

Annual Report 2018/2019

Kent and Medway Sports Board



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Board Members, Committees, Champions and Contact Information

Board Members

Dick Fedorcio OBE, Chairman

Bill Fearon, Senior Independent Member

Natalie Curtis

Sharon Gradwell

Martin Guyton

Jennie Jordan

Adam Lawrence

Clare MacLean-Bell

John Taylor

Jo Winkler

Stephanie Holt-Castle, Kent County Council Host Agency Representative. (Helen Page from January 2019 to December 2019)

Kevin Day, Active Partnership Director, Kent Sport

A board structure chart is provided at Appendix A.

Audit & Governance Committee

Adam Lawrence, Chairman

Jennie Jordan

Bill Fearon

Kevin Day

Karen Bird (Kent Sport Business Support Officer)

Nomination Committee

Dick Fedorcio, Chairman

John Taylor

Bill Fearon

Kevin Day

Board Champions

Jo Winkler, Safeguarding Champion

Natalie Curtis, Equalities Champion

Jennie Jordan, Satellite Club Champion

Martin Guyton, Kent Sport Funding Panel Champion

Office Address

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Introduction and Context

Kent Sport is a hosted Active Partnership¹, with Kent County Council (KCC) acting as the Host Agency. The Kent & Medway Sports Board oversees and provides independent scrutiny of the strategy, finances and performance of the partnership. The relationship between Kent & Medway Sports Board and KCC is very positive and a memorandum of understanding is in place for KCC to continue to host the Active Partnership until March 2021, when the current funding award from Sport England ends. Kent Sport is one of 43 Active Partnerships across England which works collaboratively across this network and with the national Active Partnerships team to improve the quality of life of people through sport and physical activity.

The board meets on a quarterly basis and has two committees – an Audit & Governance Committee and a Nomination Committee. In addition, board members support the Kent Sport team in other ways such as acting as champions for safeguarding, equalities and specific programmes of work.

As host agency, KCC has responsibility for the employment and related terms and conditions of Active Partnership staff, providing human resources, ICT and financial services, processes and systems to support to the team in its day-to-day operational work.

¹ Active Partnerships is the new brand for County Sports Partnerships which was launched in March 2019. Throughout this report Active Partnerships is used rather than County Sports Partnerships

Board Report April 2018 to March 2019

In 2018-19, the Kent & Medway Sports Board once again continued to build upon its work in previous years to develop further independence and improved governance arrangements. Indeed, in October 2018 Sport England confirmed that Kent Sport and its board complied with Tier 3 of the Code for Sports Governance, which is the primary governance code that the partnership operates against.

In order to continue to drive improvements in governance, the partnership also engaged with Inclusive Boards, in order to review its Diversity Action Plan and seek advice on recruitment from under-represented groups. This forms part of Kent Sport's commitment to equality and diversity and links to the partnership's equality statement and Equality Action Plan (see Appendix B). The board also put itself forward to be part of an external evaluation process, managed through Campbell Tickell.

In addition, as with all Active Partnerships, Kent Sport was subject to an external Quest Assessment as part of Sport England's new performance management and improvement process for Active Partnerships. Various board members were involved in the self-assessment process, the two-day assessment and the round table review meeting with Sport England.

The board met quarterly in April, July and October 2018 and January 2019, with various meetings held in-between to progress board business. The main thrust of board meetings in 2018-19 was to:

- a) Monitor performance and progress in the delivery of the 2017-21 strategic plan - Towards an Active County.
- b) Set and review progress against the annual business plan and the new 'primary role' for the partnership, including scrutinising performance management reports on Kent Sport's programmes and work.
- c) Receive reports from the Audit & Governance Committee and the Nomination Committee.
- d) Ensure the financial position of the partnership was secure and resources were being used appropriately, through the receipt of financial reports.

In addition, board meetings were also used to:

- a) agree to the development of an Everyday Active campaign and allocate resources to support this work
- b) understand the new workforce development plan and application process
- c) hear from new the chairman of the Active Partnerships Board on the national perspective and his priorities for the national team and
- d) identify a board Satellite Club 'Champion' to support this programme.

