

Governance Code for Sport Compliance Record Form (Type B)

Organisation Name	Mayo Sports Partnership
Annual Reporting Period	April 2024
Compliance Record Form Prepared By	Charlie Lambert Co-ordinator

Committee Compliance Statement

The Committee of Mayo Sports Partnership has reviewed and assessed this Compliance Record Form and is satisfied that arrangements and structures are in place that are, in the Committee's opinion, designed to secure the organisation's compliance with the Governance Code for Sport.

The Committee of Mayo Sports Partnership confirms that this Compliance Record Form (and associated arrangements and structures) was reviewed at a Committee meeting on 18th APRIL

This Compliance Record Form is signed on the Board's behalf.

Chairperson Signatory:

2nd Board Signatory:

Richard Pugh
Dudley Jurety

Under the Governance Code for Sport all funded sporting organisations are required to complete this Governance Code Compliance Record Form every year.

Please fill in this form to record:

- Indicate your organisation's position in relation to each recommended practice (Yes/No/NA)
- The actions that your organisation takes to meet each standard of the Governance Code for Sport; and
- The evidence that backs this up.

Your organisation should approve the Compliance Record Form at a board meeting during Q1 2022.

You are NOT required to file the Compliance Record Form with Sport Ireland. However, you must keep your Compliance Record form as Sport Ireland could ask you for it at any time.

What do we expect?

Proportionality is a central tenet of the Code and your organisations compliance with the Code should be proportionate to the size and scale of the organisation. The type of evidence we expect depends on the complexity of your organisation and the practice but in all cases will need to be documented and in most cases considered at Board level.

The minimum expected of all organisations would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes.

We would expect a sporting organisation with paid staff to provide more documentation like work plans and written policies as evidence of the actions they have taken.

We would expect e-larger and more complex sports organisations to provide more extensive documentation than other sports organisations.

Please use the glossary within the [Governance Code for Sport](#) when filling in the form and include dates where appropriate.

Please [click here](#) for more information, guidance and templates.

Principle: 1. Leading our organisation.							
Sub-Principle		1.1 Agreeing our vision, purpose, mission, values and objectives and making sure that they remain relevant.					
		Recommended Board Actions		Does Your Organisation Comply with this practice?		Evidence of Compliance/Explanatory Note	
				Yes	No	N/A	
1.1 (a)	Has your Board agreed a written statement for your organisation, which includes your mission, values and objectives?	x					Included in Mayo LSP Terms of Reference and Strategy 2017 - 2021
1.1 (b)	Has your Board made sure 1.1(a) reflects the governing document of the organisation (for-example, constitution, memorandum and articles of association or deed of trust)?	x					Included in Mayo LSP Terms of Reference & Mayo LSP is a sub committee of Mayo County Council
1.1 (c)	Has your Board reviewed the organisation's mission, values and objectives at least every three years to ensure that the organisation is still relevant?			x			Our strategy statement which contains our mission, values and objectives is reviewed every 4 years. We are currently waiting on direction from Sport Ireland in to when we can proceed with the development of Local Sports Plan for Mayo
1.1 (d)	Has the Board reviewed and agreed written policy statements on relevant operational matters, where necessary, at least every three years?	x					Policies / Terms OF Reference presented to the committee in every 3 year cycle from 2021

Principle: 1. Leading our organisation.					
Sub-Principle: 1.2 Developing, resourcing, monitoring and evaluating a plan so that our organisation achieves its stated purpose and objectives.					
	Recommended Board Actions	Does Your Organisation Comply with this practice?			Evidence of Compliance/Explanation
		Yes	No	N/A	
1.2 (a)	Has the Board (working with staff) agreed a yearly work plan for the organisation that includes: <ul style="list-style-type: none"> • objectives; • targets; • budget; • funding plan; and • timelines? 	X			Staff complete annual operational plan which is presented to the committee for sign off at committee meeting.
1.2 (b)	Has the role of the Board been agreed in relation fundraising activities, fundraising applications and contact with funders?		X		MSP is a sub committee of Mayo County Council and does not conduct fundraising activities. Co-ordinator oversees funding applications and liaises with funders and presents to the committee at bi monthly meeting
1.2 (c)	Has the Board put in place a monitoring and evaluation system for the strategic plan?	X			Key outputs from the annual operational plan are presented to the MSP committee annually. Reviews of the strategy take place at end of 4 year period
1.2 (d)	Does the Board invite and review reports from Executive on progress compared with objectives?	X			Progress reports delivered to the committee at every bi monthly committee meeting

