

2016-17 Governance Review Statement

Approved by Active Devon Board 20.7.17

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.

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.

Board Membership during the year	Appointed
Holly Woodford (Chair)	Jan 2013
Karen Cook (Vice Chair, Finance Lead, Audit Sub-Committee Chair)	Jan 2013
Diana Crump (Equality Lead)	Jul 2013
Lyn Brown (Safeguarding and Performance Lead)	Jan 2014
Jim Nye (Investment Lead)	Jan 2014
Simon Kitchen (DCC appointee, Risk Lead)	Nov 2016
Andrew Hawkins	Nov 2016
Andy Martin	Mar 2017
Jim Barrett (Ex-Officio, Sport England appointee)	Jul 2015
John Smith - Oct 2011 to Nov 2016	
Richard Atkins - Jul 2016 to Oct 2016	
Nigel Rowe - Dec 2006 to Oct 2015 (to Jul 2016 as Co-optee)	

Diversity

In January 2012, following some Board Member turnover, the Active Devon Board was entirely made up of men. The Board recognises the value that diverse views and input bring to its decision making and thus set itself the ambition of moving towards greater gender balance on the Board. A year later 18% of Board Members were female and by October 2013 we reached the recommended 30%. In March 2015 Active Devon had an equal number of male and female Board Members and we have maintained broad gender parity since then.

Gender profile of the Active Devon Board

	Mar 2012	Mar 2013	Mar 2014	Mar 2015	Mar 2016	Mar 2017
Male	10	9	6	5	3	4
Female	0	2	4	5	4	4
M% / F%	100% / 0%	82% / 18%	60% / 40%	50% / 50%	42% / 58%	50% / 50%

Whilst we must ensure that the Board and Leadership is fully equipped with the skills, knowledge and experience required 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. Through this annual Governance statement Active Devon will continue to publish, on an annual basis, information about the actions and progress it makes.

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. The Board appoints one member with relevant expertise to lead on its oversight of Active Devon's risk assessment and management policies and processes, and their review. The Board's objectives, priorities and delegation of risk assessment and management is clearly communicated to the SMT and other staff, along with the criteria that should trigger escalation. The SMT are required to maintain and review the Risk Register and Risk Management Plan monthly, 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. Active Devon's response to significant risks, in the last year, such as lack of clarity from national policy / funding decisions and a major incident, have provided assurance about the effectiveness of this framework and its continuous improvement.

Governance Improvement

The Active Devon Board conducts annual reviews of both Governance and Board Performance. Its agreed Governance priorities for 2016-17 were:

- New Board Member recruitment to address skills gaps in Education, Health, Community Sport, Commercial Marketing / Communications and Consumer Behaviour
- To rebalance focus of Board agendas to allow for discussion and decision making, particularly around key future strategic issues.

- To review staff input to Board meetings for more evenly balanced attendance and thematic input
- To implement more robust induction procedures for new Board Members
- To review safeguarding policies in context of both children and adults at risk

Those priorities have been addressed with the one exception of satisfactorily strengthening the Health skills gap on the Board so efforts continue in this regard. Our newly adopted safeguarding policy and procedures which are combined for children and adults at risk have been acclaimed by Child Protection in Sport Unit as good practice.

Active Devon's Governance priorities for 2017-18 are:

- To publish Active Devon's new Strategy
- To commission a formal review of its legal form (in conjunction with Cornwall Sports Partnership)
- To review and agree key actions on how it might better secure greater diversity of input in its decision making
- To review and agree key actions on how it monitors and manages Active Devon's performance
- To ensure full compliance with Tier 3 of the UK Code for Sports Governance