

# **Annual Governance Statement and Accounts 2024 - 2025**

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# Contents

## 1. Statement from the Chair

## 2. Governance Statement

- Introduction
- Board Membership
- Board Diversity
- Board Governance & Activities
- Risk Management Statement

## 3. Statement of Accounts

- Explanatory Foreword
- Summary Income and Expenditure Accounts
- Reserves Policy Statement
- Notes to the Statement of Accounts and Reserves Statement
- Employee Benefits
- Events After the Balance Sheet Date
- Audit



# Statement from the Chair

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2024-25 has been a fantastic year for the Active Partnership, topped off by the announcement that not only will communities across Kent benefit in the future from Sport England's universal investment into place, but that **two** "places" have been included in the first phase of a more targeted investment programme.

Thanet and Gravesham have been named alongside 53 other places in England as part of this new programme which will seek to connect a range of partners around the common purpose of developing happier, healthier communities; focusing on how we can all work together to increase activity levels and tackle the inequalities that prevent so many enjoying the benefits that moving more in our everyday lives can bring. A further 27 places will be added to the programme in 25 – 26 and we of course hope that some of these may also be from our area.

Taking a place based approach is something that absolutely aligns with and exemplifies what we set out to do in 2023 when we launched Move Together – the Countywide Strategy for Sport and Physical Activity. We are continuing to encourage partners to **pledge their support** and commit to Move Together and this report includes examples of our collective work and the impact that it is having on both individuals and communities.

Fostering collaboration and sharing learning is the thread that runs through our work as we seek to influence, support, and see change across the sector.

This year we have worked closely with health partners, promoting and growing our Every Day Active campaign. We have also seen our Live Longer Better Network expand to see over 150 organisations and individuals regularly engaging. We have delivered community roadshow events on topics like funding and marketing; and provided advice on sports facilities, as well as working with those involved in planning and housing development, championing the need for and benefits of active places and spaces.

We continue through the Everyday Active Schools Programme to promote whole school approaches to physical activity and completed the third and final year of the Opening Schools Facilities Programme, which across its three year duration has seen over £1 million of investment into schools across the county to support them with opening up their facilities for community usage.

Finally, we would like to take this opportunity to acknowledge the support we are given by Sport England, Kent County Council and our District Councils and thank the hundreds of organisations and individuals across Kent and Medway that we work with on a daily basis to get **more people, more active, more often**.

**Graham Razey, Chair**



# Governance Statement

## Introduction

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

- Board Meeting Minutes
- Move Together Strategy
- Equality Diversity & Inclusion Action Plan
- Safeguarding Policies

## Board Membership

The Active Kent & Medway Board provides robust governance; financial and risk management; and strategic oversight. The Board delegates the management and day to day running of Active Kent & Medway to the Partnership Director and staff team. The Board meets quarterly and during the year its work was supplemented by the Audit, Risk and Governance Committee. A Nominations Committee also operated for Board Recruitment purposes as outlined in its Terms of Reference. During the year Active Kent & Medway had a Board of 10 members including the Partnership Director who is an ex-officio member. None of the Board members are remunerated for their role other than the Partnership Director.



## Board Members

The Board members during the year to 31<sup>st</sup> March were:

Name	Position	Appointment
<b>Graham Razey</b>	Chair	July 2022
<b>Gurvinder Sandher</b>	Senior Independent Board Member	December 2021
<b>Derek Lewis</b>	Board Member Audit, Risk and Governance Committee Chair	November 2023
<b>Chris Morgan</b>	Board Member Safeguarding Lead	January 2024
<b>Kathryn Edwards</b>	Board Member Audit, Risk and Governance Committee	January 2024
<b>Luke McCarthy</b>	Board Member Audit, Risk and Governance Committee	January 2024
<b>Adam Lawrence</b>	Board Member	April 2017
<b>Liu Batchelor</b>	Board Member	December 2021
<b>Tom Marchant</b>	Ex-Officio Board Member; representing KCC	January 2020
<b>Liz Davidson</b>	Partnership Director Ex-Officio Board Member	September 2021

Since the financial year end, the following changes have been made to the Board, deepening its experience:

### End of Term

- Adam Lawrence

### Resignations

- Luke McCarthy

### Appointments

- Caz Conneller
- Barbara Grogan
- Claire Shelton

Biographies of current Board members are on our website: [Meet Our Board](#)

## Board Diversity

Move Together, Kent and Medway's 2023 – 2027 strategy for Sport and Physical activity, explicitly challenges us to tackle Kent's starkest inequalities head on so that 'people in Kent 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 Kent 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 Kent & Medway threads EDI across everything we do as a team and Board as we work to create a culture which is truly inclusive and representative. The Board commitment to diversity is laid out in our Diversity & Inclusion Action Plan ("DIAP") which is monitored by the Board and published on our website.