1. Leading our organisation.				
1.3 Managing, supporting and holding to account staff, volunteers and all who act on behalf of the organisation.				
Principle: Sub-Principle	Recommended Board Actions	Does Your Organisation Comply with this practice?		Evidence of Compliance/Explanation
		Yes	No	
1.3 (a)	<p>Has the Board made sure that contracts and employment policies are in place and that they cover:</p> <ul style="list-style-type: none"> • recruitment; • induction; • supervision; • appraisals; • grievance; and • disciplinary procedures? 	x	N/A	<p>Mayo Sports Partnership is a sub committee of Mayo County Council and as such all recruitment etc is conducted through the HR Department. HR has developed a staff handbook which contains all the policies described here and each member of staff receives.</p>
1.3 (b)	<p>Has the Board made sure:</p> <ul style="list-style-type: none"> • formal arrangements are set up for the ongoing supervision and development of staff; and • staff appraisals are carried out once a year • 	x		<p>Local Authority PMDS System for staff performance appraisal is now reactivated with meetings held with staff at start of year, mid year and end. Staff training and development is conducted through HR Dept.</p>
1.3 (c)	<p>Has the Board put a volunteer policy in place covering</p> <ul style="list-style-type: none"> • Recruitment • Induction • Support 	x		<p>Volunteer Policy developed and signed off by committee on the 18th June 2020</p>

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	<ul style="list-style-type: none"> • Supervision and • What happens if problems arise 			
1.3 (d)	Has the Board made sure that staff have up to date job descriptions?	X		Job descriptions developed prior to employment through the HR section of Mayo Co Co-ordinator presents job roles to committee on a continuous basis

2. Exercising control over our organisation.					
2.1 Identifying and complying with all relevant legal and regulatory requirements.					
Principle: Sub-Principle	Recommended Board Actions	Does Your Organisation Comply with this practice?			Evidence of Compliance/Explanation
		Yes	No	N/A	
2.1 (a)	Has the Board decided if the current legal form of the organisation is appropriate? Have the Board complied with the relevant requirements?		X		Committee is a sub committee of Mayo County Council and as such is constituted as an advisory body under the authority. A terms of reference is developed which outlines the constitutional position.
2.1 (b)	If the organisation is a company limited by guarantee, have the board appointed a board member to act as Company Secretary? Has the Board ensured that the person appointed, regardless of their position in the organisation, is competent to fulfil the role and have the necessary skills, time and access to resources to carry out the role?			X	Committee is a sub structure of Mayo County Council and as such the co Ordinator acts as the secretary to the body with assistance from admin staff

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2.1 (b)	Where the CEO/manager is appointed as company secretary, has the Board ensured that an explanation of this is included in the organisation's compliance statement?		x		Mayo Sports Partnership is not a company limited by guarantee rather than a sub committee of Mayo County Council
2.1 (c)	If the organisation is a charity as defined by the Charities Act 2009, has the Board made sure the group is registered with the Charities Regulatory Authority and that the organisation complies with all associated regulations?		x		MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co.As such MSP does not have charitable status.
2.1 (c)	If the organisation is a charity does the organisation display the official 'registered charity number' (if the organisation has one) on all public documentation including website, emails, headed paper and so on.		x		MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co.As such MSP does not have charitable status.
2.1 (d)	Has the Board decided if the organisation would like to have 'charitable tax exemption' for the group (that is a CHY number) and or a Charities Regulator Authority (CRA) number? If so, have the Board applied to the Revenue Commissioners Charity Section for a CHY number and/or CRA number and make sure your		x		MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co.As such MSP does not have charitable status.

	organisation complies with any associated regulations?				
2.1 (e)	Has the Board satisfied itself that it is in compliance with all legal, regulatory and contractual obligations and addressed issues when they arise?	X			MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co. Our legal status is within the local authority structure and is contained in our Terms of Reference & Standing Orders document
2.1 (f)	Has the Board made sure there is a Safety Statement, which identifies the person responsible for health and safety in the organisation?	X			Mayo Sports Partnership is a section within Mayo County Council and as such is under the authorities Health & Safety Policy. Mayo Sports Partnership has its own safety statement within this overall policy.
2.1 (f)	Has the Board received reports on Health & Safety matters that arise?		X		Committee is advisory and any health and safety matters that arise are reported to the Health & Safety Officer Mayo County Council
2.1 (g)	Has the Board made sure policies regarding: <ul style="list-style-type: none"> • employment; • equality; and • data protection are in place?		X		All policies in relation to employment, equality and data protection are through the HR section of Mayo County Council and all staff are bound by these policies
2.1 (h)	Has the Board made sure that <ul style="list-style-type: none"> • contact details of stakeholders are kept with their permission in a safe place. • Contact details are not given to someone outside the group without the stakeholder's consent. 	X			All records are subject to Mayo County Council's data protection policy

