



LEICESTER-SHIRE
& RUTLAND SPORT
PHYSICAL ACTIVITY & WELLBEING

Document History & Version Control Principles

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Contact Officer: John Byrne

Approved By: John Byrne

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Leicester-Shire & Rutland Sport - Internal Control System 2019/20

Document History & Version Control

Contact officer: John Byrne

Version :2

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Date	Agenda Items	Schedule of Policy Areas to be reviewed	Lead Officer	Comments
23.01.19	Business, Oversight & Audit Committee			
	<ul style="list-style-type: none"> Sport England Performance Management and Improvement Framework Finance, Risk & Governance <ul style="list-style-type: none"> Finance – Period 8 Budget for following fiscal year 	<ul style="list-style-type: none"> Risk Register Partner Survey/Improvement Areas 	JB NH JS	
22.02.19	Board Meeting			
	<ul style="list-style-type: none"> Report back from Business, Oversight & Audit Committee re Finance, Risk & Governance – 3rd Quarter 	<ul style="list-style-type: none"> Risk Strategy 	JB/NH/JS	
Q.1	Business, Oversight & Audit Committee			
	<ul style="list-style-type: none"> Finance, Risk & Governance <ul style="list-style-type: none"> Finance 4th Quarter 6 monthly Board Performance Report Staff Survey (CSPN) 	<ul style="list-style-type: none"> Reserves Policy Equality Action Plan 	JS/JB NH ALL NH	
Q.1	Board Meeting			
	<ul style="list-style-type: none"> Report back from Business, Oversight & Audit Committee re Finance, Risk & Governance – 4th Quarter/Final Future Year Budget 6 monthly Board Performance Report 	<ul style="list-style-type: none"> Reserves Policy Risk Register 	JS JB	
Q.2	Business, Oversight & Audit Committee			
	<ul style="list-style-type: none"> Finance, Risk & Governance <ul style="list-style-type: none"> Final Outturn Position 	<ul style="list-style-type: none"> Risk Strategy & Risk Register Board Financial Remuneration (Annual Review & Website) Succession Plan Equality Standard 	JB JS/TD JB/NH	

Date	Agenda Items	Schedule of Policy Areas to be reviewed	Lead Officer	Comments
Q.2	Board Meeting			
	<ul style="list-style-type: none"> Report back from Business, Oversight & Audit Committee re Finance, Risk & Governance – Final Outturn Position 	<ul style="list-style-type: none"> Board Equity Statement LRS Equality Action Plan Annual LRS website audit 	JB/TD JS/NH/KS NH/KS JM/NH	
Q.3	Business, Oversight & Audit Committee			
	<ul style="list-style-type: none"> 6 monthly Board Performance Report Finance, Risk & Governance - Finance 2nd Quarter 		JB/NH/JS	
Q.3	Board Meeting			
	<ul style="list-style-type: none"> Report back from Business, Oversight & Audit Committee re Finance, Risk & Governance 	<ul style="list-style-type: none"> Board Member Profile, Fit & Proper Person & Annual Declaration of Interest Statement (Annually) 	JB/NH/JS	
Q.4	Business, Oversight & Audit Committee			
	<ul style="list-style-type: none"> 6 monthly Board Performance Report Finance, Risk & Governance - Finance 3rd Quarter Sport England Performance Management and Improvement Framework Partner Survey/Improvement Areas 	<ul style="list-style-type: none"> Board Effectiveness Review Board Skills Audit 	NH NH JS	
Q.4	Board Meeting			
	<ul style="list-style-type: none"> Sport England Performance Management and Improvement Framework 		ALL	

Notes:

- Safeguarding Policy Jan 2021
- Annual LRS website audit – July each year
- External Evaluation of Board – By March 2020
- Leicestershire County Council/LRS Partnership Agreement – March 2021
- Business, Oversight & Audit Committee Terms of Reference October 2021
- Board Terms of Reference October 2021
- Succession Plan October 2019
- Sponsorship Policy – June 2020

