

Charity Registration No. 1122082

Company Registration No. 06166961 (England and Wales)

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

(ACTIVE SUSSEX)

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs K Burrell Mr B Clark Mr A Davy Ms C Grant Mr T Howell Mr J Hughes Mrs M Kinnear Mrs S Maurel Mr P Millman Miss C Reynolds Ms J Schofield Dr C Whitaker Ms V Woodcock-Downey
Secretary	Mrs S Mason MBE
Charity number	1122082
Company number	06166961
Principal address	University of Brighton Sports Centre Falmer Campus Brighton East Sussex BN1 9PH United Kingdom
Registered office	University of Brighton Sports Centre Falmer Campus Brighton East Sussex United Kingdom
Auditors	Taylorcocks The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Barclays Bank PLC Floor 27 1 Churchill Place London E145HP
Solicitors	Rix & Kay Solicitors LLP The Courtyard River Way Uckfield East Sussex TN22 1SL

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
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SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their report and accounts for the year to 31 March 2018.

The **report** serves as an essential link between the charity's legal purposes and aims, and the activities it has undertaken during the past year to achieve them. It links the activities with the sources of income used to finance them, and the expenditure incurred on those activities.

The **accounts** have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Commission "Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102)", issued in March 2005 and revised January 2016. For accounting periods commencing on or after 1 April 2008, there is also a requirement for the Trust to report on how it satisfies the **Public Benefit** test introduced by the Charities Act 2006. The Trust can report as follows:

- a) The report of those activities undertaken by the Trust to further its charitable purposes for the public benefit can be found in this report under the headings '**Objectives and Activities**' and '**Achievements and Performance**'.
- b) Accordingly, the Trustees hereby state that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Taken together with the accounts, the report seeks to offer a fair and balanced picture of what the Trust has done (outputs) or achieved (outcomes), or what difference it has made (its impact) across the county during 2017-18. Finally, it provides an overview of its structure, governance and management, any professional services procured by the Trust, as well as its plans for the future.

1 OBJECTIVES AND ACTIVITIES

The Trust's objects are to promote increased community participation in sport and active recreation for the benefit of Sussex inhabitants.

2017-18 marked a transitional year for the Trust, in that its main external funding agency (Sport England) had not yet finalised its medium-term CSP investment levels for 2017-21 period and hence the new contract of work was delayed. Therefore, in line with government strategy, the Trusts focused its efforts on increasing its understanding of the **inactive population** in Sussex, identifying priority groups to work with and also took a lead on bringing strategic delivery partners to the table to develop a more collaborative way of working and investing in sport and physical activity programmes.

As well as coordinating its own events, the Trust continued to manage a number of government funded community sports programmes, and these are incorporated into the operational framework show (*Ref. Fig 1 – 'Delivery'*). The Trust is required to meet the terms and conditions for utilisation of all government grants. Performance against these grants was reported to the Trust's external funder, Sport England, every six-months using a specific CSP performance measurement framework.

In terms of the planning and expenditure decisions for these programmes, this is achieved in conjunction with community sport and physical activity delivery organisations who are members of the Trust. Other partners who make up local sports networks and the wider Active Sussex Network are included in the process, for example national governing bodies of sport, leisure trusts, local business, local clubs, local authorities, education and health partners.

All programmes are delivered against budget, and decisions on strategic funding applications as recommended by the Management Group are taken by the Board of Trustees.

