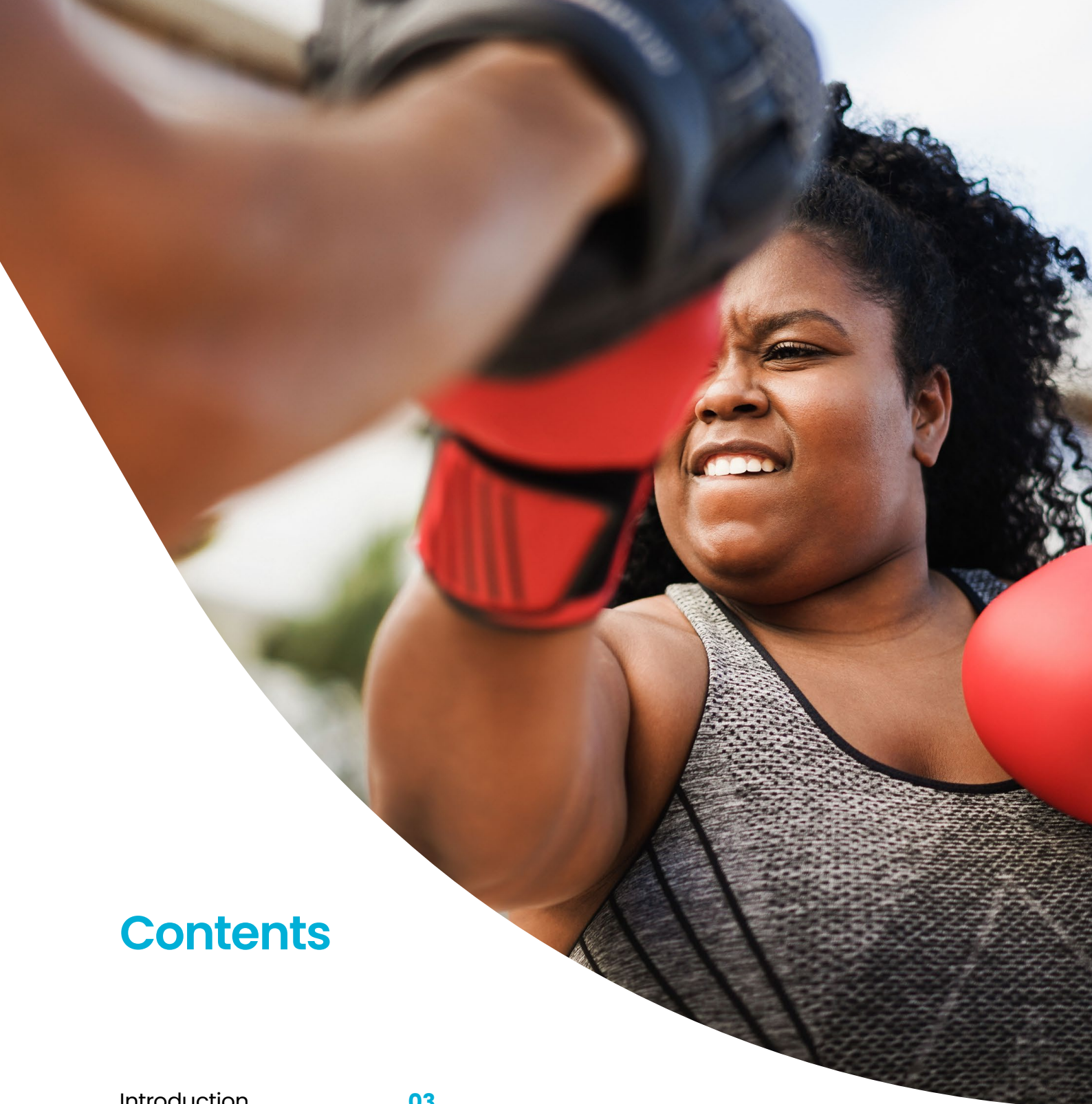


Annual Governance Review

2021–2022



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Welcome to CIMSPA's 2021–22 Annual Governance Review, published in line with the UK Sport and Sport England Code for Sports Governance and the Charity Governance Code.

Our goal as the single chartered professional body for sport and physical activity is to prioritise the highest governance standards and to embody exemplar organisational behaviours, as we build a recognised and respected profession for the sector's workforce.

This governance review demonstrates our commitment to transparency and acts as a marker that can be used to track our future progress on key metrics such as equality, diversity and the work of our boards, panels and committees.

This governance review covers the period from 1 April 2021 to 31 March 2022.

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of Sport and Physical Activity



About CIMSPA

We are sport and physical activity's chartered professional development body: committed to supporting, developing and enabling individuals and organisations to succeed and, as a result, inspire our nation to become more active.

CIMSPA helps to nurture talent, develop careers, inspire professionalism and set clear regulatory standards for success, continuing the development of a modern, prosperous and respected sport and physical activity sector. Together we're developing a vibrant, UK-wide sport and physical activity, with the highest standards of service delivery.

Our vision is creating a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.



Governance

CIMSPA is a registered charity, incorporated by Royal Charter and governed by a board of trustees. CIMSPA is compliant with the UK Sport and Sport England Code for Sports Governance and the Charity Governance Code.

