

ACTIVE DEVON – CONSTITUTION (UPDATED 14/08/2017)

1.1 The County Physical Activity and Sport Partnership shall be known as Active Devon

1.2 Active Devon is a not for profit unincorporated association.

Mission, Vision and Priorities

2.1 Active Devon's **mission** is:

To Inspire & Support people to get active and stay active

The **vision** is:

'Everyone in Devon active for life'.

2.2 In pursuing its mission Active Devon will set itself strategic priorities and these shall be, as follows:

- **Active Lifestyles** – helping people to choose active
- **Supporting communities** – building capacity in individuals and local organisations
- **Influence** - reaching out to consumers and uniting partners across Devon behind the Mission
- **Innovation** - discovering and sharing new approaches
- **Growth** – increasing resources

2.3 The priorities have been framed having regard to the aspirations of those bodies which have worked together to establish Active Devon and to the policies of Sport England and shall be reviewed from time to time by the Active Devon Board.

Scope

3. Active Devon will primarily operate within the boundaries of the geographic county of Devon.

Board

4.1 The business of Active Devon shall be conducted by a Board comprising up to 12 Members including a Chair and Vice Chair.

4.2 The Board is Active Devon's principal decision making body. It will provide strategic leadership of Active Devon including the approval each year of Active Devon's delivery /business plan. This will include:

4.2.1 Deciding upon the overall strategy for Active Devon

4.2.2 Overseeing the general running of Active Devon.

4.2.3 Agreeing and monitoring the progress of the delivery plan.

4.2.4 Agreeing and monitoring the annual budget (1 and 3 year forecast).

4.2.5 Reviewing budgets quarterly.

4.2.6 Identifying key themes of work, guided by the priorities of the delivery plan.

4.2.7 Acting as a sounding board and providing support and a critical challenge to the Chief Executive and core team.

4.3 The Board will operate in accordance with the principles set out in Appendix 1.

- 4.4 The Board will consist of members recruited from sectors/organisations relevant to the work of Active Devon to provide a broad range of skills, experience and local knowledge. An openly advertised recruitment process will normally be used to seek applications for Board Membership. In exceptional circumstances the Board may decide to make an appointment without an open advertisement eg in order to address a specific skills or experience gap or if an advertisement fails to attract suitable candidate(s). A minimum of 25% of the Board's Members will be independent. The definition of 'independent'¹ will be that set out in the Code for Sports Governance, published 2016 by Sport England and UK Sport.
- 4.5 The Board will appoint a selection panel drawn from its current membership and including the Chief Executive to assess applicants and make appointments to vacancies for Board Members and Senior Executives. The appointments panel will not normally include the Chief Executive, where the appointment being considered is that of the Chief Executive.
- 4.6 A representative from Sport England may attend Board meetings in an ex-officio capacity.
- 4.7 A Board Member appointed in an Ex Officio capacity may serve on the Board for the duration of their holding the relevant office.
- 4.8 Devon County Council as host and accountable body shall be invited to appoint a representative to Board. Devon County Council's representative on the Board will be subject to the same review and periods of appointment as other Board Members.

The Board shall meet a minimum of four times per financial year.

- 4.9 Wherever possible decisions should be reached by consensus; where a consensual decision cannot be reached a majority vote by show of hands shall decide the issue, all Members--with the exception of ex-officio Members--having a vote, and in the event of a tied vote the Chair having a second or casting vote.
- 4.10 The minimum number of Members needed for a meeting of the Board to start and to continue (a quorum) shall be one third of the whole number of members on the Board. If a quorum is not present or maintained the meeting will be adjourned to a date fixed by the Chair.
- 4.11 The Board may co-opt additional Members to the Board where they are able to provide specialist skills, knowledge or experience which would enhance the Board's effectiveness and capacity. Co-optees will be invited to join the Board for a specified duration and will have the same responsibilities and voting rights as other Board Members.
- 4.12 The Board will appoint an Audit Committee, whose responsibility it will be to recommend the appointment, reappointment and removal of the external auditors, direct the scope of the annual audit (and other audit activities) and to receive the auditor's report. The Committee will be Chaired by the Lead Board Member for Finance and will include the DCC appointed Board Member and at least one other Board Member. The Chair will not be eligible to be a member of the Audit Committee.
- 4.13 The Board may establish and mandate other subject specific, short term task groups or sub-committees to consider in more detail, issues of interest and concern to the full Board.
- 4.14 The Board will appoint Lead Board Members whose role will be to provide enhanced oversight by 'checking and challenging' the respective draft Board papers in advance of meetings and

¹ A person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be 'independent' even if they are a member of the organisation and/or play the sport. Examples of a 'close connection' include: (A) they are or have within the last four years been actively involved in the organisation's affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country; (B) they are or have within the last four years been an employee of the organisation; or (C) they have close family ties with any of the organisation's directors or senior employees.

thus providing other Board Members with additional insight at meetings. Topical areas covered by such appointments shall be:

- 4.14.1 Finance
- 4.14.2 Performance
- 4.14.3 Risk
- 4.14.4 Equality
- 4.14.5 Safeguarding
- 4.14.6 Other such areas as the Board may deem appropriate from time to time

4.15 All reports to and all proceedings of the Board shall be treated as confidential unless and until they become public in the ordinary course of Active Devon's business.

