



Proposed Leap Governance Statement 2019/2020

Describe and explain the governance framework of the organisation, including information about the committee structure of the governing board (or equivalent).

The Buckinghamshire and Milton Keynes Sport and Activity Board operating as Leap has a volunteer board of (up to 12) members who help govern the organisations and ensure that we meet all relevant codes of governance (i.e. Tier 3 of the UK Code of Sport Governance). The main board meets 3 x per annum.

In addition, there is a separate Finance and Governance Committee with its own set of TORs.

This committee also meets 3 x per annum typically 2-weeks prior to the main board. More details about board members can be found on our website here: <https://www.leapwithus.org.uk/about-us/meet-the-board/>

Disclose any persons or organisations with significant influence over the Board and/or the organisation.

There are no individuals with significant or undue influence on the organisation or the board. Leap is hosted by Aylesbury Vales District Council. The nature of this relationship is set out within Leap's Governance Framework: <https://www.leapwithus.org.uk/wp-content/uploads/2018/07/Governance-Framework-for-Leap-May-2018.pdf>

How are decisions taken?

This is contained in [Leap's Governance Framework](#) p.13

Names and biographies for all Board members, identifying the Board Chair, Senior Independent Director, Independent, Chairs and members of sub-committees, Executive Directors and their role titles.

Names and short biographies for all Board members can be found on the website: <https://www.leapwithus.org.uk/about-us/meet-the-board/>

Disclose any significantly declarations of conflicts of interest or hyperlink to Declaration document.

Board members are formally required to declare and record any conflict/potential conflict of interests upon assuming their board role and opportunities to update this declaration are formally tabled at each board meeting. There are currently no significant conflicts identified.

Use of hyperlinks to summarised minutes is encouraged.

Minutes of the main board meeting can be accessed here: <https://www.leapwithus.org.uk/about-us/meet-the-board/board-meeting-minutes/>



Name the primary governance Code that the organisation operates to and give an explanation of any deviations from that Code, and declare any deviations

Leap complies to Tier 3 of the UK Code of Sports Governance.

There are currently no deviations from these standards and we have been assessed by Sport England as meeting the Governance Code at Tier 3.

Describe the work of the nomination committee or Board acting in place of a nominations committee, including the process it has used in relation to board appointments;

All board appointments apart from the one representative board position (representative from the host authority) are recruited through openly advertisements.

There is a recruitment pack and application form. As opportunities for recruitment occur rarely (generally due to the retirement of a board member who may have completed maximum terms of service) we do not operate a standing nominations/ appointments committee.

Instead when necessary a recruitment/appointments committee is stood up and this consists of the Chair, Senior Independent Director and Partnership Director. Recommendations from this committee for appointments go to the full board for ratification.

We track both attendance at meetings and also length of service, with board members being asked to retire or stand for re-election as they complete each term of 3-years of service (maximum 3 terms or 9 years), as set out in the National Code for Sports Governance.

Description of the board's policy on diversity, including gender; any measurable objectives that it has set for implementing the policy, and progress on achieving the objectives.

The Leap Board's statement of intent to diversify is clearly laid out here.

<https://www.leapwithus.org.uk/equality-diversity/>

With a commitment to have at least a 1/3rd representation from either gender. This is currently 6 males / 4 females.

An explanation should be given for any Board appointment, including direct nomination by members or appointment to SMT where open competitive, skills based appointment on merit has not been used.

Openly advertised, skills-based appointments are made for all of Leap (including Chair) appointments. Only 1 position is reserved as a 'host' position as per Leap's Governance Framework for a senior staff member from Aylesbury Vale District Council.

Describe in outline the annual Board and Major Sub-Committee evaluations, who conducted it, the headline positive and negative outcomes and the key actions to be taken as a result.

The Board conducts an annual member survey which is reported back to the full board ahead of the Board Planning Day in Spring each year, and this instigates action as required. The last board survey identified developments in board member communication and partner advocacy.

Confirm that the Chairman or state who if another person or group, has evaluated and given feedback to each individual director, including the Chairman.

We do not conduct assessments/feedback of individual board members rather this is done as a collective performance review and via the board survey. If ever there was a concern about an individual board member (in terms of behaviour, attendance etc) this would be dealt with by the Chair and Director and, if the Chair was subject, by the Senior Independent Member.

Report on, or hyperlink to, the Board's or its sub committee's annual review of Risk.

