

- Applicants from ethnically diverse communities and people with a disability or long-term condition as they are under-represented within Active Devon.
- People with professional, voluntary or lived experience of:
 - Communities most marginalised or under-represented in being active
 - Physical activity's role in clinical and/or preventative health systems
 - Barriers to activity for people in early or later life

Decisions		
The ASC agreed key priorities for Board Member recruitment and endorsed the proposed recruitment drive		
Actions	Who	Date
Ensure engagement of wider Board in supporting recruitment activity	ME	Oct 22

4 – Annual Policy Reviews

The Executive had reviewed and where necessary updated the following policies: Equality, Risk, Succession and Reserves Policies; Delegations of Authority, and; Internal Control Framework. ME highlighted that the reserves policy should read five not six months. JB suggested amendments to the Reserves Policy to improve readability, otherwise all updated policy reviews were accepted.

Decisions		
The ASC approved the proposed Policy updates, including Reserves Policy updates, on behalf of the Board		
Actions	Who	Date
Update Reserves Policy with agreed amendments	ME	Oct 22

5 – AOB

In response to JB's suggestion it was agreed that a forward plan of ASC business would be helpful.

Actions	Who	Date
Produce and circulate proposed forward plan for ASC	AH	Dec 22