2021-22 Governance objectives

Over the last year CIMSPA has continued to work towards its strategic objectives of being seen as an exemplar organisation within sport and physical activity regarding our people, governance, digital capabilities and financial sustainability. In support of this CIMSPA ensures that risk identification, assessment and treatment underpins our strategy and is a routine part of the decision-making process and supports the delivery of our day-to-day objectives.

Risk management and internal controls

CIMSPA is committed to maintaining robust risk management and internal control systems, and continues to operate exemplar risk management in line with its policy. CIMSPA's approach supports the organisation to embed risk management and mitigation into everyday decision making, which support the delivery of the strategy. CIMSPA's executive reports to the Audit and Probity Committee at least five times per year. At each meeting the committee analyses the

major risks across the business, as well as controls and mitigations. At each board meeting the chair of the committee reports to the board of trustees on the efficacy of actions being taken to mitigate risks.

Evaluation

During the reporting period CIMSPA began a pilot process for a board and committee performance management system, aligned to our terms of reference and organisational strategy. The pilot saw the Audit and Probity Committee work to create Objectives and Key Results (OKRs) aligned to the CIMSPA strategy, to facilitate their operation against the terms of reference. This evaluation method provided direction for the committee, ensuring that meetings remain aligned to purpose and allowed the committee to evaluate how they deliver success against their roles and responsibilities. We look forward to applying this method to its other committees and the CIMSPA board in the upcoming year.



Code for Sports Governance

CIMSPA was pleased to see the release by Sport England and UK Sport of the revised Code for Sports Governance, and supports the progressive steps this has taken towards promoting governance best practice in sport. Upon an initial self-audit, CIMSPA is compliant with 60% of the code requirements. Partial action is required on 19% of the requirements for compliance and action is required on 21% due to new additions such as the requirement for a welfare and safety lead. CIMSPA will continue to work towards full compliance with the revised Code for Sports Governance.

Best Companies

In February, CIMSPA undertook an external accreditation of its employee engagement through 'Best Companies'. We were able to benchmark CIMSPA against other organisations from within and outside of the sector and were delighted to be awarded with the highest standard of workplace engagement (3 stars), reflecting 'world class' levels of engagement. This is an important external recognition of the culture CIMSPA has worked hard to develop over the recent years.



Board, committees and executive team

Board of Trustees

The CIMSPA Board of Trustees provides exemplar leadership in line with legal and regulatory frameworks. Currently chaired by Marc Woods, the board is made up of 12 individuals with a wealth of experience from within and outside of sport and physical

activity to support CIMSPA in the pursuit of our vision and mission.

The board meets at least four times per year, with minutes available on the CIMSPA website. Some trustees also chair, or are a member of, one of CIMSPA's sub-committees.

Board Trustee	Trustee Position	Start date as a trustee	Current term start date	Additional Roles
Marc Woods	Chair	30/09/2017	30/09/2020	Nominations Committee Chair
Dr Jon Argent FCIMSPA (Chartered)	Elected trustee	12/12/2018	12/12/2021	Professional Development Board Chair
Malcolm McPhail FCIMSPA	Elected trustee	15/05/2017	16/09/2020	Senior Independent Trustee Youth Panel Board Advisor Nominations committee member
David Monkhouse FCIMSPA (Chartered)	Elected trustee	12/12/2015	15/09/2021	Audit and Probity Committee Chair
Dr Tracy Rea	Appointed trustee	22/05/2018	22/05/2021	Disciplinary Committee Chair
Lisa Forsyth	Appointed trustee	18/02/2012	18/02/2021	Treasurer Finance Committee Chair Nominations committee member
Manos Kapterian	Appointed trustee	22/05/2018	22/05/2021	Membership Committee Chair
Rowena Samarasinhe	Appointed trustee	22/05/2018	22/05/2021	Equality, Diversity and Inclusion Champion Nominations committee member
Sandra Dodd MCIMSPA *	Appointed Trustee	22/05/2018	22/05/2021	Appeals Committee Chair
Jonathan Drakes	Appointed trustee	15/12/2021	15/12/2021	
Elena Portas	Appointed trustee	15/12/2021	15/12/2021	
Joelle Conway	Appointed trustee	15/12/2021	15/12/2021	Appeals Committee Chair
Jessica Redman	Appointed trustee	15/12/2021	15/12/2021	

*Sandra Dodd MCIMSPA left the board of trustees on 15/12/2021.

The following trustees were recruited to the board on 15/12/2021.

- Jonathan Drakes
- Elena Portas
- Joelle Conway
- Jessica Redman

Following the CIMSPA Annual General Meeting in September 2021, David Monkhouse FCIMSPA (Chartered) and Dr Jon Argent FCIMSPA (Chartered) were approved by member vote to be their elected board trustees for the next three-year term.

All trustees operate in accordance with CIMSPA's register of interest and related-parties policy. CIMSPA's intention is that through consistent, transparent and effective management of registered interests, trustees can be appointed for the knowledge, skills and experience they bring, whilst ensuring that any interests are identified and managed to protect CIMSPA and its people. Should any conflicts of interest arise, these will be addressed in line with the policy and recorded.

During the reporting period, no conflicts of interest were declared during board meetings.

