



## **GOVERNANCE STATEMENT**

### **1.0 Scope of responsibility**

Active Gloucestershire is a charity and a company limited by guarantee, incorporated on 12 August 2010, and its objects and powers are set out in its Memorandum and Articles of Association. The organisation was registered as a charity on 25 October 2010.

It is the responsibility of the Board and CEO to ensure that Active Gloucestershire has effective governance arrangements, including a sound system of internal control. To ensure constant improvement and that changing legal and other requirements are met, the charity has a Governance Action Plan that is reviewed at each Board Meeting.

### **2.0 The Statement**

This statement covers the following areas:

- Board Membership
- Diversity
- Risk management and internal control

#### **Board membership**

The Active Gloucestershire Board determines the organisation's strategic direction and alignment, provides oversight and accountability, and ensures that governance is shared, rather than centralised within one single agency or individual.

Throughout the year the Board of Trustees is proactive in providing scrutiny over processes, as well as regularly meeting to monitor progress against strategic objectives.

The Board carries out an annual assessment of Trustees' knowledge and skills sets to identify any gaps.

The Board follow a recruitment policy when recruiting new Trustees. Appointments are made to close an existing skills gap or meet any additional requirement as determined by the Trustees.

#### **Finance and Resource Sub Committee (FRSC)**

The Board has a Finance and Resource Sub Committee, which meets regularly to review in detail the financial position of Active Gloucestershire and reports to the Board accordingly.

All members of FRSC are members of the full Board. The Head of Finance provides the papers for the meetings and is the FRSC's Secretary. The FRSC is chaired by a Trustee who is has extensive financial and business understanding.

The Board and FRSC both have Terms of Reference and forward schedules of business to facilitate effective planning and assurance. The minutes of sub-committees are submitted to subsequent Board meetings.

#### **Diversity**

The Board is committed to the diversity policy and consistently works towards the action plan it sets itself. The Trustee recruitment policy will address any gaps in the diversity policy.

## **Risk Management**

The Active Gloucestershire Board has considered major risks to which the organisation is exposed and has satisfied itself that systems or procedures are in place in order to manage and mitigate those risks.

The following key principles outline Active Gloucestershire's approach to risk management:

- As the principal executive and policy-making body of Active Gloucestershire, the Board are responsible for risk management.
- It is responsible for maintaining a sound system of internal control that supports the achievement of policies, aims and objectives, whilst safeguarding the public and other funds and assets for which it is responsible.
- There is an open and receptive approach to solving risk problems.
- Active Gloucestershire makes prudent recognition and disclosure of the financial and non-financial implications of risks.
- Senior staff within Active Gloucestershire are responsible for encouraging and implementing good risk management practice.

## **Internal Controls**

The Board has a number of systems in place to set the internal control environment i.e. Financial Procedures Manual, Staff Handbook and Trustee Handbook. The Board undertake ongoing reviews of these controls which includes the external audit review where any weaknesses are identified and addressed.

## **Governance Improvement**

The Active Gloucestershire Board conducts annual reviews of both Governance and Board Performance.

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

- Ensure full compliance with Tier 3 of the UK Code for Sports Governance
- Implement the diversity action plan
- Carry out an annual review of the Board and FRSC
- Carry out appraisals to include skills audit for all Trustees
- Implement Board recruitment to fill identified gaps
- Review and adjust Memorandum of Articles and FRSC terms of reference
- Review the effectiveness of the overall approach and policy for risk management and internal controls
- Implement a continuous review of policies and statements
- Review Governance statement

## **Review of Statement**

The Board undertakes a statement review annually.

Last review August 2017