In October 2018, board members responded to its formal annual board appraisal process and in December 2018 and January 2019, the board chairman held individual appraisals with all board members to review their individual performance and ascertain their thoughts, concerns and suggestions for potential areas for improvement. This process also included the senior independent member undertaking an appraisal with the board chairman, after seeking views from other board members.

Throughout the year, board members received and provided scrutiny, comments and thoughts on specific reports as follows:

- Kent Sport's Annual Operating Plan for 2018-19 and the development of the 2019-20 plan
- work undertaken in priority areas as part of the team's new primary role
- a review of the Safeguarding Young People Plan
- finance and budget reports, including income and expenditure reports, cash flow and balance sheet
- a review of a board equality audit
- a UK Sport consultation on the allocation of funding after the Tokyo 2020 Olympic and Paralympic Games
- Sport England funding, including funding for the new workforce development plan
- The Open Golf Championships coming to Sandwich in July 2020
- performance management reports, including key performance indicator information

- presentations on the Satellite Club programme and Active Lives Child Survey results
- feedback from the board appraisal and individual board member appraisals
- feedback from the external board assessment carried out by Campbell Tickell.

[Link to board meeting minutes](#)

Committee Reports

Audit and Governance Committee

As Kent Sport is hosted by Kent County Council and many controls and processes for audit and finance and governance are already in place within KCC, the committee's role relates to checking and challenging the audit processes, including:

- i. meeting with the KCC Internal Auditor regarding the partnership Finances
- ii. reviewing the key risks to the Partnership and
- iii. ensuring progress against the Governance Action Plan, developed to ensure and maintain compliance with the new Sports Governance Code.

The Audit and Governance Committee met in April and October 2018 and January 2019. The committee chairman met with the KCC internal auditor in July 2018, at the end of the annual internal audit, providing the opportunity to understand the audit process and be re-assured that the partnership finances were being managed and spent appropriately.

The focus of the Audit and Governance Committee shifted a little away from governance as the year progressed, as the partnership met the compliance requirements for Tier 3 of the Code for Sports Governance in October 2018.

The main areas of consideration for the committee in 2018-19 therefore included:

- The General Data Protection regulations and implications, including the process for managing data breaches; a specific small data breach event was disclosed. This had been dealt with by a small group of staff and logged with the KCC Information Resilience Team, which after investigation and assessment, agreed that the breach was not of sufficient severity to be reported to the Information Commissioner's Office.
- A review of progress against the Governance Action Plan, in order to comply with the Sports Governance Code;
- A review of the overall Risk Register, with proposals to focus on two or three specific and relevant risks at future meetings, which will be taken forward in 2019-20.

- The external audit of the partnership's finances linked to the external audit of KCC overall.
- A review of the processes undertaken with Local Children's Safeguarding Board support, to develop a safeguarding agreement checklist to use with partners being funded to undertake specific programmes of work (e.g. Satellite Clubs).
- A review of the processes relating to Satellite Club applications to ensure that these processes ensured appropriate use of funds and sufficient scrutiny of applicants.

Audit and Governance Committee meetings in 2019-20 will continue to be planned for April, July, October 2019 and January 2020, to tie in with the KCC internal audit and future board meetings.

Nomination Committee

The Nomination Committee's primary role is in relation to board recruitment, succession planning, the Diversity Action Plan, maintaining a board skills matrix and the board appraisal process.

The committee met formally only once in December 2018, although there was also electronic communication activity between committee members and the director at different stages throughout the year to cover any committee requirements. This included initiating the annual board appraisal process and an inception telephone conversation between the chairman, director and Campbell Tickell for the externally facilitated board evaluation. The meeting in December focused on the following main topics:

- A review of the initial board appraisal results and an update by the board chairman on the individual board member appraisals that had been undertaken at that stage. It was agreed that the senior independent member would also seek views from other board members to feed into an appraisal of the board chairman.
- Agreement of the externally facilitated board evaluation process by Campbell Tickell including:

- i. Campbell Tickell attendance and observation of the board meeting on 9 January 2019.
 - ii. Telephone calls/meetings with key board members, including the senior independent member and host agency representative, as well as board chairman and partnership director – week commencing 21 January 2019.
 - iii. The timescales agreed for an initial draft report to be produced by Campbell Tickell.
 - iv. Campbell Tickell attendance and feedback session at the board meeting – 3 April 2019.
- A review of the succession plan and skills matrix, plus consideration and recommendation for the nominations/recruitment process with regards to two board members whose first terms of office were due to end in 2019. Both board members, who also acted as the board safeguarding and equalities champions respectively, were required to indicate if they wanted to continue for a second term. On indication that they wished to continue the approval for their re-appointment for a second term was sought from the board by the Nomination Committee in January 2019.

