

Volleyball England  
Annual Governance  
Statement  
2020/21

# Annual Governance Statement Template

## Annual Governance Statement:

Volleyball England

## Introduction

### Organisation

Volleyball England

### Insert role

Volleyball England is the recognised National Governing Body for volleyball, beach volleyball and sitting volleyball in England. Volleyball England is responsible for the development, promotion and delivery of volleyball across England.

It is subject to the Code for Sports Governance (the “Code”) and is committed to the principles of good governance.

The Annual Governance Statement provides the Organisation’s stakeholders, members, supporters and sponsors with an annual report on the governance performance of the Organisation.

This Statement is made in accordance with the Code for the period

### From

1st April 2020

### To

30th March 2021

(the “Reporting Period”).

## Purpose and Values

### The purpose of the Organisation is to

At Volleyball England, our purpose is to lead the growth and improvement of all disciplines of volleyball in England.

### Its values are:

**Open** – We will be honest and transparent in everything we do, accountable for our actions and open about the rationale for our decision-making.

**Innovative** – We will foster a culture of innovation across the entire volleyball community, encouraging people to innovate and take measured risks to improve every aspect of our sport.

**Respectful** – We will treat every member of the volleyball community with the respect they deserve, encouraging others to do likewise, both on the court and off.

**Connected** – We will work to bring together all aspects of volleyball in this country, creating a single, connected volleyball community, able to communicate, collaborate and innovate effectively.

**Inclusive** – We will actively seek out the broadest range of views and experiences, listen to those who understand why there are barriers to participation and work with them to develop our sport as one which provides opportunities for all.

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# Governance Structure

The Organisation is a Company Limited by Guarantee

## State legal status of the entity

Volleyball England is a company limited by guarantee – not having share capital

Its governing documents are

## Articles of association

Articles of Association and supporting Framework Document

are published on its website at

## Insert hyperlink/ref to governing docs and where they can be found

[https://www.volleyballengland.org/about\\_us/about\\_us\\_/governance](https://www.volleyballengland.org/about_us/about_us_/governance)

## Board

### Role

The Board is collectively responsible for the long-term success of the Organisation and is exclusively vested with the power to lead it.

#### Independent Chairman

Adam Walker

### Meetings and Key Decisions

#### Board Meetings

The Board shall meet as often as is necessary to discharge their duties in accordance with the Articles and the Companies Act and in any event no less than four times in any 12 month period.

Board meeting description	Date	Key Decisions
Board meeting	6th June 2020	Freeze membership fees AGM to take place virtually Approved final first draft of strategy
Board meeting & AGM	24 <sup>th</sup> September 2020	CEV Presidential election and voting Implementation of a fee for England squad athletes.
Board meeting	21 <sup>st</sup> November 2020	A business case for the transformation of the website should be created.
Board meeting	30 <sup>th</sup> January 2021	2021/22 budget approved Risk Register reviewed and approved
Board meeting	15 <sup>th</sup> March 2021	Revised staffing structure and increased budget to support it approved Revised governance structure in line with The Game Plan approved Pay and Performance policy approved Ratification of the Volleyball England Foundation board

### Composition

The Board is made up of a maximum of (please insert number)

10 Directors (2 further board places available)

<b>Independent Chairman</b>	Adam Walker
<b>Senior Independent Director</b>	Clare Francis
4	Independent Directors

6	Elected Directors elected by:	AGM
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The following persons served as Board members during the Reporting Period:

Name	Role description	Date joined or left the Board (if applicable)	Board meetings attended (e.g. 4 out of 6)	Committees	Committee meetings attended
Adam Walker	Independent Chair	July 2017	All	Finance, Strategy & Risk Strategy Working Group Commercial & Marketing	All
Clare Francis	Senior Independent Director & Vice Chair	July 2017	All	Finance, Strategy & Risk Strategy Working Group	All
Simon Griffiths	Elected Director	July 2017	All	Commercial & Marketing Strategy Working Group	All
Seyram Atubra	Elected Director	July 2017	All	Strategy Working Group	All
Freda Bussey MBE	Elected Director	July 2016	All	Core Market	All
Richard Harrison	Elected Director	July 2018	All	Core Market	
Brendan Fogarty	Elected Director	July 2019	5/6	Core Market	All
Jefferson Williams	Elected Director	July 2015	All	Technical & Talent	All
Ian Wall	Independent Director	July 2017	All	Commercial & Marketing	All
Andres Hernandez	Independent Director	July 2019	4/6	Finance, Strategy & Risk	All

## Board and CEO Recruitment

### Report on any recruitment activity in the Reporting Period

No board or CEO recruitment activity took place during the period.

## Board Evaluation

### Chair

Adam Walker

### Internal Board Skills Assessment

An internal board skills is planned for the early part of the 2021/22 year.

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## Remuneration

In the Reporting Period the following remuneration was paid to Non-Executive Board members

Name	Amount
NA	NA

## Committees reporting to the Board

The Board has established the following Committees, which report directly to the Board. Each Committee has clear Terms of Reference which identify its responsibilities and any powers delegated to it by the Board

### Finance Strategy & Risk Sub Group

<b>Composition:</b>	3 x Directors, CEO/DCEO, Financial Consultant
<b>Role:</b>	The Sub-Group has delegated powers from the Board to implement actions and initiatives in support of the Organisation's strategy and to oversee finance matters, ensure the adequacy of the Organisation's financial reporting and internal controls and maintain the risk register. The Sub-Group shall be the Audit Committee for the purposes of the Code for Sports Governance and the Articles.
<b>Delegated Powers:</b>	<a href="https://www.volleyballengland.org/~media/docs/FINANCE%20AND%20STRATEGY%20SUB%20GROUP%20TOR.pdf">https://www.volleyballengland.org/~media/docs/FINANCE%20AND%20STRATEGY%20SUB%20GROUP%20TOR.pdf</a> – this is the old ToR at present
<b>Meetings in the Reporting Period</b>	

### Nominations Committee

<b>Composition:</b>	Independent Chair, 3 x Directors
<b>Role:</b>	The Nomination Committee ("the Committee") has responsibility for leading the process for Board and senior management appointments and making recommendations to the Board. In respect of Board appointments, this includes evaluating the Board's current capability against the agreed skills matrix, and, in light of this evaluation, agreeing a description of the role and capabilities required for a particular appointment.
<b>Delegated Powers:</b>	<a href="https://www.volleyballengland.org/~media/docs/NOMINATIONS%20COMMITTEE%20TOR.pdf">https://www.volleyballengland.org/~media/docs/NOMINATIONS%20COMMITTEE%20TOR.pdf</a> – this is the old ToR at present
<b>Meetings in the Reporting Period:</b>	2

### Strategy

The Board sets the strategy of the organisation. The current strategy for the period

<b>From</b>	September 2020	<b>To</b>	September 2030
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was published in

<b>Date</b>	September 2020
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and can be found on the organisations website at

<b>insert hyperlink</b>	<a href="https://www.volleyballengland.org/about_us/thegameplan">https://www.volleyballengland.org/about_us/thegameplan</a>
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## Committees reporting to the Board

The Board continually monitors progress against strategy and can report the following progress in the Reporting Period:

Strategic objective	KPI	
Core Market Sub Group	The Committee will be composed of a minimum of five members, of whom at least one shall be a non-executive director of the company and one other director appointed by the Board as chair. Sub Group members will be chosen to provide expert advice and insight into a broad range of areas which can include, but not be limited to, the Volleyball England Core Market.	
Technical & Talent Sub Group	The Committee will be composed of a minimum of five members, of whom at least two shall be a non-executive director of the company and one of which shall be appointed by the Board as Chair. Sub Group members will be chosen to provide expert advice and insight into a broad range of areas which can include, but not be limited to the Volleyball England Core Market	
Commercial & Marketing Sub Group	The Sub Group will be composed of a minimum of 4 members, of whom at least 1 shall be a non-executive director of the company and one of which shall be appointed by the Board as chair. Sub Group members will be chosen to provide expert advice and insight into a broad range of areas which can include, but not be limited to communications, marketing and commercial matters	



