



Annual Governance Statement & Accounts

2023-24

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Statement from the Chair

At Active Surrey, we believe in the power of physical activity and the multiple benefits it can offer both to individuals and within our communities and yet we know that those who have the most to gain from an active lifestyle often have the least opportunity to take part.

In 2021 we launched the Physical Activity Strategy for Surrey, Movement for Change. The strategy committed us to working in a targeted way to decrease inactivity levels, to challenge health inequalities and to create a happier, healthier and more active Surrey.

Since then, we have been working collaboratively to co-create programmes to target the people and places who need it most and to re-wire the eco system to integrate physical activity into everyone's lives.

In 2023-24 we've seen real momentum behind our 'Movement for Change':

- 60,000 young people benefitted from the Holiday Activity and Food programme, receiving physical activity and food in the main holiday periods.
- 1000 beginners to sport, including 20% from ICADI 1-4, received access to a range of free activities as part of the annual Specsavers Surrey Youth Games.
- 27 Friday Night Projects were up and running across the county offering teens a safe space to meet friends and be active. We established our first Friday Night Project for young people with additional needs and disabilities.
- We created an Active School Movement across schools, offering a range of innovative activities for young people, inspiring teachers to leverage the power of movement to enhance learning and support good mental health, and training over 1500 young people to be sports leaders and volunteers. We also invested £250k into opening school facilities for community use in our target neighbourhoods.
- In line with our commitment to the environment, we established a circular economy directing recycled bikes to those who need them most in the community, including displaced people, children looked after and care leavers.
- We sustained our efforts to increase the physical activity levels of ethnically diverse ladies in Surrey, offering fully funded physical activity coaching qualifications and increased provision in our more diverse communities.
- We continued to focus on connecting physical activity and health, creating active practices, building a hub for health resources and sharing best practice in exercise on referral.
- We were re-commissioned by Public Health to run the Family Weight Management Service, Be your Best, extending our age range to 5-17.

There is still more work to be done with over 50% of Surrey's young people and 30% of adults still not active enough to meet Chief Medical Officer guidelines.

I am grateful for the commitment, hard work and energy of our staff team and the robust and strategic governance of the Active Surrey Board. I would also like to express my thanks for the continued support of all our stakeholders and funders including Sport England, without whom none of this would be possible.

Richard Gray, Chair of the Active Surrey Board

Richard Gray

Governance Statement

2023-24

Introduction

Active Surrey is constituted as a not-for-profit, unincorporated association. Through a formal partnership arrangement, Surrey County Council (SCC) is the accountable body for Active Surrey. This means that key operational functions and policies, such as financial regulation and personnel employment, are discharged by SCC enabling Active Surrey to focus on empowering the residents of Surrey to move more and to realise the mental and physical benefits of leading an active lifestyle. Further documentation is available on our website:

- Active Surrey Board and Committee Terms of Reference
- Board Meeting Minutes
- Movement for Change Strategy
- Equality Diversity & Inclusion Action Plan
- Safeguarding Policies
- Environment & Social Governance Plan
- People Plan

Board Membership

The Active Surrey Board provides robust governance, finance and risk management and strategic oversight. The Board delegates the management and day to day running of Active Surrey to the Managing Director and staff team. The Board meets quarterly and is supplemented by two sub committees, Finance & Governance and Strategy & Development. A Nominations Committee is selected for Board Recruitment purposes as outlined in its Terms of Reference. Active Surrey has a Board of 12 members including the Managing Director who is an ex-officio member.

Board Members during year to 31st March 2024 were:

Name	Appointment
Richard Gray (Chair)	Nov 2018
Rebecca Trumper (Chair, Finance & Governance, Senior Ind. Director)	Nov 2017
Abbie Lench (Joint Welfare and Safety Lead – Safeguarding, EDI Lead)	Nov 2017
Ian Burrows (Borough & District Representative)	Oct 2018
Born Barikor (Chair, Strategy & Development)	Oct 2019
Elizabeth Duggan (Managing Director Active Surrey, Ex-Officio)	Dec 2019
Katie Stewart (SCC Representative, ESG Lead)	Jul 2020
Gillian Orrow	Jan 2021 – Dec 2023
Minal Chauhan (Finance Lead)	Jul 2021
Mark Nuti	Jul 2021
Gary Laybourne	Mar 2022
Katherine Stewart (Joint Welfare and Safety Lead – Welfare, People Lead)	Mar 2022
Natasha Scott (Health Lead)	Dec 2023

Biographies of current Board members, together with information about our Board recruitment process are available at: [Governance](#) | [About us](#) | [Active Surrey](#).