Risk is assessed at each board meeting and is a standing agenda item. The Risk Management Plan has been developed using the same methodology as Sport England, and flags high risk issues through a sequence of controls, elevating to board members and/or Chair.

Where an Independent Audit or Examination takes place, describe the work of the audit committee or of the Board where no Audit committee is used, in discharging its responsibilities, including:

stating if there were any, or no, significant issues that it considered in relation to the financial statements, and how these issues were addressed;
an explanation of how it has assessed the effectiveness of the external audit process and the approach taken to the appointment or reappointment of the external auditor.

As a hosted body, Leap's finances and controls are audited in line with those of Aylesbury Vale District Council. Audited annually and published on AVDC website following scrutiny by AVDC Audit Committee

There were no issues relating to finances, financial management or financial control raised from the last audit.

Give a summary of any significant lapse or lapses in data security during the reported year or from previous years if not already disclosed.

There have been no significant lapses of data security. This service is provided by Aylesbury Vale District Council.

Summarise the induction and ongoing training of board members

The Director provides induction to the Board, explaining key responsibilities, stakeholders, key documents, reports and most recent Board minutes. Board members also have access to the APN Portal.



Board member attendance 2019/20

Sue Imbriano (Chair) 2/2

Linda Plowright (SID) 2/2

Lee Mason 1/2

Yvette Thomas 2/2

Amanda Wright 2/2

Thomas Godfrey 2/2

Dr. Martin McElhatton OBE 1/2

Will Rysdale (AVDC) 0/2

Colin Howe 1/1

Simon DeMaid 0/1

Appendix Two

Sports Governance Code (para. 3.1. in detail)

The expectation is that each funded organisation will publish an annual governance statement. Sport England and UK Sport will give further guidance about the content of the annual governance statement in due course but organisations may wish to consider the following high level approach to what should be included.

- A summary of any significant governance actions or changes over the preceding year. Examples could include changes to the articles, Board or Council; strategy development work; work undertaken to evaluate the effectiveness of the Board, Council or internal processes; stakeholder engagement work.
- An overview summary of whether the organisation complies with this Code. This could include a self-assessment, and/or a report on any external audit or assurance process that has taken place.
- Details of any areas of non-compliance, and how the organisation proposes to address them. If an organisation is working towards compliance with a Requirement but has not yet reached the time for compliance agreed with UK Sport/Sport England, then this is not non-compliance with this Code. The organisation may nevertheless wish to give an update on the work that it is doing on this particular issue.
- Director attendance at Board and committee meetings;

Structure

Information about structure is likely to be 'standing' information that does not need to be reported on every year, e.g:

- constitutional documents (i.e. articles of association or similar);
- terms of reference of the Board and key committees; and
- names and biographical details of directors (including identification of the chair, independent non-executive directors and Senior Independent Director).

Strategy

As noted in Requirement 1.1 (B), the Board must set a strategy for the organisation. Once this has been finalised, it should be published, and the Board should give regular (it is suggested annual) reporting on progress against the strategy. The directors may wish to include this in the annual governance statement.

These disclosures can be at a very high level (e.g. organisations are not expected to publish information which is confidential or has commercial or sporting sensitivity).

Activities

Many organisations publish an annual review of the activities of the organisation. From a governance perspective, this review could include reports on the working of the Board (as referred to in Requirement 1.22), its Council (if the organisation has one) and key committees.

Finance

Requirement 5.5 requires audited annual accounts to be published.

Diversity

Requirements 2.1 to 2.3 set out the obligations concerning transparency with regard to diversity.

To comply with these Requirements, the organisation should give consideration to publishing the following as standing information.

- a statement of intent about its commitment to equality and diversity goals, and
- its policies and procedures relating to equality and diversity.

Annual reporting could include details of the following.

- How the organisation has ensured that any Board recruitment activity that has occurred during the year has been undertaken in such a way as to increase diversity;
- Data on Board, staff, volunteers and participants;
- Identification of a strategic lead for equality and diversity;
- Any other activities that have been undertaken, e.g. shadowing and mentoring schemes, and/or programmes to reach out to particular communities to build capacity in the leaders of the future.

Other

Organisations may wish to go further and publish more information. In order to ensure that the disclosure required by this Code does not place too onerous a burden on organisations, UK Sport and Sport England will consider the extent to which public disclosure and transparency can replace some of the reporting that funded organisations were previously required to undertake (e.g. the annual governance statement may include matters previously reported)