

Annual Governance Statement & Accounts 2022-23

Everyone in Devon Active for Life

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Governance Statement

2022-23

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.

Active Devon operates in accordance with the Tier 3 standards of the UK Code for Sports Governance. This statement summarises various aspects of our governance / compliance activity. Further 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
- Annual Review which 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 meets on a quarterly basis. It is supplemented by a sub-committee structure which manages routine governance and oversight matters. Board Members during year to 31st March 2023 were:

Name	Appointment
John Bougeard (Finance, Governance & Audit SC Chair)	Feb 2022 -
Dr Kay Brennan	Feb 2023 -
Steve Brown	Feb 2023 -
Charlotte Burrows	Feb 2023 -
Simon Kitchen (DCC appointee)	Nov 2016 -
Andy Martin (Performance SC Chair)	Mar 2017 -
Hannah McDonald (Welfare & Safety Champion)	Oct 2020 -
Jim Nye (Chair)	Jan 2014 -
Angie Scott (Vice Chair)	Dec 2019 -
Dr Karen Cook	Jan 2013 - Jul 2022
Diana Crump	Jul 2013 – Nov 2022
Jon Govender	Oct 2020 – Apr 2022

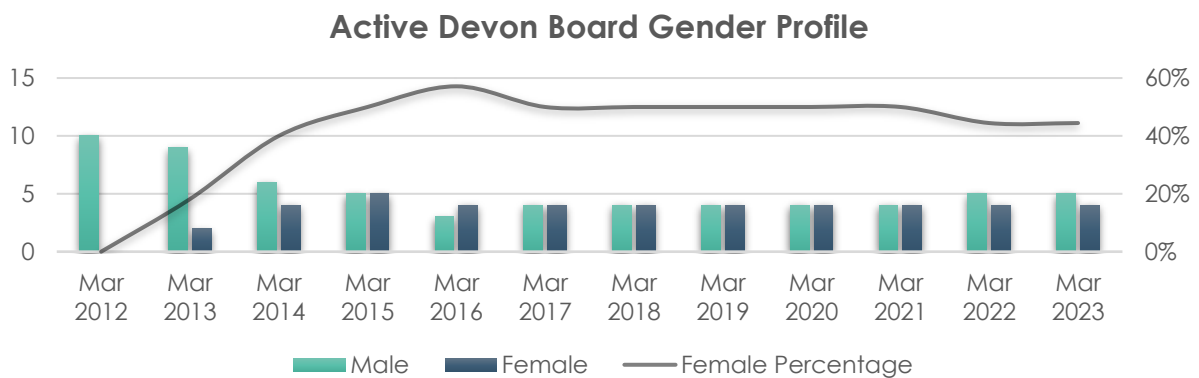
Biographies of current Board members, together with information about our Board recruitment process are available at [Our Board - Active Devon](#) .

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.



In the year 2022-23, key demographic data about our Board indicated that:

- 92% (11 out of 12) Board Members to be 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:

- Committed to whole team EDI development, including <90% of colleagues participating in a 9 month EDI learning journey through Leading for Renewal / Inclusive Employers programme.
- Adopted changes to our annual equality profiling activity for staff and Board Members to cover understanding of key EDI topics. The output of staff feedback has been used to inform individual and collective development activity.
- Overhauled our Board recruitment pack and activity with advice from specialists Perret Laver and in line sector best practice. A focused recruitment drive enabled us to recruit three new Board Members, contributing to our gender diversity.

- Introduced changes to the structure, format and timing of Board meetings to give greater opportunity to explore equality and inclusion related matters and bring external voice to discussions.
- Increased visibility of equality impact planning by including impact summary statements at beginning of templates for all Board reports.
- Deepened strategic partnership with Living Options Devon to improve opportunities for disabled participation. Worked with non-PA Sector Partners to establish refugee and asylum seeker network group to respond to local challenges

Our priorities for 2023-24 are captured in our [Diversity & Inclusion Action plan](#). In addition we will be reviewing our Equality Policy Statement to ensure that our policy ambitions are more wide ranging, reflecting the diversity of Devon more fully.

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 2022-23 we achieved the following in response to governance priorities identified:

- We delivered various improvements required to ensure ongoing compliance with UK Code for Sports Governance standards, including those required to respond to the new standards in the updated version of the code.
- At Board level our new strategy has required a fundamental shift in approach to ensure the Board is knowledgeable and able to provide leadership in the context of our complex place / strategic systems change work. The Board and SLT have spent time together on focused 'deep dives'.
- We have refined and developed our evaluation, learning and performance processes and provided external partner presentations to support the Board's understanding.
- The Board commissioned and conduct an independent external evaluation of its performance in November 2022. It has agreed to take action on its recommendations and has already made the practical / structural changes suggested, including the extension of the sub-committees approach to ensure a clearer focus between oversight and leadership functions.
- Our Board Member recruitment campaign not only enhanced the gender diversity of the Board but it addressed the need to increase the size of Board and addressed known skills gaps, particularly in terms of our health sector experience.

Governance improvement priorities for 2023-2024 are largely driven by the outcomes of the external review highlighted above. They include:

- Consolidate and embed structural changes made in 2022-23

- Continue to develop the Board's understanding of systems/place context of Active Devon's operations by creating spaces for deeper consideration and discussion of key strategic themes.
- Review and re-define the Board and Board Members' role in advocacy of Active Devon and our strategic priorities.
- Increase external engagement in Board business to embrace a wider range of different perspectives.
- Further Board Member recruitment including the appointment of a new Chair.

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.

