

Volleyball England  
Annual Governance  
Statement  
2023/24

# 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 2023

### To

31ST March 2024

(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.

# 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/governance>

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# 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	22 <sup>nd</sup> April 2023	The Board approved recommendations in relation to the fact check questionnaire, statement of continuing compliance and Annual Governance Statement. The Board approved Sportserve as VE's official Event and Distribution partners
Board meeting	10 <sup>th</sup> July 2023	The board agreed that proposed resolutions will NOT be taken forward to the AGM based on validity and relevance grounds.
Board AGM discussion	20 <sup>th</sup> July 2023	The Board approved the withdrawal all resolutions and special resolutions from the 223 AGM, with the exception of the reappointment of the auditors, which is business critical.
Board Meeting	21 <sup>st</sup> July 2023	The Board approved CFo to stand for NEVZA General Secretary at the CEV Congress in September. FSR confirmed that following a tender process, KLV will remain as the NVC for a further 2 years. FSR confirmed Howdens as VE's insurance broker for the next 3-years.
Board Meeting	28 <sup>th</sup> October 2023	Board agreed the interim appointment of Greg Brown as the VEF chair until the 2024 VEF AGM. Board approved the 'Ways of Working' document and annual planner
Board Meeting	29 <sup>th</sup> October 2022	The board approved the vexatious complainant policy. The board approved a cost-of-living support payment for Hub staff.
Board meeting	9 <sup>th</sup> December 2023	Board agreed that the new BVF Chair would be offered the opportunity to attend VE board meetings as an observer. Board approved the new Business Continuity Plan and updates to the membership terms, Cookies, Privacy and VolleyStore related policies Board approved the Adult Safeguarding Policy
Board meeting	27 <sup>th</sup> January 2024	2024-25 budget approved by the board.

## Composition

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

12 Directors maximum – currently 11 Directors appointed

<b>Independent Chairman</b>	Adam Walker	
<b>Senior Independent Director</b>	Clare Francis	
4	Independent Directors	
7	Elected Directors elected by:	AGM
0	Co-opted Director	

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 (out of 8)	Committees	Committee meetings attended
Adam Walker	Independent Chair	July 2017	8	Disciplinary Committee Nominations Committee	2
Clare Francis	Senior Independent Director & Vice Chair	July 2017	8	Finance, Strategy & Risk Nominations Committee	8
Simon Griffiths	Elected Director	July 2017	8	An Ace Service Sub Group	5
Phil French	Independent	July 2021	4	Volleyball For Life Sub Group Disciplinary Committee	4
Freda Bussey MBE	Elected Director	July 2016	6	Get Keep Grow Sub Group	4
Richard Harrison	Elected Director	July 2018	8	Nominations Committee Volleyball For Life Sub Group	4
Brendan Fogarty	Elected Director	July 2019	6	Finance, Strategy & Risk	6
Jake Sheaf	Elected Director	July 2021	4	Volleyball For Life Sub Group	4
Dave Reeve	Elected Director	June 2022	4	Get Keep Grow Sub Group Disciplinary Committee	6
Andres Hernandez	Independent Director	July 2019	5	Finance, Strategy & Risk Nominations Committee	7

Jess Plumridge	Elected Director	July 2021	6	Get Keep Grow Sub Group	3
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## Board and CEO Recruitment

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

- Re-appointment of Clare Francis as Senior Independent Director in July 2023.
- Re-appointment of Phil French as Independent Director in July 2023.
- Re-appointment of Andres Hernandez as Independent Director in July 2023.
- Re-appointment of Brendan Fogarty as Elected Director in July 2023.

## Board Evaluation

<b>Chair</b>	Adam Walker
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### Internal Board Skills Assessment

Undertaken in March/April 2023.

## 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>	
<b>Meetings in the Reporting Period</b>	8

### 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>	
<b>Meetings in the Reporting Period:</b>	0

### 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 updated in March 2023.
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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	
Get Keep Grow Sub Group	<p>The Sub-Group has delegated powers from the Board to implement, oversee and monitor actions and initiatives in support of the Board's wider the Game Plan strategy in respect of the Get Keep Grow priority in order to strengthen the English volleyball club structure by working hand in hand with clubs to help them achieve their ambitions.</p> <p><a href="https://www.volleyballengland.org/uploads/docs/Volleyball%20for%20Life%20ToRs.pdf">https://www.volleyballengland.org/uploads/docs/Volleyball%20for%20Life%20ToRs.pdf</a></p>	
Volleyball For Life Sub Group	<p>The Sub-Group has delegated powers from the Board to implement, oversee and monitor actions and initiatives in support of the Board's wider the Game Plan strategy in respect of the Volleyball for Life priority in order to aim to better understand, articulate and promote the opportunities that volleyball provides for anyone, at any stage of their life.</p> <p><a href="https://www.volleyballengland.org/uploads/docs/Volleyball%20for%20Life%20ToRs.pdf">https://www.volleyballengland.org/uploads/docs/Volleyball%20for%20Life%20ToRs.pdf</a></p>	
An Ace Service Sub Group	<p>The Sub-Group has delegated powers from the Board to implement, oversee and monitor actions and initiatives in support of the Board's wider the Game Plan strategy in respect of the An Ace Service priority. That is to work collaboratively to deliver and continuously improve the products and services that most benefit our clubs and the wider volleyball community, while also ensuring they provide healthy revenue streams that enable reinvestment in the sport.</p> <p><a href="https://www.volleyballengland.org/uploads/docs/An%20Ace%20Service%20ToRs.pdf">https://www.volleyballengland.org/uploads/docs/An%20Ace%20Service%20ToRs.pdf</a></p>	



# 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 2024

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## Staff Survey

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

<p>A staff survey was undertaken in August 2023 and February 2024</p>	<p><b>Key learnings</b></p> <ul style="list-style-type: none"><li>- Overall, most staff are satisfied, motivated and enjoy working for Volleyball England.</li><li>- Positive feedback in relation to relationships with senior leadership and the board.</li><li>- Flexible working arrangements are highly appreciated, as is the empowering culture and ethos of Volleyball England.</li><li>- Roles and responsibilities are clear and there is an improved sense of strategic alignment.</li></ul>	<p><b>Areas for Improvement</b></p> <ul style="list-style-type: none"><li>- More can be done to reward and recognise staff for their efforts and commitment.</li><li>- Greater understanding of peoples development aspirations and what is involved to achieve them.</li></ul>
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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>	March 2024
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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>	20 <sup>th</sup> April 2024
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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 2023 – Mar 2024
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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	April 2025	April 2021
Terms of reference	Every 4 years	April 2025	April 2021
Policies	Every 4 years	April 2025	April 2021
Financial policies and procedures	Every 2 years	Jan 2025	Jan 2023
Risk management and internal control	Annually	Jan 2025	Jan 2024
Stakeholder Strategy	Annually	September 2024	September 2023

## Complaints/Disciplinary/Whistleblowing

In the Reporting Period there were

12	Complaints & Disciplinary Matters
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These were dealt with in accordance with the Grievance Procedure.

9	were resolved
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and

3	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:

27 % female (3) : 73% male (8)

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** 20<sup>th</sup> April 2024

and signed by the Chair on behalf of the Board.

Adam Walker, Independent Chairman