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	<ul style="list-style-type: none"> unnecessary personal information is not kept. the organisation complies with data protection legislation? 				
2.1 (i)	Has the Board made sure other policies are in place to comply with other relevant law (forexample, child protection)?	x			Mayo Sports Partnership is a section within Mayo County Council and as such is under the authorities Child Protection Policy and any other law abidance documents
2.1 (j)	Has the Board made sure that the organisation complies with the terms and conditions of public or private grants received, including governance requirements?	x			Grant applications are signed by the executive committee of MSP and presentations are made to the wider MSP committee when needed

Principle:	2. Exercising control over our organisation.			
Sub-Principle	2.2 Making sure there are appropriate internal financial and management controls.			
	Recommended Board Actions	Does Your Organisation Comply with this practice?		Evidence of Compliance/Explanation
		Yes	No	

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2.2 (a)	Has the Board monitored income, and expenditure against budget and cash-flow each quarter?		x		Income & Expenditure Report presented to the committee bi annually
2.2 (b)	Has the Board produced yearly accounts? Has the Board signed-off on yearly accounts?	x			Income and Expenditure Report submitted to Sport Ireland annually and is signed off by the Director of Services for Finance in Mayo County Council
2.2(c)	Has the Board agreed and put in place appropriate financial management procedures, systems and controls? (These should be audited or independently examined as appropriate)	x			Financial procedures for MSP are determined by the finance section in Mayo Co Co and are contained in the Community and Integrated Development Sections procedures document
2.2 (d)	Has the Board agreed spending limits for the manager?	x			Financial procedures for MSP are determined by the finance section in Mayo Co Co and are contained in the Community and Integrated Development Sections procedures document

Principle:	2. Exercising control over our organisation.
Sub-Principle	2.3 Identifying major risks for our organisation and deciding ways of managing the risks.

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	Recommended Board Actions	Does Your Organisation Comply with this practice?			Evidence of Compliance/Explanation
		Yes	No	N/A	
2.3 (a)	Has the Board in conjunction with the manager developed a risk management policy and a plan for the year?	x			Risk Management Policy is contained with the Community & Integrated Developments overall risk policy for Mayo Co Co
2.3 (b)	Has the Board taken out appropriate levels of insurance?	x			Mayo Sports Partnerships insurance is contained within Mayo Co Cos overall insurance policy
2.3 (c)	If your organisation owns property or any assets, has the Board made sure that legal ownership is in the name of the organisation and that the community interest is protected if the organisation closes? Has the Board taken legal advice if necessary?	x			App property / equipment is in the ownership of MSP / Mayo County Council. All assets are owned by the Local Authority

Principle: 3. Being transparent and accountable.

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Sub-Principle	3.1 Identifying those who have a legitimate interest in the work of our organisation (stakeholders) and making sure there is regular and effective communication with them about our organisation.	Recommended Board Actions			Evidence of Compliance/Explanation
		Does Your Organisation Comply with this practice?			
		Yes	No	N/A	
3.1 (a)	Has your Board identified your key stakeholders and decided how the organisation will communicate with them?	X		N/A	Outlined in terms of reference document and MSP communicates via electronic email, social media, website and local media when appropriate.
3.1 (b)	Has the Board appointed an agreed spokesperson for the organisation?	X			Yes the co-ordinator is the nominated spokesperson for MSP
3.1 (c)	Has the Board produced a yearly activity report and made it widely available?	X			MSP publishes an annual report annually and is made available via website, email, hardcopy and on social media
3.1 (d)	Does the Board ensure that the organisation meets the reporting requirements of any funder or regulator?	X			Yes the co-ordinator assumes responsibility on behalf of the committee to report to funders on their requirements
3.1 (e)	Does the Board make sure that the annual meeting is held in line with your governing document?			X	MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co.As such MSP does not have an AGM as there is no re election of officers.
3.1 (e)	Has the Board considered other ways to keep members and stakeholders informed such as a newsletter or website?	X			MSP utilises website and both online and hardcopy newsletter
Principle:					