"CIMSPA continues to drive the delivery of our strategy and shape a recognised, valued and inclusive sport and physical activity sector that everyone can be part of, through effective board leadership and exemplar governance. I am incredibly pleased to be able to lead a board that prioritises governance in its decision making and oversight of delivering the strategy for public benefit. The work of the trustees and sub-committee members, with their vast range of knowledge, skills, experience and commitment to delivering CIMSPA's vision, continue to drive CIMSPA in supporting the sport and physical activity."

Marc Woods, Board Chair, CIMSPA



Sub-committees

The board continues to drive the strategic direction, governance and risk management of CIMSPA. The board is supported in this work by sub-committees, along with a Professional Development Board and Youth Panel, which are either chaired by, or have as a member, one of CIMSPA's trustees.

During this reporting period, the following sub-committees of the board were in operation:

- **Audit and Probity Committee**
- **Appeals Committee**
- **Nominations Committee**
- **Membership Committee**
- **Disciplinary Committee**
- **Remuneration Committee**
- **Professional Development Board**
- **Finance Committee**
- **Youth Panel**

Appeals Committee

The Appeals Committee reviews appeals raised through CIMSPA's formal process, determining whether the grounds for appeal outlined in CIMSPA's appeal policy have been met, and issuing appropriate outcomes.

During this reporting period CIMSPA received three appeals, however these were not escalated to the committee as they did not meet the valid grounds in line with the appeals policy.

The appeals committee ordinarily meets once per year. Due to the retirement of Sandra Dodd MCIMSPA from the CIMSPA Board in December 2021 and the subsequent appointment of Joelle Carlton-Conway to the committee in February 2022, the committee did not meet during the reporting period. However, Joelle met with the governance team during the reporting period to discuss the roles and responsibilities delegated to the committee by the board.

Whilst the committee has not yet been required to investigate an appeals case, the committee understands the importance of ensuring best practice is achieved in CIMSPA's appeals policy and procedure and therefore training sessions are scheduled in the next reporting period.

"As chair of the Appeals Committee, I'm looking forward to participating in the continued governance excellence in place at CIMSPA."

Joelle Carlton-Conway, CIMSPA Board Trustee and Appeals Committee Chair





Audit and Probity Committee

The purpose of the Audit and Probity Committee is to oversee CIMSPA's risk landscape, ensuring that exemplar governance and risk-management informs CIMSPA's strategy and decision making, and is controlled and managed. The committee's terms of reference are agreed by the CIMSPA board, who delegate the authority to undertake work relating to the adequacy of CIMSPA's financial reporting and internal controls. The Audit and Probity Committee has no executive powers other than those specifically delegated in these terms of reference.

Chaired by David Monkhouse, CIMSPA Board Trustee, the committee has five members and is made up of Paul Neal and Paul Cluett who are both independent committee members.

There are currently two vacancies, for one independent appointed member and one Board Trustee position. The committee meets five times per year, usually nine working days ahead of the main board meeting. This provides the committee with the opportunity to scrutinise any items and for the Chair to give the committee's view at the board meeting.

During the last twelve months the committee has worked closely with the executive team to ensure the consistency of risk management and scrutiny of processes. It has also led the way with developing the committee's objectives and key results, linked to the CIMSPA strategy, and giving each committee member accountability.

"The audit and probity committee has benefited from the support of deeply knowledgeable individuals over the past year, and a huge thank you goes to Dan Jacklin for the past 12 months of insight, challenge, and support. The team at CIMSPA has provided the committee with the opportunity to manage risk in a proactive manner, supporting the development of the Institute, the services and products offered and ultimately the membership benefits. We believe we are making a real difference to the workforce."

David Monkhouse, CIMSPA Board Trustee and Audit & Probity Committee Chair

Finance Committee

The purpose of the Finance Committee is to undertake work relating to the integrity and monitoring of CIMSPA's financial statements and announcements relating to its financial performance; reporting judgements on these publications and providing advice to the board on matters relating to CIMSPA's financial position, performance, business model and strategy.

Chaired by the Trustee Treasurer (currently vacant), the committee is made up of three independent members from a variety of sectors. The members meet four times per year, timed to work efficiently with the fiscal year end, budgeting, and board meetings.

The committee has not operated at full capacity for the last nine months whilst CIMSPA have been recruiting for a new trustee/treasurer. A new treasurer is currently being onboarded and should be officially appointed to the board in July.

"Having a Finance Committee enables CIMSPA to tap into knowledge and expertise from other sectors and is a fantastic opportunity for us to be supported in our development and growth. The check and challenge I get from the committee provide reassurance not only to the board and senior leadership team, but also to myself."

Kay Simnett, Director of Finance and Resources, CIMSPA



Disciplinary Committee

The Disciplinary Committee monitors the practice of CIMSPA members, partners, and the organisation itself, and ensure issues of misconduct are managed in a fair and consistent manner.

The committee normally meets once per year, with additional meetings scheduled on a demand-led basis. During the reporting period, the committee met to review the disciplinary hearing process and made improvements to it. This allowed hearings to be conducted online to facilitate an environment in which individuals are comfortable and able to interact with the panel.

During the reporting period CIMSPA received 37 complaints through our formal complaints process. Six of these were referred to a disciplinary panel for management in line with CIMSPA's sanctions policies.

