**Annual governance statement**

**What is an annual governance statement?**

It is common practice for public sector organisations to produce annual statements on their governance procedures. For sport and recreation organisations, this could be one page of information about their governance framework, current board member details, board effectiveness and information on any relevant governance issues.

It is good practice for boards to publish an annual governance statement, particularly for stakeholder visibility on governance matters. This can either be published in their annual report or on their website and should be easily accessible. The annual governance statement is a good way of demonstrating accountability and transparency to members and other stakeholders; helping to promote the organisation in a positive and trustworthy light.

**What should an annual governance statement include?**

**1. Scope of responsibilities**

This should include an assessment of the governance of the organisation with reference to compliance of generally accepted best practice principles and relevant guidance. For example, an organisation funded by Sport England or UK Sport should state their compliance with A Code for Sports Governance. If they are a signatory to The Principles of Good Governance for Sport and Recreation they should also state this commitment.

**2. The governance framework in which the organisation sits**

This should include a list of any of the board’s working groups and/or sub-committees and their purpose. It should also include details of where to locate committee’s terms of reference and who they are chaired by.

This section should also state the dates of any annual reviews or board evaluations which have taken place, alongside any future planned dates. It should also include a statement of where to locate the board minutes e.g. the organisation’s website.

**3. Risk assessment**

This should include a statement of the identification of any strategic or operational risks and the committee responsible for this. It should also include a statement on the organisation’s risk register, when this was reviewed and how often.

**4. Governance issues**

This statement should be written in line with the organisation’s scope of responsibilities to demonstrate any areas of the board undergoing change. The statement should also include how these changes will be met or how they have been met.

Finally, the statement should include any foreseeable challenges the board may face and any plans to mitigate these.

The annual governance statement should be signed by the chief executive and the chair of the board before it is published.

You can view the Sport and Recreation Alliance’s annual governance statement on the website, [here.](http://sramedia.s3.amazonaws.com/media/documents/a6836ece-1110-4649-82af-775c0b1996c2.pdf)