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Sub-Principle	Recommended Board Actions	Does Your Organisation Comply with this practice?			Evidence of Compliance/Explanation
		Yes	No	N/A	
3.2 (a)	At annual meetings are the views of stakeholders about the organisation's work listened to?			x	MSP is not a company limited by guarantee but a sub committee within the community section of Mayo Co Co.As such MSP does not have an AGM as there is no re election of officers.
3.2 (b)	Has the Board put a clear system in place for dealing with correspondence, feedback and complaints to the organisation?	x			MSP is governed by Mayo County Councils Customer Service and complaints policy. Correspondence and feedback to MSP can be carried out via website, email, phone or social media platforms.

Principle: 3. Being transparent and accountable.					
Sub-Principle	Recommended Board Actions	Does Your Organisation Comply with this practice?			Evidence of Compliance/Explanation
		Yes	No	N/A	
3.3 (a)	Has the Board made sure that feedback from stakeholders is actively sought?	x			Stakeholders are invited to feedback on our website, via social media, newsletter and in general via questionnaires and through our Mayo Sports Partnership email.
3.3 (b)	Has the Board made sure that stakeholders are consulted if	x			Stakeholders are always asked to contribute to MSP policy events such as the development of a new strategy or policy documents.

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significant changes to the organisation are being planned?			
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Principle: 4. Working effectively.					
Sub-Principle	4.1 Making sure that our governing body, individual board members, committees, staff and volunteers understand their: role, legal duties, and delegated responsibility for decision-making.	Recommended Board Actions		Evidence of Compliance/Explanation	
		Does Your Organisation Comply with this practice?			
		Yes	No	N/A	
4.1 (a)	Has the Board made sure that Board and sub-committee members understand and are familiar with the Governance Code and the organisation's governing documents?	x			Governance on Agenda of bi monthly committee meetings
4.1 (b)	Has the Board made sure that board members understand that while they were nominated by a particular group, they must not act as a representative of that group in acting as a board member. Instead, they should promote the aims of the organisation in line with its governing document?	x			Outlined in committee induction training & terms of reference document

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4.1 (b)	Has the Board made sure that Board members at all times respect board confidentiality?	x			Outlined in committee induction training & terms of reference document
4.1 (c)	Has the Board agreed and documented the roles of the officers and ordinary board members and the terms of reference for any sub-committees?	x			Outlined in terms of reference document
4.1 (d)	Has the Board agreed and documented the process for decision making between meetings?	x			Outlined in terms of reference document
4.1 (d)	Has the Board agreed the decisions that can be delegated and the decisions that must be taken by the Board?	x			Outlined in terms of reference document
4.1 (e)	Has the Board clarified the differences between the responsibilities of the board and the manager?	x			Outlined in terms of reference document
4.1 (f)	Has the Board made sure that board members do not interfere in duties delegated to staff?	x			Outlined in terms of reference document

Principle:	Principle 4. Working effectively.				
Sub-Principle	4.2 Making sure that as a board we exercise our collective responsibility through board meetings that are efficient and effective.				
	Recommended Board Actions	Yes	No	N/A	Evidence of Compliance/Explanation

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4.2 (a)	Has the Board made sure that it (i.e. the board) meets regularly and in line with your governing document?	X			Meets Bi Monthly and is contained in Terms of Reference Document
4.2 (b)	Does the chairperson with the manager or secretary set the agenda of board meetings?	X			Yes and contained in Terms of Reference
4.2 (c)	Has the Board made sure that the agenda, minutes of last meeting are sent before meeting?	X			Yes and contained in Terms of Reference
4.2 (d)	Has the Chairperson ensured: <ul style="list-style-type: none"> • board meetings run to time; • order is kept at meetings • encouraging maximum participation of board members; • that decisions are made and implemented? 	X			Yes and contained in Terms of Reference. Standing Orders Document for holding meetings is also in place
4.2 (e)	Do board minutes follow a consistent and standard practice?	X			Yes