The Disciplinary Committee members are:

- Dr Tracy Rea (Chair)
- Simon Gardner MCIMSPA (Chartered)
- Greg Martin MCIMSPA
- Malcolm Stammers MCIMSPA

“Since its inception in 2020, the Disciplinary Committee has successfully heard a number of complaints that have involved members and partner organisations. In 2021-2022, that number has quadrupled. The rise was in part due to CIMSPA’s processes making it easier for members to come forward. Secondly, a growing trend of members having higher expectations of professionalism as a customer and being more confident to articulate these demands. And lastly, there has been more awareness across the sector due to CIMSPA leading on initiatives such as Retrain to Retain, during the pandemic. The committee and executive have also written and evolved policies and processes based on the outcomes, which has continued to improve the investigation, the hearings, and sanctions/outcomes.”

Dr Tracy Rea, CIMSPA Board Trustee and Disciplinary Committee Chair



Membership Committee

Continuing the progress made in previous years in maintaining the integrity of CIMSPA membership and the provision of chartered status, we successfully recruited three new members to the membership committee in June 2021. Elise Perraud, Helen Gilbody and Ian Gray FCIMSPA (Chartered) all bring considerable experience in various roles from higher education, leisure operations, membership strategy and risk management, supporting the committee in directing the growth, improvement, and delivery of CIMSPA membership.

The Membership Committee has continued to have a strategic relationship with the Professional Development Board (PDB). Where activities and roles interact, the PDB has continued to be responsible for defining and prescribing the entry criteria and assessment for membership. The Membership Committee is responsible for outlining the scope of the membership framework and maintaining its integrity by ensuring these rules are applied and adhered to, and by conducting standardisation reviews.

The committee has met twice each quarter: four committee meetings and four chartered sampling meetings.

The Membership Committee members are:

- Manos Kapterian (Chair)
- Shelley Austin MCIMSPA
- Darren Humphrey MCIMSPA
- Helen Gilbody
- Ian Gray FCIMSPA (Chartered)
- Elise Perraud

“The committee has made significant changes to the chartered membership application process, to align to the revised Charter and Statutes. These changes will see more of our members able to access chartered membership. In addition to those who have sports development or management experience, a broader spectrum of roles represented in CIMSPA’s membership – such as those in coaching, exercise and fitness, and health and wellbeing – will also be able to gain chartered status.”

Manos Kapterian, CIMSPA Board Trustee and Membership Committee Chair



Professional Development Board

The Professional Development Board (PDB) has been established to function as a sub-committee of CIMSPA's Board, with delegated authority to lead on education, training and professional development. The vision of the PDB is to grow the attractiveness of working in sport and physical activity and ensure all customers and consumers have an excellent experience.

The board acts as a safeguard in delivering what people and organisations need by shaping standards for professionals working in sport and physical activity, and by providing opportunities to support individuals to be the best they can be. The board meets quarterly and has been operating remotely since March 2020.

"The CIMSPA team and I are dedicated to shaping our sector to be one which is recognised and respected, with the highest standards of service delivery."

Jon Argent, CIMSPA Board Trustee and Professional Development Board Chair

Nominations Committee

The purpose of the Nominations Committee is to ensure there is adequate review of experience, skills, behaviour, diversity, and inclusion within each CIMSPA committee, through development, succession modelling and recruitment. The committee meets four times per year, to ensure that all of CIMSPA's board and sub-committees are successfully and timely recruited for, with skills aligned to supporting the organisation's vision and strategy.

"The Nominations Committee ensures that we have a diverse volunteer network that we can lean on, and to ensure we are able to fulfil our executive duties working towards CIMSPA's vision."

Marc Woods, CIMSPA Board Chair and Nominations Committee Chair



Youth Panel

The Youth Panel is a diverse group of young people (aged 16–25) who act as advisors to the Board of Trustees by championing young people’s perspectives and experiences. The Youth Panel is empowered to inspire, change and influence policy, practice, and the strategic direction of CIMSPA, and to welcome young people in to sport and physical activity.

The Youth Panel met four times during the reporting period, however members of the panel have continued to advocate for young people outside of these formal meetings, with representation from the panel at each CIMSPA board meeting and sector events such as the Include Summit. The Youth Panel also provides regular communication on hot topics to CIMSPA members through the quarterly newsletter.

The Youth Panel was the focus of CIMSPA’s first spotlight webinar, which provided attendees with an introduction to the panel, its members, and its work. This provided an opportunity for people to learn more about the panel, interact with the members and gain insight into best practice.

The Youth Panel has also continued to check and challenge CIMSPA’s strategy and policies, ensuring that the young adult voice is heard and implemented on key projects such as the revision of the CIMSPA Member Code of Conduct.

During this period, the following members stepped down from the Youth Panel:

- Dylan Conti
- Rachel Short
- Chris Horner

Following successful recruitment, the Youth Panel is now made up of the following individuals:

- Malcolm McPhail (Senior Independent Trustee and Youth Panel Board Advisor)
- Eleanor Udall (Chair)
- Parie Patel (Vice Chair)
- Daniel Masters
- Farran Leach
- Jack Walklett
- Gareth Picken
- Jade Featherstone
- Daniel Broughton
- Jessica Laidler
- Jack Naylor Dunn
- Georgia Townsend
- Samuel Finch

“We have given young people in sport and physical activity something to look up to, something to look forward to and performance levels to chase. In short, we are about inspiration, hope and the pursuit of excellence. I couldn’t be any prouder of all the young people that have taken their place on our Youth Panel and moved sport and physical activity forward.”

