

# Annual Governance Statement



## Introduction

As one of 43 Active Partnerships (APs) across England, Active Partners Trust (APT), working in Derbyshire and Notts, teams up with local councils, community groups, businesses, healthcare organisations, charities, schools and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

**Making our Move** - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a plan to guide our and partners' work over the next 10 years - where we work and how we work.

Through the two teams: Active Derbyshire and Active Notts, APT aims to address inequality and empower everyone to be active in a way that works for them.

Our priorities are to:

### **Understand** people and communities

Building our insight and learning with partners  
Sharing insight and learning to inform decision making

### **Enable** by

Creating opportunities  
Developing people  
Advocating and influencing for change in policy and practice  
Creating conditions for change

### **Invest** by

Seeking investment to support our work  
Targeting resources to where they are most needed  
Aligning existing resources

## Structure

During 2022, two new committees were set up to allow the board to better meet the requirements of the new revised Code for Sport Governance:

- People and Resources committee
- Nominations committee

Terms of reference for both were approved and the committees have started to meet.

The name of the Audit Committee was changed to Finance, Audit and Risk Committee to better reflect its responsibilities. It meets quarterly. Its terms of reference were reviewed.

[activepartnerstrust.org.uk](http://activepartnerstrust.org.uk)



Both county panels continued to regularly meet and expanded their membership. Their terms of reference were reviewed with the board and the panels, removing their governance responsibilities and clarifying their role as advisory, consultative bodies.

This new committee structure is working well and more details of membership and responsibilities are provided in the summary below.

Board member details and their membership of the individual committees can be found [here](#)

Details of the members of both panels can be found [here](#)

The following is a summary of APT's governance structure:

APT BOARD COMPOSITION (Non-Executive Directors/Trustees)
<ul style="list-style-type: none"><li>• 1 x Chair of the Board of Directors</li><li>• 1 x Resident Director from Derbyshire <i>(who chairs the Active Derbyshire Panel)</i></li><li>• 1 x Resident Director from Nottinghamshire <i>(who chairs the Active Notts Panel)</i></li><li>• 1 x Local Authority Funding Partner Director * <i>(who is a councillor or officer of a Local Authority Funding Partner in Derbyshire)</i></li><li>• 1 x Resident Director from Nottinghamshire</li><li>• 1 x Resident Director from Derbyshire</li><li>• 1 x Resident Director from Nottinghamshire</li><li>• Up to 5 x Directors who may be resident or non-resident in the counties</li></ul>

1. All Board Directors are non-executive, are openly recruited on a skills and experience basis, and are appointed by the Board of Active Partners Trust as the legal entity.
2. "Resident" is defined as meaning resident in the relevant county by reason of domicile, business, or employment.
3. \* All Board Directors are independent except for the Local Authority Funding Partner Director. A person is independent if they are free from any close connection to APT and if from the perspective of an objective outsider, they would be viewed as independent.

APT BOARD RESPONSIBILITIES
<p><b>The APT Board of Directors/Trustees has strategic management and oversight responsibility for the whole company, which is the Active Partnership for Derbyshire and Nottinghamshire.</b> This includes:</p> <ul style="list-style-type: none"><li>• Setting, in conformity with the charitable objects of the company, the shared legal entity's overall:<ul style="list-style-type: none"><li>○ vision</li></ul></li></ul>

<ul style="list-style-type: none"> <li>○ strategy</li> <li>○ risk tolerance</li> </ul>
<ul style="list-style-type: none"> <li>● Reviewing and approving the charitable company's overall: <ul style="list-style-type: none"> <li>○ policies</li> <li>○ strategic plans</li> <li>○ long term finances</li> <li>○ business plans</li> <li>○ annual budgets</li> <li>○ Annual Report &amp; Financial Statements</li> </ul> </li> </ul>

<b>APT BOARD COMMITTEES</b>	
<p><b>The APT Board of Directors/Trustees is supported by the three following Board Committees, which have relevant delegated authority for decision-taking within their respective remits:</b></p>	
<ul style="list-style-type: none"> <li>● <b>Finance, Audit, &amp; Risk Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>● with a remit to oversee financial and non-financial controls, governance, internal and external audit, and risk management matters</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Nominations Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>● with a remit to lead the processes for APT Board Trustee/Director and Chief Executive recruitment and to recommend appointments</li> </ul>
<ul style="list-style-type: none"> <li>● <b>People &amp; Resources Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>● with a remit to oversee the development and implementation of APT's people and employment related matters including monitoring progress against the Diversity &amp; Inclusion action plan</li> </ul>

<b>APT COUNTY PANELS</b>	
<p><b>The two following County Panels act as advisory and consultative bodies and provide input to the APT Board of Directors/Trustees and to the APT Executive Staff Team.</b></p>	
<ul style="list-style-type: none"> <li>● <b>The County Panels support the work of the APT Board by:</b></li> </ul>	<ul style="list-style-type: none"> <li>● feeding up insight, knowledge, views of what is happening in the county to inform Board discussions and decisions; and</li> <li>● considering specific questions asked by the Board;</li> <li>● regularly reviewing specific risks on the APT Risk Register and feeding through any comments to the APT Finance, Audit, &amp; Risk Committee.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>The County Panels support work of the APT Executive Staff Team by:</b></li> </ul>	<ul style="list-style-type: none"> <li>● being advisors in their own areas of expertise;</li> <li>● sharing insight from their areas of expertise including lived experience and resident voice;</li> <li>● drawing attention to "Making our Move" within their own communities, organisations, and networks.</li> </ul>