Other Work Undertaken During 2018-19

Throughout 2018-19, board members also supported a range of other activities including:

- attending the national board chair's briefing and networking event, followed by the Active Partnerships AGM and Development Day
- meeting with the KCC internal auditor to discuss the findings of the annual internal finance audit
- attending a community engagement training day involving the whole Kent Sport team and local partners from the priority areas
- supporting the Quest Assessment – two board members were involved in the self-assessment process and a further four board members were involved in the two-day assessment. The board chairman was also involved in a round table review meeting with Sport England and the Active Partnership's national team.
- supporting the Satellite Club programme through the Board Satellite Club Champion
- supporting the Equality Action Plan and report, through the Board Equalities Champion
- supporting the Children and Young People Safeguarding Action Plan and reporting process, through the Board Safeguarding Champion
- attending and contributing to the Everyday Active Networking Conference and Kent and Medway Primary PE Conference
- attending the Kent and Medway Teacher of the Year Awards
- attending School Games main finals
- assisting the KUDOS Award shortlisting panel
- attending the Medway Sports Awards

Statement of Accounts

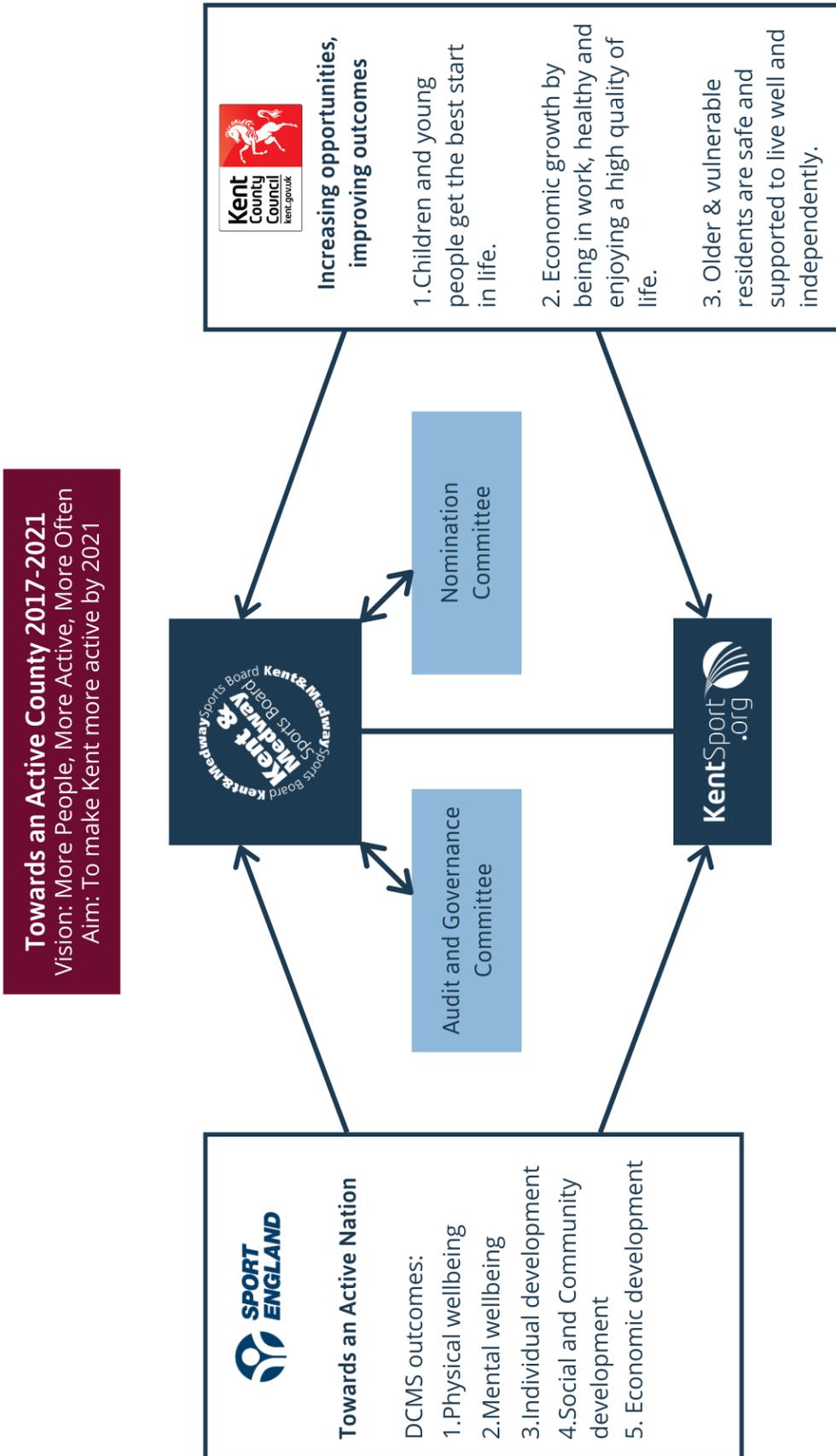
The Statement of Accounts for 2018-19, has been prepared and been subject to an internal audit by Kent County Council and an external audit by Grant Thornton, KCC's external auditors.

