



GOVERNANCE STATEMENT

The Scope of responsibility of Wiltshire and Swindon Sport as a Community Interest Company, and its objects and powers are set out in its Memorandum and Articles of Association and Community Interest Statement. The organisation was registered as a Community Interest Company on the 19th October 2011

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to promote and support sport and physical activity to the residents of Wiltshire and Swindon by; coordinating and providing a range of services, activities and information relevant to the development of sport and physical activity.

Our Vision is that the right sport and physical activity opportunities are available to everyone in Wiltshire and Swindon

Our Mission is to enable everyone's access to an active lifestyle

Our Values are;

- A passion for sport and physical activity reflected in what we do and how we do it
- Being professional in all aspects of our work
- Recognising we achieve most through teamwork
- Demonstrating respect for the diversity in our community

Our Role is to;

- Provide expertise on physical activity and sport
- Be at the centre of the sport and physical network in the County
- Build capacity and resilience across the network
- Champion sport and physical activity at all levels
- Deliver national and local programmes either on our own or in partnership with others
- Support a skilled and diverse workforce

It is the responsibility of the Board and CEO to ensure that Wiltshire and Swindon Sport 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 company has a Governance Action Plan that is reviewed annually by the Board. The activities of the Board are included in the external audit and reported on in the Annual Audit report.

The Statement

This statement covers the following areas:

- Governance Framework
- Board Membership
- Diversity
- Risk management and internal control

Governance Framework. The framework for Wiltshire and Swindon Sport is shaped by the national Code for Sports Governance and relevant legislation and guidance relating to our company structure. An Action Plan is developed and reviewed by the Board relating to both the implementation of the Governance code and our Diversity Action Plan. Compliance with the relevant legal and other responsibilities is included within the external audit, undertaken annually.

Board membership. The Wiltshire and Swindon Sport 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 Directors 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 Directors. Appointments are made to close an existing skills gap or meet any additional requirement as determined by the Directors. All Directors are appointed in an independent capacity in line with relevant guidance.

Finance and Resources. The Board meets regularly and will review in detail the financial position of Wiltshire and Swindon Sport. The CEO and Board member will work with the Independent auditors to review the annual accounts, present any recommendations contained in the auditor's management letter and ensure these actions, where appropriate are carried out.

The Board are responsible for ensuring all necessary policies and procedures are in place to ensure effective financial controls are in place and these are reviewed in line with the Board Development Plan.

Diversity

The Board of Wiltshire and Swindon Sport is committed to the diversity policy and consistently works towards the action plan it sets itself. The Diversity Action Plan will address any gaps in the diversity policy.

Risk Management

The Wiltshire and Swindon Sport Board considers major risks to which the organisation is exposed and satisfies itself that systems or procedures are in place in order to manage and mitigate those risks.

The following key principles outline Wiltshire and Swindon Sport approach to risk management:

- As the principal executive and policy-making body of, the Wiltshire and Swindon Sport 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.
- Wiltshire and Swindon Sport makes prudent recognition and disclosure of the financial and nonfinancial implications of risks.
- Senior staff within Wiltshire and Swindon Sport are responsible for encouraging and implementing good risk management practice.

Internal Controls

The Board has several systems in place to set the internal control environment i.e. Financial Procedures Policies and Staff 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 Wiltshire and Swindon Sport Board conducts annual reviews of both Governance and Board Performance.

Wiltshire and Swindon Sport Governance priorities for 2018-19 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
- Carry out appraisals to include skills audit for all Directors
- Implement Board recruitment to fill identified gaps
- 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

The Board undertakes a statement review annually.

Jon Hayton Chair

Steve Boocock CEO

May 2018