Board Diversity

Movement for Change, Surrey's Physical Activity Strategy to 2030, explicitly challenges us to tackle Surrey's starkest inequalities head on so that 'people in Surrey who need it most, enjoy healthier, better lives by being active'. Our strategy's aims will only be achieved if we truly champion increased equality, diversity and inclusion (EDI) across the Surrey system and ensure that we are always learning from the lived experiences of those with whom we are seeking to engage. It is also vital that Active Surrey threads EDI across everything we do as a team and Board so we create a culture which is truly inclusive and representative.

In the year 2023-24, key demographic data about our Board indicated that:

- 33% of Board Members were male and 67% were female.
- 16% of Board Members were from ethnically diverse communities.
- 33% of Board Members consider themselves to be a person with a physical or mental health condition/illness.
- 75% of Board Members consider themselves to be heterosexual.

Our key EDI achievement in 2023-24 were:

- We ran a successful full day of inclusion training attended by Board Champion Abbie Lench. The team valued the training as a means to provoke good discussions and to develop shared ownership of our EDIAP.
- We have continued to encourage staff to share their own lived experience if they wish. One member of the team talked about living with autism and the challenges that brings to being active.
- We completed a review of our DIAP with the EDI Consultants for Sport England, AKD. The process has highlighted really positive practice in place but also stretched us to think about our more tangible targets. This has included adding quotas into board and staff diversity targets so we will more closely mirror our inactive populations.
- Our staff working group is operating well. They are leading cross team discussions on areas within the DIAP so we can share practice and progress. We had a very interesting round table on community engagement and co-design in December.
- Our priorities for 2024-25 are captured in our Diversity & Inclusion Action plan.

Board Governance & Activities

Active Surrey operates in accordance with Tier 3 of the UK Code for Sports Governance. This statement summarises various aspects of our governance / compliance activity.

Board Members are formally asked to declare any conflict/potential conflict of interests upon assuming their Board role and required to declare any potential conflict at every Board meeting. There are currently no significant conflicts identified.

Active Surrey is hosted by Surrey County Council (SCC) with delegated authority to the Active Surrey Board. This has been agreed by both parties through a hosting agreement which was re-negotiated and signed in January 2020. This arrangement runs until 2025. The host, Surrey County Council, retains overall legal responsibility for Active Surrey but delegates authority to the Board, with Active Surrey using SCC's internal controls, HR, IT, audit and finance systems.

As founding members and hosts of Active Surrey, Surrey County Council has two nominated positions on the Board. One Board member must hold a position as an elected member serving on the Cabinet. He/she will be appointed following a nomination by the relevant SCC Committee. One Board member must currently work at a senior leadership level for Surrey County Council. He/she will be appointed following a nomination by the SCC Chief Executive.

Surrey's local Borough and District Councils also have one nominated position on the Board. All nominated Board positions have been suitably and appropriately filled.

The remaining Board appointments are recruited through openly advertised opportunities. When roles are available, a recruitment pack is available on our website and application is by CV.

A Nominations Committee, as a sub group of the Board, meets periodically when there is a Board vacancy. This consists of the Chair, Managing Director and at least two other independent Directors with the most relevant skillset to the position being filled. Recommendations from this Committee for appointments are then made to the Board for discussion and approval.

In 2023/24 we successfully recruited a new Board Member who will undertake a lead role in Health.

We track Board attendance at meetings, training courses and AS facilitated events as well as 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.

In 2023/24 we revised our Terms of Reference so Board Members and Chair can extend to a maximum of 3 terms of 3 years to assist with succession planning. After 2 terms, Board Members will be given the option to renew on a rolling yearly basis for the maximum 3-terms or 9 years.

The Board conducts an annual self-evaluation of effectiveness, the results of which are reported back to the full Board so any required action can be instigated. In addition, the Chair conducts individual appraisals of each Board Member, with the Senior Independent Board Member appraising the Chair.

