

Policy Ref:
GOV01



Governance Statement

Date Approved	April 2024
Approved By	Board
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SASP are committed to our Diversity and Inclusion Action Plan (DIAP) which sets out our ambitions for advancing and celebrating diversity and inclusion at every level of our organisation.

This stamp indicates areas in our policies / procedures that focus on Equality, Diversity & Inclusion.

Policy Update Record (Version Control)		
Date	Author	Change(s)
02/04/2024	Rachel Martin	Reformatted - Original policy approved in July 2022.

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1.0 Scope of responsibility

SASP is a charity and a company limited by guarantee, incorporated and registered as a charity in 2006. Its objects and powers are set out in its Memorandum and Articles of Association. It is the responsibility of the Board and CEO to ensure that SASP has effective governance arrangements, including a regular review of effectiveness, a sound system of internal control, and meets any changes in legal requirements.

2.0 Strategic context

Over the last twelve months the strategy, Somerset Moves and SASP's part in this has been developed. At the SASP Board meeting in March 2022 the strategy was agreed. Somerset Moves strategy builds on the work from the last strategic period and focuses on:

- Six areas of development; Children and Young People, Communities, Health and Wellbeing, Environments, Motivating and Supporting our least active and developing our Workforce and Leadership
- Testing new and/or different approaches to increase the impact of physical activity.
- Sharing learning, skills and improvement across the system to improve collaboration and understanding.
- Ensuring potential service users / demographics are involved in the design and onward improvements of programmes.

3.0 Board membership

SASP has an active and effective Board of Trustees, all of whom were recruited transparently on a skills-led basis. All Trustees are appointed for an initial term of four years. No Trustee may serve more than nine years, unless in exceptional circumstances and with prior agreement from the Board. A Trustee who retires from the Board after a period of nine years is ineligible for re-appointment for a period of four years, after this time, should they successfully be re-appointed as a Trustee, their years of service will commence again at zero.

4.0 Board diversity

In early 2021, SASP reviewed its Boards diversity. The results identified four female Trustees, representing at least 50% of its total Board membership, a figure that exceeds the Code for Sports Governance's requirement of a minimum 30% of each gender.

5.0 Board committees

5.1 Finance, Governance, Audit and Risk Committee (Previously the Finance, Audit and Risk Committee – terms of reference amended in January 2024 to include 'Governance')

The Board has a Finance, Governance, Audit and Risk Committee (FGAR) which meets a minimum of four times a year. Its responsibilities include:

- Finance
- Governance
- Audit

- Human Resources

During the 2023-2024 year, the FGAR Committee met four times. The FGAR's principal areas of focus have been:

- Review of overhead recovery process.
- Review of financial reporting process.
- Review of financial report, management accounts and the budget for 2022-23.
- Review and feedback on the reserves policy.
- Updating the financial procedures manual.
- Review and feedback on staff structures and recruitment.
- Renumeration
- General SASP Policy review

5.2 Nominations Committee

The Nominations Committee (NC) meets as required. Its main responsibilities include:

- Trustee recruitment
- CEO recruitment
- Succession Planning

6.0 Board responsibilities and activity

The SASP's Board is responsible for:

- Ensuring the organisation operates in accordance with charitable and company law and in line with its governing documents.
- Upholding the reputation of the organisation.
- Determining the organisation's strategic direction and alignment.
- Supporting the organisation's CEO and senior management team to deliver SASP's business plan.
- Providing oversight and accountability.
- Ensuring governance is shared rather than centralised within one single agency or individual.
- Scrutinising the performance of the organisation, holding executive staff to account via the examination of key performance indicators and targets outlined in the balanced scorecard.
- Maintaining the financial health of the organisation, which it does by scrutinising the financial information contained within the FAR report and the external auditors report.
- Reviewing risk continually, which it does via the risk register.
- Approving organisational policies and procedures.

During 2023-2024, the Board met four times. The Board's principal areas of focus have been:

- Response to the Covid-19 pandemic
- Developing the Board's own understanding of data underpinning physical activity in Somerset, social marketing and continuous improvements of SASP processes and services
- Supporting staff restructuring for our growing organisation
- Review and discussion of Somerset Moves - values and behaviours, movement building strategy, evaluation, leadership and branding

- Review of business development and business plan
- Financial scrutiny - annual accounts, financial plan and budgets, external audit
- Board recruitment
- Policy reviews as per the policy cycle.

7.0 Risk management principles

SASP's Board has considered major risks to which the organisation is exposed and has satisfied itself that systems and procedures are in place in order to manage and mitigate those risks. The following key principles outline SASP's approach to risk management:

- The Board is responsible for risk management and there is an active risk register in operation.
- It is responsible for maintaining a sound system of internal control that supports the implementation of policies, 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.
- SASP makes prudent recognition and disclosure of the financial and non-financial implications of risks.
- SASP senior staff are encouraging and implementing good risk management.

8.0 Internal controls

In addition to the Memorandum and Articles of Association, which outlines the way in which SASP is run and governed, the Board has in place several systems that set the internal control environment. These include:

- A policies manual which includes policies on anti-bribery, fraud, disciplinary, grievance and whistleblowing
- A health and safety handbook containing all policies related to health and safety at work
- A safeguarding handbook, containing SASP's child protection and adults at risk policies
- A Trustee handbook which covers Board recruitment, risk management and a code of conduct
- A financial procedures manual

9.0 Governance improvement

SASP takes seriously its commitment to establishing a strong governance framework and as such its Board conducts annual reviews of its governance practices to ensure that it is not only fully compliant with the UK Code for Sports Governance, Tier 3, but that the principles of openness, transparency and accountability are embedded within its culture and govern everything it does.

Over the past year, SASP has retained compliance with Sport England's 'Code for Sports Governance'. Adherence to the Code is an ongoing requirement of SASP's funding award agreements and as such it will continue to be monitored through a combination of Sport England assessment, independent assurance and self-declaration.

10.0 Review of statement

The Board undertakes a statement review annually. This statement was last approved in April 2024.