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TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2018

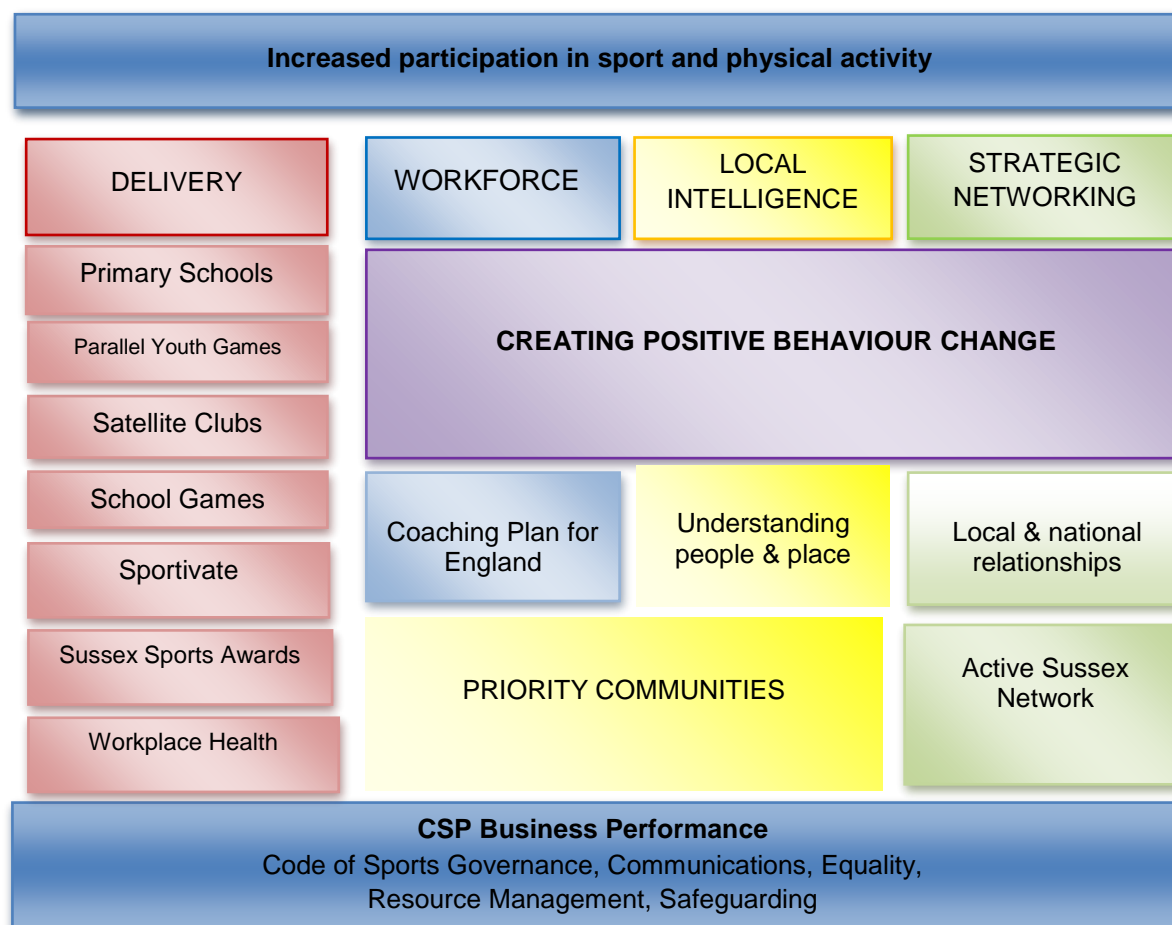


Fig.1 – Operational Framework 2017-18

2 ACHIEVEMENTS AND PERFORMANCE

2.1 DELIVERY

2.1.1 Primary Links

In 2017-18, the Government doubled the £160m per year investment in the Primary PE & Sport Premium to £320m. Primary schools received double their previous allocation and now receive, on average, £18,000 ring-fenced funding to develop their PE and sport provision. In total slightly over **£8m** was distributed to Sussex primary schools, with approximately **£4.5m** allocated to primary schools in West Sussex, around **£2.9m** in East Sussex and just over **£1m** in Brighton & Hove.