Principle:	4. Working effectively.				
Sub-Principle	4.3 Continually reviewing board recruitment, development and retirement processes to ensure relevant competencies are in place to realise the organisation's objectives.				
	Recommended Board Actions	Yes	No	N/A	Evidence of Compliance/Explanation
4.3 (a)	Has the Board taken time once a year to review the way that the board works and identified improvements?	X			Yes. Review questionnaire issued to members and responses collated

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4.3 (b)	Has the Board reviewed the skills, attributes and experience that are needed on the Board each year?	x			Yes. Review questionnaire issued to members and responses collated
4.3 (b)	Has the Board decided how you (i.e. the Board) will develop existing board members or recruit new members to meet these needs?	x			Yes. Review of committee made at end of year
4.3 (b)	Has the Board selected new board members according to the rules laid out in your governing document and the need to promote equal opportunities and diversity at board level?	x			Yes and contained in Terms of Reference
4.3 (b)	Has the Board considered the extent to which your board is made up of member representatives, beneficiaries or external representatives to avoid loyalty dilemmas and decide what the best mix is?	x			Yes. Review of committee made at end of year. Because of our local authority structure our advisory committee is comprised of a number of staff / local representatives from the council including PPN, Community and councillors.
4.3 (c)	Has the Board agreed and put a comprehensive induction programme in place for new board members, making sure new members develop a clear understanding of their roles and responsibilities including compliance with the principles of this Governance Code?		x		Basic induction programme in place but following the next local elections a new committee will be formed and a more comprehensive induction will be put in place

4.3 (c)	Has the Board made sure that new board members are given a copy of the governing document, yearly work plan, policy positions, recent Board minutes and this Governance Code?	X			Yes, all members are circulated with all documents as described here
4.3 (d)	Has the Board provided appropriate training for board members?		X		Training is provided on a needs basis but more is planned

Principle: 5. Behaving with integrity.					
Sub-Principle: 5.1 Being honest, fair and independent.					
	Recommended Board Actions	Yes	No	N/A	Evidence of Compliance/Explanation
5.1 (a)	Has the chair led the board in developing an ethical culture in line with the values of the organisation?	X			Yes the Chair is a member of the local authority and adheres to the local authority ethics standards
5.1 (b)	Has the Board developed and agreed a code of conduct for board members that outlines the expected standards of behaviour and what happens if they are not met?	X			Yes and all members have signed a Code of Conduct
5.1 (c)	Does the code of conduct give clear guidelines on the receipt of gifts or hospitality by board members?	X			Yes outlined in the code
5.1 (d)	Do all board members sign a commitment to the code when they are appointed?	X			Yes contained in Terms of Reference
5.1 (e)	Is the Board satisfied that arrangements are in place to review your code every three years?	X			Yes contained in code and terms of reference

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5.1 (f)	Is the Board fair, by consistently applying the same ethical standards to every person and situation?	x			Yes
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5. Behaving with integrity.					
5.2 Understanding, declaring and managing conflicts of interest and conflicts of loyalties.					
Principle:	Sub-Principle	Recommended Board Actions	Yes	No	N/A
5.2 (a)		Has the Board held a discussion about the issues of 'conflict of interest' and 'conflict of loyalty', and developed a policy on each of these?	x		Yes a conflict of interests statement has been developed
5.2 (b)		Does each board member (and anyone else present) tell the board if they believe they have a conflict of interest on a matter to be decided on at a meeting, and leave when the board is discussing or deciding on that matter (unless the board decides otherwise)?	x		Yes. Members declare this if decisions have to be made.
5.2 (b)		Are conflicts of interest recorded in the minutes?	x		Yes
5.2 (c)		Has a register of directors' interests been established and updated each year?		x	No. Committee members are not directors only local representatives and staff declare their interests to the council.
5.2 (c)		Do board members notify the board of any relevant changes in their		x	No. Committee members are not directors only local representatives and staff declare their interests to the council.

	interests when they happen, and are these recorded in the minutes?				
Principle:	5. Behaving with integrity.				
Sub-Principle	5.3 Protecting and promoting our organisation's reputation.				
	Recommended Board Actions	Yes	No	N/A	
5.3 (a)	Has the Board made sure that all board members understand their responsibility to act as champions for the group by promoting its work and reputation?	x			Yes. Outlined under Terms of Reference and reinforced at bi monthly meetings
5.3 (b)	Does the code of conduct clarify that board members have a duty to maintain the confidentiality of board meetings?	x			<i>Outlined in Policy is the below</i> Committee members shall respect the confidentiality of the discussion process leading to decision making.