Statement of Accounts

For the year ended 31st March 2023

Everyone in Devon Active for Life

Explanatory Foreword

The Statement of Accounts provides a summary of the overall financial position of Active Devon, for which Devon County Council (DCC) is its legally accountable body.

Additional information can be obtained from Active Devon's website:

www.activedevon.org

Active Devon is not a legal entity in its own right. Through a formal partnership arrangement, DCC is its legally accountable body. The Statement of Accounts has therefore been prepared in line with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom.

The Statement of Accounts also meets the requirements for tier 3 organisations as stated within the Governance Code for Sport.

A copy of the Statement of Accounts and the Auditors Report will be submitted to Sport England on an annual basis and will be readily available for public inspection via Active Devon's website.

Summary Income and Expenditure Accounts

This statement shows the expenditure and income for Active Devon for the year ended 31 March 2023.

Income

	Sport England	Local Authority	Other Public Sector	Non-Public Sector	Total
Revenue Grants	(1,136,898)	0	0	0	(1,136,898)
Sponsorship	0	0	0	0	0
Other Income	(3,168)	(325,159)	(33,498)	(60,092)	(421,917)
Total Income	(1,140,066)	(325,159)	(33,498)	(60,092)	(1,558,815)

Expenditure

Core Staff Costs	749,471	166,290	31,731	4,883	952,375
Office, Marketing & Travel Costs,	77,808	0	0	0	77,808
Project Delivery (see below)	433,153	46,307	0	21,866	501,326
- Communities	210,366	(50)	0	11,311	221,627
- Early Life	73,818	0	0	0	73,818
- Everyday Movement	0	46,294	0	2,810	49,104
- Health & Wellbeing	0	63	0	0	63
- Later Life	140,861	0	0	7,745	148,606
- People & Operations	8,108	0	0	0	8,108
Total Expenditure	1,260,432	212,597	31,731	26,749	1,531,509

Net Income / Expenditure	120,366	(112,562)	(1,767)	(33,343)	(27,306)
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Deferred Grant Reconciliation

	Sport England	Other Public investors	TOTAL
Opening Balance	162,842	18,808	181,650
Cash Received	1,140,066	418,749	1,558,815
Net commitment from reserves		9,332	9,332
Released to P&L	(1,260,432)	(271,077)	(1,531,509)
Closing Balance	42,476	175,812	218,288

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 £688,260 for the coming financial period. At 31 March 2023 unrestricted reserves, excluding designated funds of £420,176, were £689,096.

Notes to the Statement of Accounts and Reserves Statement

1. Accounting Policies

(a) General Principles - The Statement of Accounts summarises Active Devon's transactions for the 2022-23 financial year and its position at the year end of 31 March 2023. Active Devon is required to prepare an annual Statement of Accounts to meet the requirements of the UK Governance Code for Sport and, due DCC being its legally accountable body, in line with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom.

(b) Accruals of Income and Expenditure - Activity is accounted for in the year when cash payments are made or received, with surpluses carried forward into subsequent financial years.

(c) VAT - VAT payable and receivable is excluded from the Statement of Accounts.

2. Debtors & Creditors

Processes for the management of both debtors and creditors are handled in line with Devon County Council's Policies and Procedures.

3. Further Information

Interested persons have a statutory right to inspect the accounts. Anyone wishing further information or explanation of the accounts should contact: -

Matt Evans
Chief Executive Officer
Active Devon
The Loft
Haven Banks Outdoor Education Centre
Haven Road
Exeter
EX2 8DP

Statement of Responsibilities for the Statement of Accounts

1. Active Devon is required to: -

Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. For Active Devon that officer is The Chief Executive who shall be responsible for, ensuring the effective financial management and probity of Active Devon.

2. Devon County Council is required to: -

Ensure Active Devon's Statement of Accounts is prepared in accordance with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom. In preparing the Statement of Accounts the Senior Accountant has: -

Selected suitable accounting policies and then applied them consistently.

Make judgements and estimates where reasonable and prudent.

Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I hereby certify that the Statement of Accounts gives a true and fair view of the financial position of Active Devon at the accounting date and its income and expenditure for the year ended 31 March 2023.

Signed:



Angie Sinclair

Director of Finance & Public Value, Devon County Council

Date: 18/01/2024

3. Active Devon Board, Finance, Governance & Audit Sub Committee is required to: -

Assist the Board in fulfilling its oversight responsibilities for the financial reporting process, the system of financial controls, the audit process, and the process for monitoring financial compliance with the relevant DCC policies and procedures and grant funding bodies' regulations and objectives. governing body's Code of Conduct, making recommendations through the production of appropriate reports to the Board for approval as and when required. Specifically, the Finance, Governance & Audit Sub Committee will:

- Review the annual financial reports, and consider whether they are complete, and consistent with information known to Sub Committee members.

- Review the auditors' proposed audit scope of work.
- Review with management and the auditors the results of the annual audit, including any difficulties encountered.
- Ensure effective alignment and liaison between Active Devon and the audit arrangements provided by DCC and any other review bodies

Signec



John Bougeard

Chair Active Devon Finance, Governance & Audit Sub Committee

Date: 17/12/2023

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, North Devon, South Hams, Torridge and West Devon 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's specific accounts are externally audited alongside and as part of the Devon County Council accounts by Devon Audit Partnership.

A full copy of the Statement of Accounts for the year 2022-23 for Devon County Council can be found [here](#).

Specific references to Active Devon's financial activities can be found on page 105 therein.

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

**Large print or other alternative
format versions of this document
are available on request.**