## Risk Management

The organisation has agreed a Risk Management Policy to ensure that effective processes are in place to track and report on existing and emerging risks which could affect the Organisation's ability to meet its Strategic Objectives and/or cause damage to the organisation or its stakeholders. The objective is to support better decision making and management of risk through a comprehensive understanding of risks and their likely impact.

The respective responsibilities in the policy are:

Executive Management Team

### Please list responsibilities:

See policy here: [https://www.volleyballengland.org/~media/docs/Scheme%20of%20Delegations%20\(website\).pdf](https://www.volleyballengland.org/~media/docs/Scheme%20of%20Delegations%20(website).pdf)

Finance Strategy & Risk Sub Group

### Please list responsibilities:

See policy here: [https://www.volleyballengland.org/~media/docs/Scheme%20of%20Delegations%20\(website\).pdf](https://www.volleyballengland.org/~media/docs/Scheme%20of%20Delegations%20(website).pdf)

## Board

In the Reporting Period the Finance Strategy & Risk sub group reviewed the Risk Registers at each of its meetings to consider new risks and review existing and identified risks. The Risk Management Policy and Strategic Risk Register are reviewed on an annual basis by the Board. In the Reporting Period this took place on

### Date

January 2021

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## Staff Survey

The Board acknowledges its duties to employees both under the Companies Act and the Code.

A staff survey is planned for 2021/22		
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## Governance Framework

The Organisation is committed to the Code for Sports Governance and having achieved compliance with the Code in

<b>Date</b>	September 2018
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has put in place an ongoing governance development programme to ensure that it continues to develop its governance practices and procedures.

At its Board meeting on

<b>Date</b>	29 <sup>th</sup> September 2018
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the Board reviewed the Organisation's compliance with the Code in the Recording Period. The Board has communicated openly with Sport England

<b>The Organisation was compliant in the Reporting Period</b>	Apr 2020 – Mar 2021
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## Review of governance practices and procedures

In compliance with the Code the following practices and procedures were reviewed and approved by the Board in the Reporting Period.

Practice/procedure reviewed [examples]	Code requirement	Next review	Review in reporting period
Directors' Code	Every 4 years	Jan 2022	NA
Terms of reference	Every 4 years	April 2021	NA
Policies	Every 4 years	April 2021	NA
Financial policies and procedures	Every 2 years	April 2021	NA
Financial Forecast	4 year minimum	Mar 2022	NA
Risk management and internal control	Every year	Jan 2022	Jan 2021
Stakeholder Strategy	Annually	Jan 2022	NA

## Complaints/whistleblowing

In the Reporting Period there were

2	Complaints to
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These were dealt with in accordance with the Grievance Procedure.

1	were resolved
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and

1	remain outstanding.
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There were

0	no reports of wrongdoing [whistleblowing]
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## Diversity

The Organisation is fully committed to the principles of equality of opportunity and to creating a diverse environment. We work with our members and partners to enable

Volleyball, Beach Volleyball & Sitting Volleyball

to be an accessible and inclusive sport that provides opportunities for enjoyment and achievement for all.

Richard Harrison

has been identified as the strategic lead for equality and diversity.

Our target is to maintain a position where a minimum of 30% of Board members are from each gender whilst working towards gender parity.

### The current composition of the board is as follows:

30 % female : 70% male

We are committed to increasing the diversity of staff, volunteers (including Board and committee members), participants and coaches and will carry out initiatives to encourage more women, people with disabilities and people from black and ethnic minorities to become more actively involved in all aspects of volleyball activities.

Approved by the Board on

**Date**

July 2021

and signed by the Chair on behalf of the Board.



Adam Walker, Independent Chairman