**Malcolm McPhail –
CIMSPA Senior Independent Trustee
and Youth Panel Board Advisor.**

The Youth Panel has also continued to check and challenge CIMSPA’s strategy and policies, ensuring that the young adult voice is heard.

Board and committee attendance (1 April 2021 – 31 March 2022)

Nominations Committee

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
09/06/2021	10:30am - 12:30pm	Marc Woods	Marc Woods Malcolm McPhail	Steven Gould	N/A	Tara Dillon Morwenna Crespin Danielle Peel Jess Melling Ashlee Alexander
28/07/2021	10:30am - 12:30pm	Steven Gould	Malcolm McPhail Rowena Samarasinhe	Steven Gould	N/A	Tara Dillon Morwenna Crespin Danielle Peel Jess Melling Ashlee Alexander
12/10/2021	09:30am - 11:00pm	Marc Woods	Marc Woods Lisa Forsyth	Steven Gould		Tara Dillon Jess Melling Ashlee Alexander
19/01/2022	10:30am - 12:30pm	Marc Woods	Marc Woods Malcolm McPhail Rowena Samarasinhe	Steven Gould		Tara Dillon Morwenna Crespin Kay Simnett Jess Melling Ashlee Alexander

Audit & Probity Committee

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
30/04/2021	10:00am - 13:00pm	David Monkhouse	David Monkhouse	Paul Cluett Paul Neale	Joseph Bleetman <i>(CIMSPA Youth ambassador)</i>	Kay Simnett Spencer Moore Sara Wright Jess Melling Ashlee Alexander Nisha Bilan Charlotte Phillips
02/07/2021	10:00am - 13:00pm	David Monkhouse	David Monkhouse	Paul Cluett Daniel Jacklin Paul Neale	Joseph Bleetman <i>(CIMSPA Youth ambassador)</i> Lisa Forsyth <i>(CIMSPA Board of Trustee and Treasurer)</i> Jeremy Beard <i>(hayesmacintyre external auditor)</i>	Kay Simnett Ashlee Alexander Conor Hicken
03/09/2021	10:00am - 13:00pm	David Monkhouse	David Monkhouse	Paul Cluett Daniel Jacklin Paul Neale	Joseph Bleetman <i>(CIMSPA Youth ambassador)</i>	Kay Simnett Spencer Moore Sara Wright Ashlee Alexander
03/12/2021	10:00am - 13:00pm	David Monkhouse	David Monkhouse	Paul Cluett Daniel Jacklin Paul Neale		Kay Simnett Spencer Moore Sara Wright Jess Melling Ashlee Alexander
04/02/2022	10:00am - 13:00pm	David Monkhouse	David Monkhouse	Paul Cluett Paul Neale		Kay Simnett Spencer Moore Sara Wright Jess Melling Ashlee Alexander

Finance Committee

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
05/05/2021	10:00am - 12:30pm	Lisa Forsyth Sandra Dodd	Charles Scobie Barinder Dale	Paul Cluett Paul Neale		Kay Simnett Spencer Moore Ollie Bell Ashlee Alexander
07/07/21	10:00am - 12:30pm	Lisa Forsyth Sandra Dodd	Charles Scobie Barinder Dale	Paul Cluett Daniel Jacklin Paul Neale		Kay Simnett Ashlee Alexander
08/09/2021	10:00am - 12:30pm	Lisa Forsyth Sandra Dodd	Charles Scobie Barinder Dale	Paul Cluett Daniel Jacklin Paul Neale	John Deakin <i>(Barclays Wealth Manager)</i> Daniel Hunt <i>(Barclays Wealth Manager)</i> John Allan <i>(Barclays Wealth Manager)</i>	Kay Simnett Ashlee Alexander

Board of Trustees

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
12/05/2021	10:00am - 14:30pm	Marc Woods split duty with David Monkhouse	Marc Woods Jon Argent Sandra Dodd Lisa Forsyth Manos Kapterian Malcolm McPhail David Monkhouse Tracy Rea Rowena Samarasinhe		Jack Walklett <i>(Youth Panel Representative)</i>	Jess Melling Danielle Peel Tara Dillon Spencer Moore Kay Simnett Ashlee Alexander
14/07/2021	10:30am - 14:30pm	Marc Woods	Marc Woods Jon Argent Lisa Forsyth Manos Kapterian Tracy Rea Rowena Samarasinhe		Rachel Short <i>(Youth Panel Representative)</i> Jeremy Beard <i>(hayesmacintyre external auditor)</i>	Jess Melling Tara Dillon Spencer Moore Kay Simnett Clare Dunn Ashlee Alexander
15/09/2021	10:30am - 14:00pm	Marc Woods	Marc Woods Jon Argent Sandra Dodd Lisa Forsyth Manos Kapterian Malcolm McPhail David Monkhouse Tracy Rea Rowena Samarasinhe		Eleanor Udall <i>(Youth Panel Representative)</i>	Jess Melling Tara Dillon Spencer Moore Kay Simnett Clare Dunn Ashlee Alexander
15/12/2021	10:00am - 13:00pm	Marc Woods	Marc Woods Sandra Dodd <i>(partial attendance)</i> Manos Kapterian Malcolm McPhail David Monkhouse Tracy Rea Rowena Samarasinhe Johnathan Drake Elena Portas Joelle Carlton Conway Jessica Redman			Jess Melling Danielle Peel Tara Dillon Spencer Moore Kay Simnett Ollie Bell Clare Dunn Ashlee Alexander
16/02/2022	09:30am - 14:30pm	Marc Woods	Marc Woods Jon Argent Lisa Forsyth Manos Kapterian David Monkhouse Tracy Rea Rowena Samarasinhe Johnathan Drake Elena Portas Joelle Carlton Conway		Gareth Picken <i>(Youth Panel Representative)</i>	Jess Melling Tara Dillon Spencer Moore Kay Simnett Ollie Bell Clare Dunn Ashlee Alexander