The Primary PE and Sport Premium must be used by schools to make additional and sustainable improvements to the quality of PE and sport they offer. Partnership working formed the basis of the Trust's approach when communicating strategic aims of the funding to schools; largely to develop the PE teaching skills of primary school staff to raise attainment levels and increase participation amongst pupils.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Outcomes

- Over **250 primary school staff** have attended Active Sussex CPD courses this year.
- 1-2-1 support meetings with **35** Sussex primary schools.
- Annual delivery of Level 5 Primary PE Specialism course (designed by Sports Leaders UK and Association of Physical Education) to help schools develop sustainable excellence within PE.
- Inaugural delivery of Level 6 Primary PE Subject Leadership Qualification, with seven candidates taking the degree level qualification.
- **Free provision** of the 'Create Development' PE & Sport Premium & Health Assessment Wheel to help schools monitor, track, evidence and celebrate progress of PE, sport and health. Since its launch in January 2018, we have delivered five training workshops for the **90** primary schools who have purchased the tool.
- Delivery of primary PE & sport premium key notes at six primary conferences including the annual West Sussex PE Conference involving over 100 schools.
- Organisation and delivery of Central and South Downs Primary PE, Sport & Health Conferences involving **74** PE coordinators and Head Teachers from **51 primary** schools.
- Supported seven National Governing Bodies to improve their engagement with Sussex primary schools.
- Recruitment of schools for the completion of the Active Lives Survey.
- **330** subscribers to the Active Sussex Education e-news.
- The Primary School of the Year award into its fourth year at the prestigious Sussex Sports Awards, further raising the profile of primary PE and sport across Sussex. Herstmonceux Primary School were announced winners in November 2017.

2.1.2 Satellite Clubs

The satellite club programme rolled out over 2017-18 made a real shift towards targeting inactive people in line with the Sport England Strategy, 'Towards an Active Nation'.

Targeted at young people aged 14-19, the core audience was inactive or generally less active on a regular basis. The challenge would be to make it easier for people to participate and then to maintain physical activity as a regular habit.

Satellite clubs are local sport and physical activity hubs that are designed around the needs of young people. The clubs provide them with positive, enjoyable experiences that make it easy for them to become active.

Satellite clubs are designed in such a way that they respond to the specific demands for sport from young people and are positioned to support young people at points of disruption in their lives.

Outcomes:

- 20 New satellite clubs.
- 15 Sustained satellite clubs.
- 1,025 Participants active in new and sustained satellite clubs.

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FOR THE YEAR ENDED 31 MARCH 2018

2.1.3 Parallel Youth Games and School Games 2017

Wednesday 7th June 2017 saw the **Parallel Youth Games** delivered by the Active Sussex team in partnership with Freedom Leisure. For the first time the games went to K2, Crawley, the county's flagship sports venue and a former-London 2012 training base. Supported by Crawley Borough Council the event, celebrated a remarkable 12th year and catered for 400 young disabled people across seven sports. The day relies on continued support from local NGB's, sports clubs, youth and adult volunteers and donations from the Sussex Sports Awards.

The **School Games** took place a few weeks later at K2, Crawley on Wednesday 28th June, with 793 children from schools across Sussex competing in twelve sports. Over the last year there was a change in direction for the School Games programme nationally, moving away from a solely competitive pathway towards a programme for those who are less active or have less opportunity. In Sussex, the Trust responded to this with changes to its current programme, making the Sussex School Games more accessible than ever whilst retaining the prestige that it has earned during its lifetime.

Additionally, a Change 4 Life programme was piloted in 2017 with a selected school bringing ten less-active pupils along to be part of the day. Their programme included participation in the opening ceremony, a Parkour session with a top local coach, and a meet and greet with England Hockey goalkeeper Kirsty Mackay. The pilot was deemed a huge success, and will be rolled out to all nine areas and an additional 80 children in 2018.

Finally, badged events (standalone events as part of the School Games programme) in table tennis, Boccia, New Age Kurling, cross country, sportshall athletics and badminton, were organised by the Trust engaging a further 1,083 school aged participants.

