



**wesport**

INSPIRING ACTIVE LIVES

# Governance Statement

2017-18

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*This document can be made available in alternative formats upon request*

## Introduction

Wesport is a Registered Charity & Company Limited by Guarantee and fulfils the role of the County Sports Partnership for the West of England, which covers Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. Wesport works with a network of organisations across this area.

Wesport is comprised of & governed by a Memorandum of Understanding and Articles of Association, and the non-executive independent Board of Trustees.

(Where the term “Independent” is used with regard to Wesport Trustees, the definition from Sport England’s Code of Sports Governance applies:

*“Independent - a person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be ‘independent’ even if they are a member of the organisation and/or play the sport. Examples of a ‘close connection’ include:*

*(A) they are or have within the last four years been actively involved in the organisation’s affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;*

*(B) they are or have within the last four years been an employee of the organisation; or*

*(C) they have close family ties with any of the organisation’s directors or senior employees.”)*

Wesport aims to coordinate and support a range of organisations to improve the delivery of sport and physical activity initiatives, in order to have a positive impact on the lives of people and communities of the West of England. Wesport’s role requires significant networking and a collaborative approach linking sporting, cultural and business outcomes.

## Wesport Mission, Vision, and Values

Wesport’s vision is: Improving lives in the West of England through championing, developing, and delivering sport & physical activity

Wesport’s mission is to: Create, Inspire, and Empower through Sport & Physical Activity

This describes what Wesport aims to achieve in the long-term and serves as a guide for choosing our current and future courses of action.

The Wesport team subscribes to the following organisational values:

- Passion
- Respect
- Integrity
- Diversity
- Excellence

Trustees & staff are expected to act with integrity, objectivity and honesty, acting in the best interests of the Trust at all times.

## Board Meetings & Membership

In the financial year 2017-18, four Board meetings were held (one per quarter).

The Wesport Trust Board determines the strategic direction of the Trust, including setting the 4-year strategy & advising on the annual Operations Plan. They also provide accountability and support across all areas of the Trust, with a particular focus on finance, safeguarding, risk, and governance.

Membership of the Wesport Trust Board was as follows (all roles are non-executive and independent):

Name (role)	Notes
Andrea Arlidge (Chair)	
John Baker (Vice-Chair / Senior Independent Director, Portfolio Holder for Risk)	
Sue Dors (Vice-Chair / Senior Independent Director, Portfolio Holder for Safeguarding & Equality, plus Internal Controls)	
Louise Buxton (Portfolio Holder for Finance)	
Dan Summers	Left August 2017
Annie Vernon	Left November 2017
Bryn Vaile	Left May 2017

3 resignations from the Board took place in 2017-18. Recruitment for new Trustees took place at the end of Q4, with new appointees being inducted in April 2018.

## Wesport Trust Board Equality & Diversity

The Board recognises the importance of diversity in the membership of the Board as well as the Senior Management Team (SMT) of the Trust.

Wesport has always had a strong commitment to equality & diversity, including achieving and maintaining the Equality Standard.

The Wesport Board has adopted Sport England's Code of Sports Governance targets of achieving at least 30% of each gender on its Board (currently 75% female at March 2018), along with a target to increase diversity on the Board (including, but not limited to, Trustees that identify as having a BAME background & those with a disability).

The recruitment for new Trustees continues to be via open recruitment and shared with all networks with whom Wesport has access. The shortlisting is completed purely on a skills basis, comparing their application against the role description, and all equality & diversity monitoring information is removed from applications prior to shortlisting.

2017 saw the creation & approval of a Board Diversity Action Plan which sets out how the Wesport Trust Board will improve the overall diversity of the Board.

This is important for several reasons:

- Many charities risk a disconnect between Board members and the beneficiaries of their services. A more diverse range of Trustees helps to ensure that a charity is fair & open in all its dealings, e.g. delivering services or providing grants
- A more diverse Board can increase public confidence and accountability

- Different types of Trustees with differing backgrounds, life experiences, and skills helps to keep the Board fresh with new ideas & provides a wider range of experience to support the Wesport team in their work
- Having that broader range of skills, knowledge, and experience should give the Board greater flexibility to overcome challenges and adapt to changes

This will be reported against in Trust Board meetings and as part of the annual Governance Statement.

### **Skills Matrix**

As part of an annual review of the Board, the Skills Matrix is also reviewed. This is taken into consideration when any Trustee recruitment is being advertised to ensure that there is a broad range of skills and expertise available on the Wesport Trust Board.

### **Risk Management Statement**

The Wesport Trust Board continues to review and monitor the risks that Wesport may face. There is a Risk Management Policy in place, as well as a Risk Register that is brought to the Board every 6 months for a full review.

The Board clearly communicates the objectives, priorities, and delegations of the risk management to the Senior Management Team and Finance Team of the Trust.

The Board has appointed a Portfolio Holder for Risk, who sits on the Risk & Internal Controls Committee. The entire Risk Management Policy, procedures, and Risk Register has been reviewed by the Risk & Internal Control Committee, with adjustments being made accordingly.

The Risk & Internal Controls Committee then provides an update to the rest of the Wesport Trust Board accordingly so that all Trustees are aware of any amendments or issues raised.

### **Governance Updates**

The new Code of Sports Governance has been issued by Sport England (to take effect from April 2017), which includes stringent measures for compliance at the highest level (Tier 3). As part of this, Wesport has undergone a full review of all Governance. This Sport England Code has superseded the Voluntary Code of Good Governance for the Sport & Recreation Sector from the Sport & Recreation Alliance that Wesport previously signed up to.

While the majority of requirements for full Tier 3 compliance were already in place, some needed to be officially documented. A significant piece of work has been undertaken to ensure that all required documentation is in place.

This covers the 5 principle areas of:

1. Structure
2. People
3. Communication
4. Standards & Conduct
5. Policies & Processes

As part of this, there is now a dedicated Governance page on the Wesport website here: <http://www.wesport.org.uk/about-us/our-governance/> where all relevant documentation can be found.