Memberships Committee (Sampling)

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
01/02/2022	10:00am - 11:30am	Manos Kapterian	Manos Kapterian	Shelley Austin Darren Humphrey Ian Gray Elise Perraud Helen Gilbody		Jess Melling Anna Wilson Natasha Eason Olivia Jones Ollie Bell

Memberships Committee

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
03/11/2021	09:00am - 12:00pm	Manos Kapterian	Manos Kapterian	Darren Humphrey Ian Gray Elise Perraud Helen Gilbody		Jess Melling Ollie Bell Anna Wilson Natasha Eason Phill Wright Olivia Jones Ashlee Alexander
15/02/2022	10:30am - 13:00pm	Manos Kapterian	Manos Kapterian	Elise Perraud Darren Humphrey Ian Gray Helen Gilbody		Jess Melling Ollie Bell Natasha Eason Phill Wright Olivia Jones Ashlee Alexander

Youth Panel

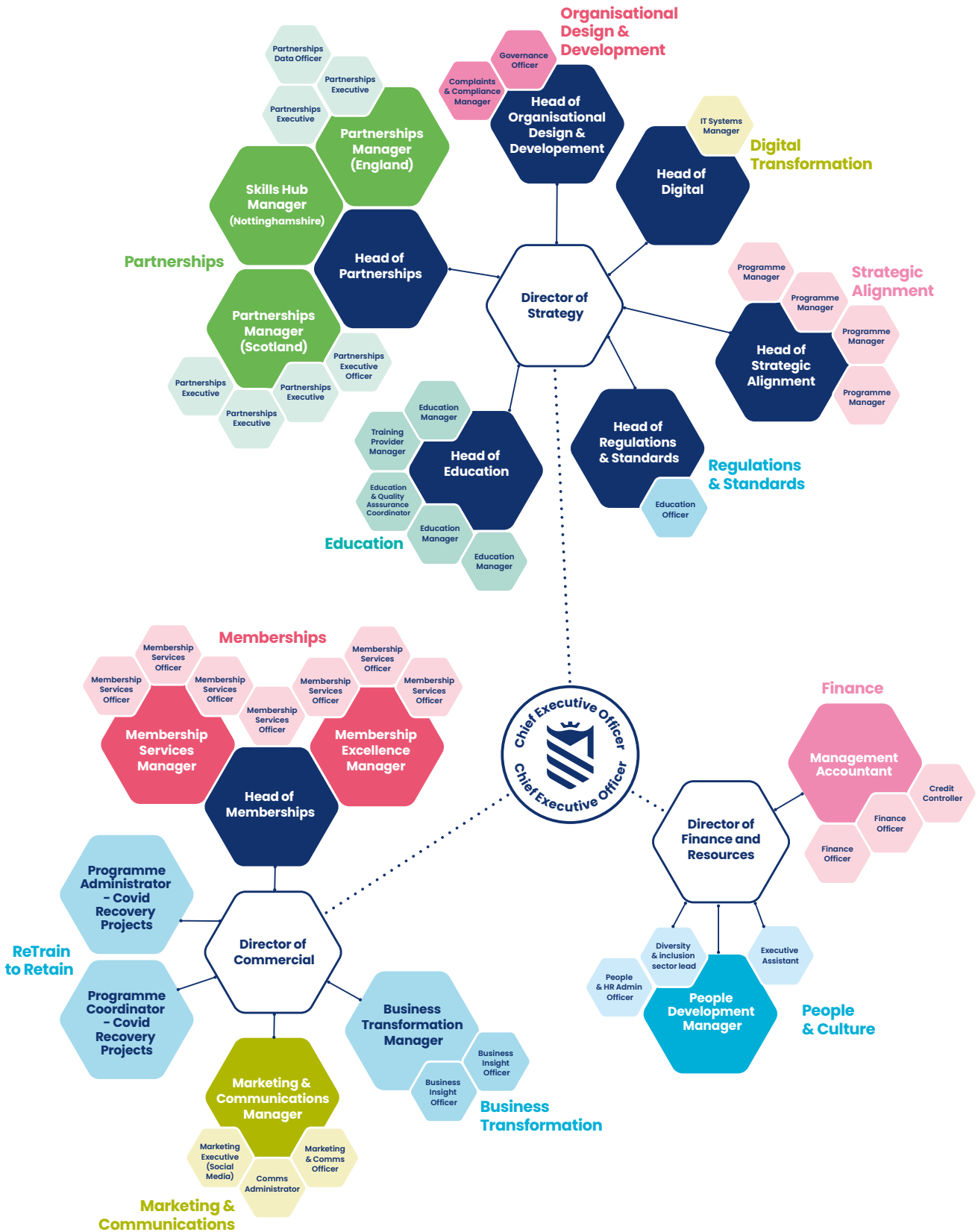
Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
04/06/2021	10:00am - 13:30pm	Jess Melling	Marc Woods	Jack Walklett Gareth Picken Dylan Conti Christopher Horner Rachel Short Eleanor Udall	Joseph Bleetman (<i>CIMSPA Youth ambassador</i>)	Jess Melling Tara Dillon Spencer Moore Ashlee Alexander
06/08/2021	10:00am - 13:00pm	Malcolm McPhail	Malcolm McPhail	Jack Walklett Eleanor Udall Gareth Picken Farran Leach Daniel Masters Christopher Horner	Joseph Bleetman (<i>CIMSPA Youth ambassador</i>)	Jess Melling Natasha Eason Ashlee Alexander
08/10/2021	10:00am - 16:00pm	Malcolm McPhail	Malcolm McPhail	Jack Walklett Eleanor Udall Gareth Picken Farran Leach Daniel Masters Christopher Horner		Jess Melling Tara Dillon Ashlee Alexander Anna Wilson
25/02/2022	10:00am - 13:00pm	Jess Melling	Elena Portas	Jack Walklett Eleanor Udall Gareth Picken Farran Leach		Jess Melling Spencer Moore Ashlee Alexander