	<ul style="list-style-type: none"> <li>• signposting and opening doors to new individuals and organisations with shared agendas that align with “Making our Move”;</li> <li>• being critical friends, supporting the APT Staff Team to reflect, review, and learn.</li> </ul>
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ACTIVE DERBYSHIRE PANEL	ACTIVE NOTTS PANEL
<ul style="list-style-type: none"> <li>• 1 x Resident Board <b>Director</b> from Derbyshire <i>(as the Panel Chair)</i></li> <li>• 1 x Local Authority Funding Partner Board <b>Director</b> from Derbyshire</li> <li>• Up to 10 x Panel Members resident in Derbyshire</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x Resident Board <b>Director</b> from Nottinghamshire <i>(as the Panel Chair)</i></li> <li>• 1 x Resident Board <b>Director</b> from Nottinghamshire</li> <li>• Up to 10 x Panel Members resident in Nottinghamshire.</li> </ul>

### People

The board continues to consider the diversity of background, thought, independence, skills and experience of the board itself, the panels and the staff team.

The board have engaged in many discussions to inform and agree ambitions for equity, diversity and inclusion. Internal and external ambitions have been approved by the board and these form the framework for APT’s draft Diversity and Inclusion Action Plan (DIAP). Actions to widen the diversity of board and panel members are included in this draft.

The Nominations Committee have revised the trustees’ knowledge and experience matrix to better reflect the knowledge and experience the board requires to achieve the shared aims in Making our Move. All trustees have updated the new matrix and this will now be considered by the Nominations Committee to guide our recruitment of new trustees to fill three vacant trustee posts.

Richard Irons, a trustee since March 2020 stood down in February 2023.

Chris Hassell, a member of the Active Notts panel since March 2020, was appointed as a trustee in March 2023.

### Communication

APT strives to be transparent and accountable in all that we do.

The new Making our Move website was launched in autumn 2022. This includes a section on how APT is [governed](#).

This statement is published on the website alongside details of:

- board and panel members
- Articles of Association

- Terms of reference for the board, committees and panels
- Annual Trustee Report and Financial Statements
- Annual Reviews
- Minutes of board meetings (once approved)
- Specific policies and processes that may be of interest or required by partners, stakeholders, members of the public.

A Stakeholder Engagement Strategy has been produced which pulls together the different and on-going ways we engage throughout the year. Feedback received is regularly reviewed with the board, the team and individual stakeholders when they have made a comment (positive or negative) that we believe will be of value to explore more.

Work has started on the development of a People Plan, required by the revised Code for Sports Governance. The proposed boundaries, structure and content of the plan has been discussed with the People and Resources Committee, the board and the staff team. A plan will be finalised and taken to board for approval this summer (2023).

### **Standards and Conduct**

An externally facilitated evaluation of the board took place summer 2021. The board have continued to implement the recommendations that came out of this evaluation, including setting up the new People and Resources and Nominations Committee. A process has been put in place to carry out individual board member appraisals and these appraisals took place summer 2022 and the feedback was reviewed by the full board in September 2022. A process to review how well the committees and panels are working to meet their responsibilities has been developed and will be actioned going forward every three years.

The Board Code of Conduct, Conflicts of Interest policy and Anti-Financial Crime and Anti-Corruption policy have all been reviewed and updated.

### **Policies and Processes**

The board and the team have started to consider the environmental impact of APT, how we operate internally and our role to influence others in the sport and physical activity sectors. The board have made a commitment to environmental sustainability and this statement has been published on the governance page of the Making our Move website. Work is on-going to develop an Environmental Sustainability action plan with both internal and external actions. The board will be involved in this process and once approved (September 2023), will receive progress reports against the actions.

The Finance, Audit and Risk Committee have the responsibility to monitor the financial position of APT and to report back the current position and future projections to the board at every board meeting. This committee is also responsible for checking that the risk management is on-going and that the register is regularly reviewed and updated.

### **Meetings**

In 2022/23 the following meetings were held. All meetings were recorded and copies of minutes of the board meetings are published on the [website](#).

Minutes of committee and panel meetings can be shared on request.

APT Board	Finance, Audit & Risk	People & Resources	Nominations	Active Derbyshire Panel	Active Notts Panel
07/07/22	27/06/22	23/08/22	03/08/22	26/04/22	26/04/22
22/09/22	01/09/22	09/02/23		01/09/22	30/08/22
08/12/22	14/11/22			23/11/22	22/11/22
16/03/23	02/03/23			13/12/22	13/12/22
				22/02/23	20/02/23

**APT company registration number: 10876876**

**APT charity registration number: 1180787**