4.16 Board Members shall declare a conflict of interest; such a conflict arises when he/she faces a choice between his/her personal interests (or the interests of an individual or organisation with whom the Board Member is, or appears to be, closely involved) and the interests of Active Devon. The Board Member's interests may be:

- a. direct financial interests—e.g. where the Board Member stands to obtain or lose direct financial benefit from a Board decision.
- b. indirect financial interests—e.g. where a close relative stands to benefit or lose financially from a decision, and the Board Member's finances can be considered to be linked with those of the relative.
- c. non-financial or personal conflicts—e.g. where the Board Member does not stand to receive any financial benefit or loss from a decision, but continues to be influenced by other factors (such as a close personal friendship). When a conflict is declared the Chair shall determine the appropriate course of action; if a conflict is confirmed the Board Member will be excluded from voting.

Board Review

5.1 There will be a general review of Board membership every year to encourage Board renewal whilst retaining corporate memory. Members will be appointed for a period of three years after which they shall be eligible for re-appointment or re-election for a maximum of two further terms.

5.2 The Board shall elect a Chair who will normally be appointed for three years with a review and possible re-appointment after this period for a further one term only. The Chair's performance will be formally appraised on an Annual basis.

5.3 The Board shall elect a Vice Chair who will normally be appointed for three years and shall be eligible for re-appointment thereafter; the Vice Chair shall exercise the powers and duties of the Chair in his/her absence. In the absence of both the Chair and Vice Chair from a meeting of the Board the Members present may appoint a person to preside at that meeting.

5.4 The Vice Chair will perform the role of Senior Independent Board Member whose responsibilities include:

- (i) providing a sounding board for the Chair;
- (ii) serving as an intermediary for the other Board Members when necessary;
- (iii) acting as an alternative contact for stakeholders to share any concerns if the normal channels of the Chair or the organisation's management fail to resolve the matter or in cases where such contact is inappropriate; and
- (iv) leading on the process to appraise the chair's performance.

5.5 In exceptional circumstances (for example to assist succession planning), the Chair or a Board Member may hold office for a further year.

5.6 When a Board Member has completed their maximum term, at least four years must elapse before they can be eligible to stand as a Board Member for Active Devon again.

General

- 6.1 Devon County Council shall act as Active Devon's Accountable Body in accordance with the terms of a Memorandum of Understanding agreed between Active Devon and Devon County Council.
- 6.2 The Chief Executive of Active Devon shall convene meetings of the Board and shall be responsible for the timely distribution of all relevant documentation to Members including the Minutes thereof.
- 6.3 The day to day management of Active Devon, its staff and its operations, shall be the responsibility of the Chief Executive.
- 6.4 The roles of Chair and Chief Executive shall not be exercised by the same individual
- 6.5 Board Members shall have no power or authority, except where specifically authorised by resolution of the Board, to issue any orders for works goods or services on behalf of Active Devon or to claim by virtue of his /her membership of the Board any right to inspect or enter upon any land or premises.
- 6.6 Active Devon may arrange appropriate insurance and shall indemnify Board Members against personal liability arising from acts or omissions other than an act or omission which the Board Member knew to be unlawful or a breach of the rules and/or policies of Active Devon or as to which the Board Member concerned was reckless whether it was or was not unlawful or such a breach.

Document History	
March 2007	Adopted
22.04.2015	Amended (1) Para 4.11 inserted (2) Document History inserted
16.03.2017	2.1 – Updated Mission 2.2 – Updated Strategic Priorities 4.2 – Updated as per requirements of UK Governance Code for Sport 4.5 – Remit extended to Senior Executives 4.6, 4.11, 5.4, 5.5, 5.6, 6.4 – Inserted as per requirements of UK Governance Code for Sport 6.1 – Amended Appendix 1 Code of Conduct - updated
14.08.2017	4.4 – added requirement for minimum 25% of Board Members to be independent and associated footnote with Code for Sports Governance definition

APPENDIX 1

Code of Conduct for Board Members

This Code of Conduct is mandatory for all Active Devon Board Members. Board Members should be aware of the public nature of Active Devon's role, its accountability to Sport England and its stewardship of substantial public funds which demand high standards of conduct in exercising its functions. All Board Members should act at all times, with integrity, in a forthright and ethical manner and in accordance with Active Devon's conflicts policy.

Board Members should:

- a. support the vision, mission and objectives of Active Devon;
- b. work cooperatively with other members of the Board in the best interests of Active Devon;
- c. fully, openly and honestly engage in debate and discussion with other Board Members
- d. acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision is reached, it should be supported by all;
- e. base his or her views on matters before the Board on an honest assessment of the available facts, unbiased by partisan or representative views;
- f. acknowledge that as an individual Board member, he or she has no legal authority outside the meetings of Active Devon and its committees;
- g. understand that an individual Board member does not have the right, other than through the Chairman, to make statements or express opinions on behalf of Active Devon;
- h. resist any temptation or outside pressure to use the position of Board member to benefit himself or herself or other individuals or agencies;
- i. declare openly and immediately any personal or corporate/business conflicts of interest arising from a matter before the Board or its committees or from any other aspect of Active Devon's business and responsibilities;
- j. respect the confidentiality of those items of business which the Board decides from time to time should remain confidential;
- k. take or seek opportunities to enhance his or her effectiveness as a Board member through participation in individual/collective Board Member performance assessment activities and training and development programmes and by increasing his or her own knowledge of Active Devon;
- k. give priority as far as practicable to attendance at meetings of the Board and its committees and recognise the very important requirement of promoting proper accountability for the actions and performance of Active Devon.