

DRAFT Leap Governance Statement May 2022-May 2023

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 an openly-recruited strategic advisory board of (up to 12) members who help govern the organisation and ensure that Leap meets all relevant requirements to achieve and maintain Tier 3 of the UK Code of Sport Governance. The main board meets 3 x per annum.

In addition, there is a separate sub committees of the Board operating with their own Terms of reference. These are detailed below.

- Finance, Audit and Risk Committee
- Nominations Committee

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 Buckinghamshire 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 Sports Governance Code (first edition)

[UK Sports Governance Code](#)

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

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 – Buckinghamshire Council) are recruited through open 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 standing up a Nominations Committee, comprising of Board members when needed. This consists of the Chair, Senior Independent Director and Partnership Director. Recommendations from this committee for appointments go to the full board for ratification. In terms of Board Chair recruitment Sport England is invited to assist the recruitment process.

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 UK Sports Governance Code.

Nomination Committee - Terms of Reference

Role of the Board

1. The Nomination Committee (the Committee) is a Committee of the Buckinghamshire and Milton Keynes Sport & Activity Main Board.
2. The Committee has been established to support the Board in its responsibilities for issues of recruitment and selection of the Board members to meet the agreed Board membership as set out in the Governance Framework.
3. The Committee is authorised by the Board to seek any information it requires from any employee of Leap in order to perform its duties.

1. Membership

- 1.1 The committee shall comprise at least two Board members.
- 1.2 Only members of the committee have the right to attend committee meetings. However, other individuals such as the Partnership Director and (where appropriate) external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 1.3 Appointments to the committee are made by the Board and shall be for a period of up to four years, which may be extended for further periods of up to four-years. Provided the Board member still meets the criteria for membership of the Board.
- 1.4 The Board shall appoint a Committee Chair who should be either the Chair of the Board or the Senior Independent Director. In the absence of the Committee Chair and/or an appointed Deputy, the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the Board. The Chair of the Board shall not chair the committee when it is dealing with the matter of succession to the Chair.

2. Responsibilities

The committee will be responsible for:

- 2.1 An annual review of the skills matrix of the Board
- 2.2 The appointment of Board members.

3. Secretary

A nominated member of the Leap Team shall act as the secretary of the committee.

4. Quorum

The quorum necessary for the transaction of business shall be two committee members, both of whom must be independent members although the Chair of the Board should not Chair the nomination committee when it is dealing with the appointment of a successor Chair

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 are currently 5 males / 5 females.

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 each year, and this instigates action as required. A full external assessment of the Board's structure and functions in line with the requirements of the UK Sports Governance Code (first edition) was undertaken by Seliger Associates (March 2021)

The assessment reviewed the following:

1. Leap is compliant with the Sports Code of Good Governance at Tier Three
2. The Leap Board has an appreciation of how well it is fulfilling its role in relation to supporting the purpose of the organisation
3. The Leap Board and senior staff have a clear understanding of current strengths, the opportunities for development, and a plan of how to achieve this

A Board-owned Action Plan has been worked against since the external assessment has been completed.

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

A Board member skills and governance audit was undertaken with each Board member July – September 2022 and assessed by Leap's Chair.

Report on, or hyperlink to, the Boards 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. The risk management sequence first see the Risk Management Plan assessed at Management Team meetings, the plan is then scrutinised by Leap's Finance, Audit and Risk Committee, before being reported at each Board meeting.

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:

As a hosted body, Leap's finances and controls are audited in line with those of Buckinghamshire Council, as Leap's financial processes and control are compliant to the host authority's requirements. (Audited annually and published on the Buckinghamshire Council website following scrutiny by Buckinghamshire Council's Audit and Governance Committee). Ahead of each Leap Board meeting, Leap's Finance Audit and Risk Committee also undertake a review of the latest financial position and risk register.

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

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 Buckinghamshire Council where Leap is compliant with the protocols set out in:

1. Buckinghamshire Council Continuity Plan
2. Buckinghamshire Council Data Recovery Plan

Summarise the induction and ongoing training of board members

A full on-boarding process has been designed over the past 12 months.

The Director provides induction to the Board, explaining key responsibilities, stakeholders, key documents, reports and most recent Board minutes.

Board members are offered an established Board member to act as a buddy to help familiarise.

A new Board member SharePoint area has been created.

Board members also have access to the APN Portal.

Board members – resigned/terms met

Simon DeMaid completed a full term and resigned as board member October 2019 - 2022

Board member attendance 2022/23 (May, Sept, Jan)

Thomas Godfrey 2/3

Colin Howe 3/3

Sue Imbriano (Chair) 3/3

Lee Mason 1/3

Dr. Martin McElhatton OBE 1/3

Sophie Payne (Buckinghamshire Council) 2/3

Linda Plowright (SID) 3/3

Will Rysdale 2/3

Yvette Thomas 2/3

Amanda Wright 3/3

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)