

Governance Statement

2021-22

Everyone in Devon Active for Life

Introduction

Active Devon is constituted as a not-for-profit, unincorporated association. Through a formal partnership arrangement, Devon County Council (DCC) is the accountable body for Active Devon. This means that key operational functions and policies, such as financial regulation and personnel employment, are discharged by DCC enabling Active Devon to focus on collaboration with key local community, sport and public sector partners.

The UK Code for Sports Governance is its primary governance code. Maintaining the tier 3 standards of the code is a condition of the National Lottery grant funding which Active Devon receives. The code was revised in 2020 with new requirements introduced in 2021.

The following documentation is available on our [corporate information webpage](#):

- Active Devon Constitution
- Board Notes, Agendas and Performance reports
- Active Devon Strategy
- Annual Delivery Plan
- Diversity & Inclusion Action Plan
- Equality Policy

Our [Annual Review 2021-22](#) summarises the impact of our work.

Board Membership

The Active Devon Board determines our strategic direction and alignment, provides oversight and accountability, and ensures that governance is shared, rather than resting with one single agency or individual. Active Devon's Board convenes as a full Board on a quarterly basis with the Audit sub-committee meeting at least twice per year. The Active Devon Board also meets informally between quarterly meetings to connect and discuss live topics. Board Members during the year ended 31st March 2022 are listed below

Name	Date Appointed
John Bougeard	Feb 2022
Dr Karen Cook (<i>Vice Chair and Audit Sub-Committee Chair</i>)	Jan 2013
Diana Crump (<i>Safeguarding Champion</i>)	Jul 2013
Jon Govender	Oct 2020
Simon Kitchen (<i>DCC appointee</i>)	Nov 2016
Andy Martin	Mar 2017
Hannah McDonald	Oct 2020
Jim Nye (<i>Chair</i>)	Jan 2014
Angie Scott	Dec 2019

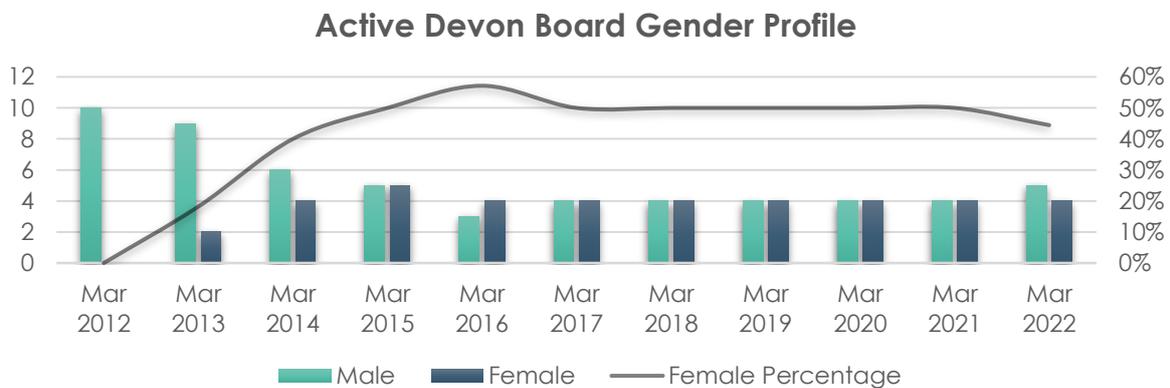
Biographies of all Board members, together with information about our Board recruitment process are available at [Our Board - Active Devon](#) .

Board Diversity

As well as ensuring that the Board and Leadership is fully equipped with the skills, knowledge and experience required, we are committed to ensuring that diversity in all its forms is reflected in our Board Membership. Through this annual Governance statement Active Devon will continue to publish, on an annual basis, information about the actions and progress it makes.

We are committed to maintaining gender parity on the Board and achieving greater diversity of contribution into our decision making. The Board has thus agreed objectives of ensuring that at least 30% of Board Members are male or female and to agree and implement actions aimed at achieving greater diversity in our Board Membership, organisational leadership and decision making.

Active Devon is proud of the action it has taken to achieve broad gender parity on our Board. The chart shows the gender profile of the Board covering the period 2012 to date.



