

Active Devon Finance, Governance & Audit Sub-Committee (FGASC)

Notes of the meeting held on 20th July 2023 at 4.00pm via Teams

Board Members Present: Simon Kitchen, Andy Martin, Kay Brennan

Also in attendance: Matt Evans (Chief Executive), Tim Howard (Partnerships Manager), Claire Colman (Business Support Officer)

Welcome, apologies and declaration of interests

Apologies had been received from John Bougeard and Aaron Harverson (Partnerships Manager). There were no new interests declared, beyond those held on the register. SK chaired the meeting in JB's absence.

1. FY24 Q1 Finance Reports

The Q1 finance reports had been previously circulated. ME noted the pressure on staffing budgets due to predicted high level of pay award. He highlighted that c£12k of the £17k annual contingency was already committed at Q1. As with last year, there continues to be lack of clarity on SE place expansion investment, Income targets had been profiled over the 2 years to smooth the higher additional income required in FY25. ME would continue to monitor closely and would follow up with JB to discuss his feedback. Questions were raised around the drop in SE funding in FY26 – the difference relating to the 2x extended workforce roles for which funding agreements end Mar 25.

ME also highlighted that he would be circulating proposals for match funding a Heritage Lottery Fund bid in the next fortnight.

Ref:	Decisions – <i>Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the FGASC:</i>		
230720 FGA A	<i>Noted the contents of the FY24 Q1 finance reports</i>		
Ref:	Actions	Who	Date
230720 FGA 01	<i>Circulate Heritage Lottery match funding proposal for consideration</i>	ME	31/7/23

2. FY23 annual audit outcome

ME confirmed the 'Substantial Reassurance' finding from the annual audit. Members had no queries accepted the report in full. They passed on their thanks and acknowledged the hard work professionalism of the staff involved.

Ref:	Actions
230720 FGA B	<i>Noted and accepted the contents of the FY23 audit report</i>

3. FY24 Q1 Risk Report

TH introduced the risk report. He highlighted the exceptional long term absence challenges which had particularly impacted business support. ME explained the mitigations being implemented and thanked business support colleagues who had offered flexibility and additional hours during this time. He also highlighted ongoing changes to approach aimed at fostering greater resilience. In response to AM there was discussion about how people risks extended to Board Members and how these are managed through succession planning and recruitment.

Ref:	Decisions – Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the FGASC:
230720 FGA C	Noted the contents of the FY24 Q1 Risk Report

4. FY23 Governance Statement

Members agreed that the statement was clear and covered necessary aspects sufficiently. However there was uncertainty whether the Board's agreed target for gender equality was articulated appropriately. ME explained the background to how the target was adopted but all were in agreement that advice should be sought from Sport England before the statement was put forward to the Board for formal approval.

Ref:	Decisions – Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the FGASC:		
230720 FGA D	Agreed the FY23 Governance Statement for formal approval by the Board, subject clarification from Sport England relating to gender equality ambition		
Ref:	Actions	Who	Date
230720 FGA 02	Seek advice from Sport England related to articulation of gender equality ambition	ME	31/8/23

5. Policy Reviews

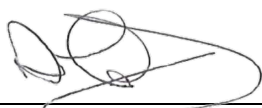
Updated versions of: **(a) Annual Governance Schedule; (b) Constitution, inc. delegations of authority and (c) Reserves Policy** had been circulated for the Board's consideration. The Annual Governance Schedule was an accurate reflection of the Board's agreed intent and there were no material changes to the other documents. All three were therefore approved.

Ref:	Decisions – Having considered Implications related to EDI, welfare, environmental impact and Active Devon's values, the FGASC:		
230720 FGA E	The Annual Governance Schedule and updated Constitution (inc. delegations of authority) and Reserves Policy were approved		

6. Summary and AOB

There was no AOB

I agree these minutes are an accurate and true reflection of the Audit Sub-Committee held on 20th July 2023.



Chair

Future Meeting Dates

Board

- 7 Sept 2023 4.30-7.00pm
- 23 Nov 2023 4.00-6.30pm (Teams)
- 22 Feb 2024 4.30pm-7.00pm
- 9 May 2024 4.00-6.30pm (Teams)

Sub-Committees (all via Teams)

Diary hold 4.00-6.00pm, specific times TBC

- 19 Oct 2023
- 25 Jan 2024
- 18 Apr 2024
- 18 Jul 2024