Disciplinary Committee

Meeting dates	Meeting timings	Chair	Board of Trustees	Independent Committee Members	Guest Attendees	CIMSPA Executive Team
04/08/2021	13:00pm - 14:00pm	Dr Tracy Rea	Dr Tracy Rea	Malcolm Stammers Greg Martin		Jess Melling

CIMSPA team

At the end of the reporting period, the CIMSPA team had the following structure, with a total of 58 team members and two vacancies.



Recruitment and leavers

During the reporting period, there were 23 new starters and eight leavers.

Equality, diversity and inclusion (EDI)

CIMSPA is driven to ensure that we fully represent both the workforce we serve and the wider public. We aim to instil an 'equal to all' approach, ensuring we can give everyone the same service regardless of age, gender, ethnicity, disability or any other characteristic.

We encourage everyone within CIMSPA to do their best, to feel comfortable and be their

authentic self. This is achieved by building an inclusive, collaborative team based on mutual respect, anonymous recruitment practices and equal opportunity policies.

Through digital transformation we are working to ensure that all our platforms are fully accessible and welcoming to all.

Our EDI Sector Lead is Kay Simnett, supported by the wider people and culture team.

[Click here to read our Equality and Diversity Statement.](#)

EDI data:

Gender	Board member	Committee member	Executive team member
Man	5	15	13
Woman	3	7	29
Other	0	0	1
Prefer not to say	0	0	1

Ethnicity	Board member	Committee member	Executive team member
White (English, Welsh, Scottish, Northern Irish, British Irish or any other White background)	7	22	39
Asian or Asian British	1	0	3
Black, Black British, Caribbean or African	0	0	0
Mixed or multiple ethnic groups	0	0	2
Prefer not to say	0	0	0

Sexual orientation	Board member	Committee member	Executive team member
Heterosexual/straight	7	22	38
Gay/lesbian	0	0	3
Bisexual	0	0	1
Other	1	0	0
Prefer not to say	0	0	2

Disability	Board member	Committee member	Executive team member
Yes	2	2	2
No	6	19	40
Prefer not to say	0	1	2

(Note: these data are from a voluntary, anonymised survey and may not be fully representative of the entire CIMSPA executive team, committee or board members).

Corporate social responsibility

Although CIMSPA has a strong existing level of corporate social responsibility to the communities we serve, this is something that will be top of our agenda over the next 12 months. We will explore how our team members can best utilise their skills within local communities and we are currently reviewing partnerships with other organisations to support us on this journey.

While this is in progress we have recently set up 'greenbots' - an internal committee to drive CIMSPA's commitment to a greener, more sustainable way of living to come together to discuss ideas to support CIMSPA on this topic. This group is currently developing new policies and guidelines in this area.

Team welfare

CIMSPA has a Wellbeing Committee dedicated to mental and physical health and wellbeing, allowing us to create robust mechanisms of support for all team members.

This year has seen an increase of 27% in team members using CIMSPA's healthy living allowance, which offers a monthly sum to put towards engaging in physical activity, helping them to stay in control of their physical health.

We have embraced a hybrid working model since March 2019, which contributes positively to the wellbeing of the team. However, we also recognise the importance of regular check-ins and opportunities to get together in person. We also offer benefits such as BUPA medical cover and an employee assistance programme, to ensure the team is supported, even when working remotely.

Finances

Summary of financial position

CIMSPA has continued to grow despite the challenges presented by the fallout of the Covid-19 pandemic. Building on the previous Sport England grant to support Return To Play, CIMSPA attained a further £5m investment from Sport England to support sport and physical activity's return.

We have seen our membership continue to grow from 15,800 to 19,084, thereby increasing our membership income and, through an improved process, reducing our aged debtors. Additional costs continue to be absorbed meaning that, for now, we have once again been able to maintain our membership fees at the same level as the previous year.