[Link to audited statement of accounts for 2018-19 \(PDF download\)](#)

Dick Fedorcio, OBE, Chairman

June 2019

Appendix A: Board Structure Chart



Appendix B: Board Structure Chart Text Description

Overview

The board structure chart in Appendix A shows the structure of the Kent and Medway Sports Board in 2018 to 2019 and the relationship the board has with Kent Sport, the Active Partnership for Kent and Medway.

Information contained in the chart

Towards an Active County

Towards an Active County is a strategic framework for sport and physical activity in Kent and Medway for 2017 to 2021. This framework aims to complement the government's and Sport England's strategies, whilst also providing a local context and priority themes that consultation with a wide range of local partners from both sport and non-sport sectors has confirmed.

Vision: More People, More Active, More Often

Aim: To make Kent more active by 2021

Sport England - Towards an Active Nation

Towards an Active Nation is the Sport England strategy for 2016 to 2021. It references the five key Department of Digital, Culture, Media and Sport outcomes of:

1. Physical wellbeing
2. Mental wellbeing
3. Individual development
4. Social and community development
5. Economic development

Kent County Council – Strategic Objectives

Increasing opportunities, improving outcomes.

1. Children and young people get the best start in life.
2. Economic growth by being in work, healthy and enjoying a high quality of life.

3. Older & vulnerable residents are safe and supported to live well and independently.

Presentation

The aim and vision of the Towards an Active County strategic framework are displayed in a box at the top and centre of the chart to show it's overarching role.

A box depicting the Kent and Medway Sports Board is shown directly underneath, with a straight line going down the centre of the chart to another box which depicts Kent Sport.

Two boxes appear slightly underneath the board, one to the left depicting the Board Audit and Governance Committee and one to the right depicting the Board Nomination Committee. A diagonal line with an arrow at either end connects each of these to the board.

On the far left of the page is a box which details the five key Department of Digital, Culture, Media and Sport outcomes which appear in the Sport England Towards an Active Nation strategy. To the far right is a box which details the Kent County Council strategic objectives. There are two arrows which extend from each of these boxes, one pointing towards the board, and one towards Kent Sport. This shows how the Sport England and Kent County Council strategies inform and influence the work of both the Kent and Medway Sports Board and Kent Sport.

Appendix C: Links to Governance Framework Key Documents

1. [Governance Framework \(PDF Download\)](#)
2. [Towards an Active County Strategic Framework](#)
3. [Equality Statement and Equality Action Plan](#)
4. [Diversity Action Plan \(PDF Download\)](#)