We run an annual Board / Staff Away Day. This was attended by 7 Board Members. The day explored the priorities in our People Plan. We also conducted a Safeguarding Training Needs Analysis which has formed the basis of the safeguarding training planned for 2024-25.

During 2023/24 the organisation has continued to champion the ambitions of the 10 Year Surrey Physical Activity strategy, Movement for Change. During this period, the Board oversaw our brand re-positioning to ensure we can more effectively communicate our work and our impact.

The Finance & Governance committee is made up of 5 members and met 4 times in 2023/24. Membership of the committee was reviewed, and our Safeguarding Champion moved across from the Strategy & Development Committee. The Finance and Governance Committee reviews the organisation's risk policy annually and its risk matrix on a quarterly basis. Any concerns are escalated to and discussed subsequently by the Board.

The Finance and Governance Committee have also reviewed key policies according to our policy scheme – this has included our Committee Terms of Reference, Risk Management policy, Adult Safeguarding policy, Complaints policy, Conflicts of Interest policy and Reserves policy.

Accounts are reviewed at both the Finance and Governance Committee and full Board. The annual accounts are included in this report and published on our website.

The Strategy & Development Committee is made up of 5 members and met 3 times in 2023/24. Membership of the committee was reviewed, and our Welfare Champion moved across from the Finance & Governance Committee. The Strategy and Development Committee has reviewed and approved our Committee Terms of Reference, Stakeholder Plan, Diversity Action Plan and People Plan.

Following the submission of our A Code for Sports Governance (2021) Factcheck Questionnaire and the response which highlighted some areas for improvement we undertook the following:

- Developed a new succession plan for the Board and Exec team with input from the Chair and People Lead.
- Refreshed our Annual Report to provide a more strategic summary of our accounts and governance.
- Refreshed our Business Continuity Plan.

Risk Management Statement

The Active Surrey Board has given consideration to the major risks to which Active Surrey is exposed and satisfied itself that systems or procedures are established in order to manage those risks. On behalf of the Board, its Finance and Governance Sub-Committee has responsibility for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management.

The Board's objectives, priorities and delegation of risk assessment and management is clearly communicated to the Senior Management Team (SMT) and other staff, along with the criteria that should trigger escalation. The SMT is required to maintain and review the Risk Register and Risk Management Plans, and these are reported on and reviewed by the Board quarterly.

Statement of Accounts

For the year ended 31st March 2024

Explanatory Foreword

The Statement of Accounts provides a summary of the overall financial position of Active Surrey, for which Surrey County Council (SCC) is its legally accountable body.

Additional information can be obtained from Active Surrey's website: **[Active Surrey](#)**. | **[Helping People to be Healthier and Happy](#)**.

Active Surrey is unincorporated and as such works closely with its accountable body to act on its behalf. SCC currently fulfil the function as "Host Authority". Although SCC retains certain liabilities and responsibilities, particularly as employer of the Active Surrey team, it has delegated certain responsibilities and powers to Active Surrey's Board. The Statement of Accounts has therefore been prepared in line with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom.

The Statement of Accounts also meets the requirements for tier 3 organisations as stated within the Code of Sports Governance.

A copy of the Statement of Accounts will be submitted to Sport England on an annual basis and will be readily available for public inspection via Active Surrey's website.

Summary Income and Expenditure Accounts

This statement shows the expenditure and income for Active Surrey for the year ended 31 March 2024. All figures in the table below are shown in British's pounds.

Income	Sport England	Local Authority	Other Public Sector	Non-Public Sector	Total
Revenue Grants	770,441	0	0	0	770,441
Sponsorship	0	0	0	21,378	21,378
Other Income	0	2,371,170	674,393	25,755	3,071,318
Total income	770,441	2,371,170	674,393	47,133	3,863,137

Expenditure	Sport England	Local Authority	Other Public Sector	Non-Public Sector	Total
Staff Costs	547,727	279,319	408,346	13,634	1,249,026
Office, Marketing & Travel Costs	93,316				93,316
Project Delivery:					
Communities	136,585	19,488	46,594		202,667
Children and Young People			34,129	18,254	52,383
Innovation				8,362	8,362
Big Cook Up				17,321	17,321
Be Your Best			130,632		130,632
Holiday Activity and Food Club		2,098,783			2,098,783
Total Expenditure	777,628	2,397,590	619,701	57,571	3,852,490
Net Income/ Expenditure	-7,186	-26,420	54,692	-10,438	10,647