In the year 2024-25, key demographic data about our Board indicated that:

- 67% of Board Members were male and 33% were female
- 10% of Board Members were from ethnically diverse communities
- 10% of Board Members consider themselves to be a person with a physical or mental health condition/illness
- 90% of Board Members consider themselves to be heterosexual.

Our key EDI achievements in 2024-25 were:

- Our annual conference had a focus on EDI and we were delighted to see over 150 delegates representing a wide range of organisations join us for the day
- 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
- We ran a half day training session for staff looking at our DIAP and organisational values

- We have established a Staff Wellbeing Group – which has a real focus on developing inclusive culture within our organisation
- Board Members have received a presentation on Anti Racism and have engaged with the review of the DIAP. We have continued to encourage staff to share their own lived experience if they wish and to attend the wide range of learning opportunities provided by our host KCC.

## Board Governance and Activities

Active Kent & Medway is hosted by Kent County Council (KCC) with delegated authority to the Active Kent & Medway Board. This has been agreed by both parties through a hosting agreement which was re approved at the Growth, Economic Development and Communities Cabinet Committee meeting in January 2025. This arrangement runs until 2027. KCC retains overall legal responsibility for Active Kent & Medway, but delegates authority to the Board, with Active Kent & Medway using KCC's internal controls, HR, IT, audit and finance systems.

As founding members and hosts of Active Kent & Medway, KCC has one nominated ex officio position on the Board. The remaining Board positions are recruited through openly advertised opportunities. It is recognised that the Board should have the appropriate balance of skills, experience, independence and knowledge, as well as the support required to enable it to discharge its duties and responsibilities effectively. When roles are available, a recruitment pack is available on our website and application is by CV.

Active Kent & Medway operates in accordance with Tier 3 of the UK Code for Sports Governance (the "Governance Code"). This statement summarises various aspects of our governance / compliance activity.

The Active Kent & Medway Board met virtually three times and once in person during the 2024-25 Financial Year. We track Board attendance at meetings, training courses and AK&M 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 4-years of service. Board members may serve a maximum of two consecutive terms. In exceptional circumstances this may be extended by a maximum of 12 months.

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.

Board members are actively encouraged to attend Active Partnership Network and Sport and Recreation Alliance training events.

If ever there was a concern about an individual board member (in terms of behaviour, attendance etc.) this would be dealt with by the Chair and Partnership Director and, if it involved the Chair, by the Senior Independent Board Member.

During 2024/25 the organisation has continued to champion the ambitions of the 4-year Kent Physical Activity strategy, Move Together.



## Committees

A Nominations Committee meets periodically when there is a Board vacancy. The committee's membership consists of the Chair and at least one other independent Director with the most relevant skillset to the position being filled and the Partnership Director. Recommendations from this Committee for appointments are then made to the Board for discussion and approval.

The Audit, Risk and Governance committee is made up of 3 members and met 3 times in 2024/25. The 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 Committee has also reviewed key policies according to our policy scheme – this has included our Committee Terms of Reference and Reserves policy.

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

A Governance Action Plan also in place to support ongoing compliance with the Code for Sports Governance.

The governance structure has been reviewed and, since the financial year end, a new committee structure has been implemented to better align with how the Partnership's priorities have developed over time. This will be detailed fully in next year's report.

## Risk Management Statement

The Active Kent & Medway Board has given consideration to the major risks to which Active Kent & Medway is exposed and satisfied itself that systems or procedures are established in order to mitigate and/or manage those risks. On behalf of the Board, its Audit, Risk and Governance Committee has responsibility for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial as part of the governance framework 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 Audit, Risk and Governance Committee quarterly.

## Governance Documentation

The Active Kent & Medway website contains links to our governance documents including our Governance Framework, annual accounts and key policies.

All governance documentation referred to within this document can be found on our website: [Active Kent & Medway](#)



# **Statement of Accounts**

**Year ended 31<sup>st</sup> March 2025**

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## Introduction

The Statement of Accounts provides a summary of the overall financial position of Active Kent & Medway, for which Kent County Council (KCC) is its legally accountable body. Active Kent & Medway is unincorporated and as such works closely with its accountable body to act on its behalf. KCC currently fulfil the function as “Host Authority”. Although KCC retains certain liabilities and responsibilities, particularly as employer of the Active Kent & Medway team, it has delegated certain responsibilities and powers to Active Kent & Medway’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 Kent & Medway’s website.