For the financial year ended 31 March 2022, CIMSPA closed with a surplus of £459,977 against an original budgeted surplus of £69,484. The reason behind the significantly different surplus is due to the capitalisation of the year's CRM investment spend. The costs were originally fully expensed but following guidance from our auditors, the spend was capitalised. Of the surplus, £401,347 will be treated as a designated reserve within the balance sheet, meaning this reserve can only be expensed to capitalise this asset over the next three years.

CIMSPA reserves close at £994,407 which consists of £593,060 unrestricted and £401,347 designated (per the above paragraph).

Principal risks and uncertainties

The trustees have assessed the major risks to which CIMSPA is exposed - those related to the operations, reputation, governance and regulatory matters, competitive environment, and finances of the business - and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The most significant risks identified by trustees relate to:

- Attainment of sustainable finances through membership growth and endorsement incomes. In addition to inclusion in the risk register, this is monitored through monthly management accounts and reports on progress to the board at every meeting. Expenditure budgets continue to be tightly controlled, and additional expenditure not committed until funding is secured. Until membership attains critical mass, CIMSPA must continue to secure external funding in the short term
- Economic factors driven by the current financial crisis
- Recruitment difficulties currently experienced within sport and physical activity following the Covid-19 pandemic.

The trustees mitigate risk in several ways:

- Bringing in independent risk and assurance experts to enhance the Audit and Probity Committee and further develop and advise on our processes and procedures
- Regular review of organisational reserve levels, taking into consideration new income sources and new organisational strands
- Increase in membership through an enhanced and relevant member value proposition which will help to reduce organisational reliance on funding income
- Look at new income streams to further reduce reliance on funding income
- Be the visible voice of sport and physical activity.

Responsibility for monitoring of risks and making recommendations on risk management matters has otherwise been delegated to the Audit and Probity Committee, which reports directly to the trustees.

Financial statements

Statement of financial activities

(Incorporating income and expenditure account)

For the year ended 31 March 2022

		2022	2022	2022	2022	2021
		Restricted funds	Designated funds	General funds	Total funds	Total funds
Income and endowments from:	Notes	£	£	£	£	£
Donations and legacies	2	-	-	-	-	-
Charitable activities	3	4,625,821	479,329	1,047,262	6,152,412	4,883,143
Other trading activities	4	-	-	1,161	1,161	2,965
Investment income	5	-	-	5,043	5,043	5,465
Other	6	-	-	29,938	29,938	62,781
Total		4,625,821	479,329	1,083,404	6,188,554	4,954,354
Expenditure on:						
Raising funds	7	-	-	54,534	54,534	57,496
Charitable activities	8	4,625,821	77,982	982,277	5,686,080	4,920,827
Total		4,625,821	77,982	1,036,811	5,740,614	4,978,323
Net losses/(gains) on investments	15	-	-	12,038	12,038	39,390
Net income/(expenditure)		-	401,347	58,631	459,978	15,421
Transfers between funds	20	-	-	-	-	-
Net movement in funds		-	401,347	58,631	459,978	15,421
Reconciliation of funds:						
Total funds brought forward		-	-	534,430	534,430	519,009
Total funds carried forward	20	-	401,347	593,061	994,408	534,430

All income arises from the continuing activities of the Institute.
There were no other recognised gains or losses other than those stated above.

Balance sheet

As of 31 March 2022

	Note	2022		2021	
		£	£	£	£
Fixed Assets					
Intangible assets	14		401,347		-
Tangible assets	14		4,437		6,203
Investments	15		222,983		210,945
<i>Total fixed assets</i>			628,767		217,148

Current Assets

Stocks	16	1,382		2,847	
Debtors	17	423,488		205,808	
Cash at bank and in hand	23	2,721,710		1,509,283	
<i>Total current assets</i>		3,146,580		1,717,938	
Creditors: amounts falling due within one year	18	(2,780,939)		(1,400,656)	
<i>Net current assets</i>			365,641		317,282
Total net assets			994,408		534,430

The funds of the charity:

Restricted income funds	20		-		-
Unrestricted designated funds	20		401,347		-
Unrestricted general funds	20		593,061		534,430
Total charity funds			994,408		534,430

Approved by the Trustees and authorised for their issue on 14 July 2022 and signed on their behalf by:



M.Woods

Remuneration

Trustees

During the year Marc Woods, Chair has received reimbursement of £8,000 including VAT (2021 - £8,000 including VAT). No other Trustee received any remuneration or other benefits..

Senior management team

The key management personnel of CIMSPA comprise the trustees, the Chief Executive Officer, the Director of Strategy, the Director of Finance and Resources and the Director of Client Services. The total employee benefits of key management personnel of CIMSPA for the year were £489,225 (2021 : £470,961).



Creating a **recognised,**
valued and **inclusive**
sport and physical
activity sector that
everyone can be
a part of.



E info@cimspa.co.uk

T 03438 360200

**Chartered Institute for the Management
of Sport and Physical Activity,**
SportPark,
Loughborough University,
3 Oakwood Drive,
Loughborough,
Leics. LE11 3QF

cimspa.co.uk

Incorporated by Royal Charter.
Charity Registration Number: 1144545.