

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

20 July 2023, 4.00pm, via Teams

Agenda		Recommendations
1. FY24 Q1 Finance Reports (ME)	<i>10 mins (for scrutiny)</i>	To note the contents
2. FY23 annual audit outcome (ME)	<i>5 mins (to note)</i>	To formally note the FY23 audit outcome and report
3. FY24 Q1 Risk Report (TH)	<i>15 mins (for scrutiny)</i>	To note the contents
4. FY23 Governance Statement (ME)	<i>10 mins (for approval)</i>	To recommend the draft FY23 governance statement for the Board's approval
5. Policy Reviews (ME) (a) Annual Governance Schedule (b) Constitution (inc. delegations of authority) (c) Reserves Policy	<i>10 mins (for approval)</i>	To approve the reviews conducted (summarised in supporting information)
6. Summary and AOB		Are there any matters for action/elevation with the Board or other sub-committees

Implications relating to equality, diversity & inclusion (EDI), welfare & safety, environmental impact and Active Devon's values:

EDI: Proposed financial support of Active for Nature bid (item 1) seeks to invest resources in marginalised communities. Formal public reporting and target setting for EDI matters is contained in the Governance Statement (item 4) and scheduled as a full Board matter in the Annual Governance Schedule (item 5a).

Welfare & Safety: Risk report (item 3) highlights recent safeguarding referrals which have been effectively dealt with through AD procedures.

Environmental: environmental and social governance explicitly included within governance documentation for the first time (item 3).

Values: Transparent publication of key governance information (items 2 & 4) reflects Trust and diversity focused content reflects Inclusion.

For Info (Additional context that is not covered by agenda discussions)

Adult Safeguarding – Safeguarding is covered under the Performance Sub-committee's remit and they will be discussing outcome of recent safeguarding standards framework

submission which has judged standards 'Not Met' by Active Devon.

DCC MoU - FGASC should note that some updates are anticipated to be required to the DCC/Active Devon MoU. The CEO and DCC Appointed Board Member will liaise and refer and proposed changes to FGASC in due course.

Heritage Lottery Bid – This bid is in progress with submission deadline of 17th August. SLT will be seeking Board approval to commit AD match funding. This is anticipated up to £80k but to be finalized. A mix of reserves and non-lottery funding already committed to our 4 year budget is anticipated. We will deal with this via email as bid is developed.

Supporting Information for the Agenda

Agenda Item 1: **FY24 Q1 Finance Reports**

The [Q1 budget report](#) (containing current year I&E and 4 year forecast), [Reserves Statement](#) and [additional income reports](#) are contained in the appendices pack. As is common at this stage of the financial year there are no material matters. However, Members should note:

- Pressure on staffing budget with c£10-12k of our £17k annual contingency already anticipated to be deployed. This is being managed closely.
- £26k secured towards in year additional income contribution target from a further active travel commission and 2 year extension of the Plymouth Pathfinder work. £26k is in line with target forecast required to balance FY24 budget though behind the stretch target we have across the two-year budget period.

Agenda Item 2: **[FY23 Annual Audit Report](#) and [Certificate](#)**

Devon Audit Partnership conducted its annual review in May 2023 in line with our grant requirements. The audit opinion was 'Substantial Reassurance'. All financial balances reconciled and there no adverse observations nor recommendations. As such the FY23 year end positions presented as provisional in April can now be treated as confirmed. The FGASC It is recommended to formally note the auditor's report.

Agenda Item 3: **[FY24 Q1 Risk Report](#)**

The report is Included in appendices.

Agenda Item 4: **[FY23 Governance Statement](#)**

It is a UK Governance Code requirement that we publish key transparency information. We do this in the form of an annual Governance Statement which covers areas such as: Board Membership, diversity, performance and improvement; risk management and reserves policy statements; year end financial summary, and; audit arrangements. The Governance Statement sits in parallel with an Annual Review document which focuses on operational performance and impact. The Annual Review will be prepared in Q2.

It is recommended that the FGASC reviews, and if necessary amends, the Annual Governance statement and then proposes a final draft to the Board for it's approval.

Agenda Item 5: **Policy Reviews**

The following key governance documents have been reviewed by SLT with outcomes/recommendations summarised below:

- (a) [Annual Governance Schedule](#) – is a newly created policy document which sets out proposed scheduling of standing quarterly and annual governance business, between Full Board and Sub-Committees and across the year. Members are invited to give feedback.

The policies below have no material changes

- (b) [Constitution](#) – Edits shown as track changes. Amendments reflect the establishment of the two new sub-committees (page 3). Their terms of reference, agreed in May 23, have been included (appendix 2). Addition of timescales for circulation of papers (page 4) addresses a recommendation from the Dec 22 Governance Audit. The associated Delegations of Authority was also updated in May 23 and we recommend that it is next routinely reviewed in July 2024.
- (c) [Reserves Policy](#) – No updates or amendments are considered necessary.

It is recommended FGASC proposes all three documents to the Board for it's approval.