As of 31st March 2022, key demographic data about our Board indicated that:

- 89% (8 out of 9) Board Members are of white British ethnicity
- No Board Members consider themselves to be a person with a disability
- All Board Members who wished to disclose their gender and/or sexuality, identify as male or female and consider themselves to be heterosexual

We implemented the following actions in the last year to enhance the Board's understanding of equality, diversity and inclusion and further embed it in decision making:

- Increased visibility of equality impact data in performance reporting and use of impact case studies to inform decision making (eg refocus of Together Fund)
- Focused briefing sessions as part of the Board calendar on topics where the Board has gaps in its understanding
- Updated EDI survey to provide a more accurate baseline of our diversity profile
- The Board decided Active Devon should become a signatory and commit to the Sporting Equals Charter

Our priorities for 2022-23 are captured in our [Diversity & Inclusion Action plan](#).

Board Performance and Governance Improvement

Active Devon conducts a Board performance survey, skills gap analysis, equality profiling and individual Board Member performance reviews each year. These inform priorities for improvement, development and succession planning.

For 2021-22 we achieved the following in response to governance priorities identified:

- The development of the Devon Moving Together strategy was used as a catalyst for shifting the time and quality of the Board's forward looking, strategic discussion.
- Coming out of COVID restrictions technology was used to enable a greater amount of routine business to be conducted out of formal Board meetings.
- Regular informal catch up sessions were organised between Board meetings to foster greater (re-)connection between Board Members and the team.
- Effective succession planning and recruitment activity enabled the Board to manage the end of tenure of our long standing Board finance lead with an effective handover and minimal disruption.

Governance priorities for 2022-2023 are:

- Run a proactive recruitment campaign to increase the size of Board, address known and future skills gaps and enhance its diversity
- Deliver on actions required to ensure ongoing compliance with the standards in the updated UK Code for Sports Governance
- Continue to develop the Board's understanding and knowledge of the place / strategic systems context we are operating in and the implications for evaluation, learning and performance assessment
- Commission and conduct an independent external evaluation of the Board's performance and agree further improvement and development priorities that may arise

Risk Management Statement

The Active Devon Board has given consideration to the major risks to which Active Devon is exposed and satisfied itself that systems or procedures are established in order to manage those risks. On behalf of the Board, its Audit Sub-Committee has responsibility for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management. The Board's objectives, priorities and delegation of risk assessment and management is clearly communicated to the Senior Leadership Team (SLT) and other staff, along with the criteria that should trigger escalation. The SLT is required to maintain and review the Risk Register and Risk Management Plans, and these are reported on and reviewed by the Board quarterly. In addition, the Board undertakes an annual review of these, its policy and the overall effectiveness of risk management.

Financial Summary

1 April 2021 to 31 March 2022

Income:	2022	2021
	£	£
Sport England core coaching & programme funding	802,111	698,779
Sport England other grant funding	322,437	375,450
Partner contributions	126,705	66,989
Fees and charges for services and products	14,740	4,425
Grant funding (non Sport England)	4,715	16,500
Strategic Commissioning	312,268	424,022
In Kind Contributions	27,100	32,000
Total	1,610,077	1,618,165

Expenditure:	2022	2021
	£	£
Salary costs - Programme Delivery Staff	710,143	752,603
Salary costs - Other Staff	231,442	148,448
Other staffing costs (incl travel and subsistence)	9,222	4,117
Marketing costs	21,950	13,711
Administration and finance costs	54,014	49,639
Programme delivery costs	628,028	499,231
Other expenditure	27,100	32,000
Total	1,681,897	1,499,748

Surplus/(deficit) in year	(71,820)	118,417
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Note to the Accounts: Planned investment of Active Devon (AD) reserves and/or prior year carry forward balances cannot be accounted for as income. 2022 - £143,434 planned AD investment, adjusted net position £71,614 carry forward balance.

Reserves Policy Statement

The Board's policy is to maintain sufficient reserves to enable continued service provision for five months, combined with the meeting of winding-up commitments if necessary, regardless of income levels. This is calculated to be in the region of £696,672 for the coming financial period. At 31 March 2022 unrestricted reserves, excluding designated funds of £482,796, were £696,765.

Audit

Active Devon is audited on an annual basis by the Devon Audit Partnership (DAP) which is a shared service arrangement between DCC, Torbay Council, Plymouth City Council and Mid Devon and Torridge District Councils, constituted under section 20 of the Local Government Act 2000. DAP was formed in 2009 and delivers Internal Audit and Assurance services including Fraud and Risk management to the partners and a number of external clients. DAP is required to conform with the Public Sector Internal Audit Standards.

Active Devon is a community focused, non-profit organisation dedicated to unlocking the ability of movement to change lives for the better

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