Deferred Grant Reconciliation	Sport England	Other Public Investors	Total
Opening Balance	174,318	444,650	618,968
Cash Recieved	635,444	2,981,491	3,616,935
Released to P&L	-770,441	-3,045,564	3,816,005
Closing balance	39,321	380,577	419,898

Reserves Policy Statement

The Board's policy is to maintain sufficient reserves to enable the meeting of winding-up commitments if necessary, regardless of income levels. This is calculated to be in the region of £240,000 for the coming financial period. At 31 March 2024 unrestricted reserves were £455,448, due to the current economic climate, these reserves will be utilised to ensure Active Surrey can continue working towards their strategic objectives

Notes to the Statement of Accounts and Reserves Statement

The Statement of Financial Activities summarises Active Surrey's (AS) transactions for the financial year it relates, and the Statement of Reserves Position summarises the reserves position at the date stated. AS is required to prepare quarterly accounts to be reviewed by the AS Board according to the governance of the organisation. These accounts are prepared in accordance with proper accounting practices. As a hosted organisation to Surrey County Council, these practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost.

In accordance with funding partners terms and conditions, as well good corporate governance, AS will keep all financial records for 7 years. Financial records include all accounts records, records of all money spent and received and other relevant documents.

The recognition of income and expenditure

AS accounts for revenue recognition in accordance with IFRS 15 Revenue Recognition from Contracts with Customers and IPSAS 23 Revenue from Non-Exchange Transactions (Taxes and Transfers). Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue (income) from the sale of goods and provision of services is recognised when AS transfers the goods or completes the delivery of a service, rather than when income is received.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made. Where appropriate, trade debtors and creditors the relevant amount is recorded on SCC's balance sheet so is handled inline with SCC's policy's and procedures.
- Where income and expenditure have been recognised but cash has not been received or paid, a reserve fund for the relevant amount is recorded in the Statement of Reserves Position.

Employee benefits

Benefits payable during employment:

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages, salaries, paid annual leave, paid sick leave, bonuses and non-monetary benefits for current employees. These benefits are recognised as an expense for services in the quarter in which employees render service to AS.

Post-employment benefits:

Employees of Surrey County Council who work for AS may be members of pension schemes, this is administrated by Surrey County Council and additional information should be obtained from Surrey County Council's Accounting Policies.

Events after the balance sheet date

Events after the reporting date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Financial Activities and Statement of Reserve Position are approved by the Board. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Financial Activities and Reserve Position is adjusted to reflect such events;
- those that are indicative of conditions that arose after the reporting period - the Statement of Financial Activities and Reserve position is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation by the Board are not reflected in the Statement of Financial Activities and Reserve Position.

Grants from public organisations

Whether paid on account, by instalments or in arrears, grants from public organisations and third party contributions and donations are recognised as due to AS when there is reasonable assurance that:

- AS will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Amounts recognised as due to AS are not credited to the Statement of Financial Activities until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that result in the return of the grant or contribution to the grantor unless the specified use for the grant or contribution is met. Monies advanced as grants and contributions for which conditions have not been satisfied are carried on the Balance Sheet as creditors. When conditions are satisfied (i.e. will be expended as intended) the grant or contribution is credited to the relevant funding line in the Statement of Financial Activities. Where the grant has yet to be used, it is posted to the Statement of Reserve Position.

Property, plant and equipment (including assets held for sale)

As a hosted organisation, AS does not hold any property, plant and equipment.

Cash and cash equivalents

As a hosted organisation, AS does not hold any cash or cash equivalents. AS holds a small amount of petty cash which remains under the control of Surrey County Council.

Reserves

AS sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Refer to Active Surrey Reserve's policy for further information.

Further Information Interested persons have a statutory right to inspect the accounts. Anyone wishing further information or explanation of the accounts should contact:

Elizabeth Duggan, Managing Director Active Surrey Quadrant Court.
35 Guildford Road, Woking, GU22 7QQ

Audit

Active Surrey's accounts are externally audited in scope of the Surrey County Council accounts by Grant Thornton UK.

A full copy of the Statement of Accounts for Surrey County Council can be found here **[Statement of Accounts - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)**.