## Summary Income and Expenditure Accounts

This statement shows the expenditure and income for Active Kent & Medway for the year ended 31 March 2025. All figures in the table below are shown in British pounds.

Income	Sport England	Local Authority	Other Public Sector	Non – Public Sector	Total
<b>Revenue Grants</b>	1,187,491	300,000	29,671	-	1,517,162
<b>Project Income</b>	-	74,335	-	20,376	94,711
<b>Other Income</b>	-	30,500	-	50,342	80,842
<b>Total Income</b>	1,187,491	404,835	29,671	70,718	1,692,715

Expenditure	Sport England	Local Authority	Other Public Sector	Non – Public Sector	Total
Staff Costs	704,151	166,331	18,530	-	889,012
Operational Costs	25,829	19,288	-	2,653	47,770
<b>Project Delivery</b>					
Connecting Communities	-	45,798	-	38,582	84,380
Children & Young People	-	25,584	-	-	25,584
School Games	108,105	-	-	-	108,105
Active Lives	2,672	-	-	-	2,672
Sport Welfare	5,958	-	-	-	5,958
Football Multi-sports	83,186	-	-	-	83,186
Opening Schools Facilities	-	-	11,141	-	11,141
Health & Wellbeing	-	3,583	-	-	3,583
Public Health – Project	-	59,335	-	-	59,335
Supporting Sport	-	4,916	-	40,774	45,690
Active Environments	-	80,000	-	-	80,000
Moving Communities Place	26,400	-	-	-	26,400
<b>Total</b>	<b>956,301</b>	<b>404,835</b>	<b>29,671</b>	<b>82,009</b>	<b>1,472,816</b>

Balance Sheet	Sport England	Restricted Reserves	Unrestricted Reserves	Total
Opening Balance	87,847	500,000	352,574	940,421
Cash Received	1,187,491	-	48,355	1,235,846
Released to P&L	956,301	-	50,216	1,006,517
Closing Balance	319,038	500,000	350,713	1,169,751

## 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 £250,000. In addition the redundancy/pension reserve is £250,000 for the coming financial period. At 31 March 2025 unrestricted reserves were £350,713, due to the current economic climate. These reserves will be utilised to ensure Active Kent & Medway can continue working towards its strategic objectives

## Notes to the Statement of Accounts and Reserves Statement

The Statement of Financial Activities summarises Active Kent & Medway's transactions for the financial year it relates to, and the Statement of Reserves Position summarises the reserves position at the year end. Active Kent & Medway is required to prepare quarterly accounts to be reviewed by the Active Kent & Medway Board according to the governance of the organisation. These accounts are prepared in accordance with proper accounting practices. As a hosted organisation to KCC, 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, Active Kent & Medway 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

Active Kent & Medway accounts for revenue in accordance with IFRS 15 Revenue Recognition from Contracts with Customers and IFRS23 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 Active Kent & Medway 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 KCC's balance sheet so is handled in line with KCC's policies 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 Active Kent & Medway. Post-employment benefits: Employees of KCC who work for Active Kent & Medway may be members of pension schemes, this is administered by KCC and additional information should be obtained from KCC'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 Active Kent & Medway when there is reasonable assurance that:



- Active Kent & Medway will comply with the conditions attached to the payments, and
- The grants or contributions will be received.

Amounts recognised as due to Active Kent & Medway 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, Active Kent & Medway does not hold any property, plant and equipment.

## Cash and Cash Equivalents

As a hosted organisation, Active Kent & Medway does not hold any cash or cash equivalents.

## Reserves

Active Kent & Medway sets aside specific amounts as reserves for future policy purposes or to cover contingencies.

## Further Information

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

**Liz Davidson** - [liz.davidson@kent.gov.uk](mailto:liz.davidson@kent.gov.uk)

## Audit

Active Kent & Medway's accounts are externally audited in scope of the Kent County Council's accounts by Grant Thornton.

A draft copy of the Statement of Accounts for Kent County Council can be found [here](#).

Statement of Accounts – [Partnership Board Governance](#)

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If you would like this document in an alternative format please contact us [activekent@kent.gov.uk](mailto:activekent@kent.gov.uk) and we will do our best to accommodate your request.



# active

Kent & Medway