Outcomes:

- 1,856 children from across Sussex took part in level 3 Sussex School Games events, a 16% increase from 2016-17.
- Special guests included England Hockey star, Kirsty Mackay.
- Delivery of a successful Change 4 Life programme pilot which aimed to inspire children, and their schools, to try an increased and wider variety of physical activities.

2.1.4 Sportivate

Sportivate is a seven-year, nationwide campaign that provides opportunities for 11-25 year olds to receive 6-8 weeks of discounted (or free) coaching in a sport of their choice. In Sussex, the Sportivate campaign has engaged with over 20,000 participants over the past 7 years.

The 2017/18 (Year 7) campaign focused on inactive and irregularly active 11-25 year olds and saw Sport England Youth Insight at the heart of projects. In total, 2373 participants took part in 70 Sportivate projects. Of this total, 1826 completed all of the 6-8 weeks of weekly coaching sessions. Sportivate has had a particular focus on targeting inactive participants, which is defined as a young person not taking part in sport at least once per week, with 1345 of the 1826 completing the programme being inactive at the start of the coaching sessions.

Sportivate has been a successful programme in Sussex, a result of which many more children and young people have taken part in sport and physical activity and many more local delivery partners have been engaged in the Partnership.

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2.1.5 Sussex Sports Awards

The prestigious Sussex Sports Awards 2017 was hosted by Active Sussex at The Grand Hotel, Brighton, with around 400 local sportspeople in attendance, made up of finalists, supporters, businesses and special guests.

The theme, Celebrate Sussex, did just that; with Brighton & Hove City Brass opening the event with a hearty rendition of 'Sussex by the Sea' and guests enjoying a meal polished off with Banoffee Pie – a dish said to originate from Jevington in East Sussex.

After a year of national success for sportswomen, we celebrated some of the local women who have contributed to success locally. We were honoured to be joined by former-England Ladies football manager Hope Powell CBE, now in charge of Brighton & Hove Albion women's team, alongside Sussex's 'This Girl Can' ambassador Tess Agnew and Jan Sheward, whose charity Cancer United promotes physical activity to cancer patients.

Bognor Regis-based Mike Goody hosted the evening, alongside BBC Sussex DJ Danny Pike. Mike shared his extraordinary story with the audience, from his accident whilst serving in Afghanistan to his Invictus Games gold-medal glory and Paralympic dream. During his inspirational speech he detailed his thoughts during his darkest days, and proved the impact that sport can have on mental wellbeing

2.1.6 Workplace Health

Although the Trust did not run the Workplace Challenge programme this year, it did run a successful beach volleyball tournament for businesses in Sussex. The 'Business Beach Battle' took place in September on the sand courts at Yellowwave, with 15 companies in attendance battling for the volleyball crown.

The event was supported by the European sports outlet chain 'Decathlon', who provided vouchers as prizes ahead of their store opening in Brighton.

2.2 WORKFORCE

With a change in approach as part of the Primary Offer, workforce (clubs, coaches, volunteers and professional workforce) became a strategic function. Whilst The Trust's training services continued to be delivered (such as Clubmark, communications and a workshop programme) the main focus has been on educating partners to a different approach of tackling inactivity through workforce.

Outcomes:

- 275 attendees on Active Sussex training workshops.
- 17 workshops delivered across Sussex in conjunction with external partners.
- 12 clubs either working towards or achieved Clubmark Accreditation via Active Sussex.

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2.3 INSIGHT

Getting People More Active

In 2017-18, the key measure of sports participation levels changed to Sport England’s Active Lives Survey, to better measure the priorities identified in their ‘Towards an Active Nation’ strategy. There is now a focus on supporting people who are currently inactive to become active.

Two years of data are available from the Active Lives survey from November 2015-16 and November 2016-17. Both years show that Sussex has more active people, and fewer inactive people than the average figures for the South East, and for England nationally. (See Fig. 2 below) While there is a small increase in inactive people between the two years, this change is within the margin of error. Future years’ surveys will provide greater evidence of any trends

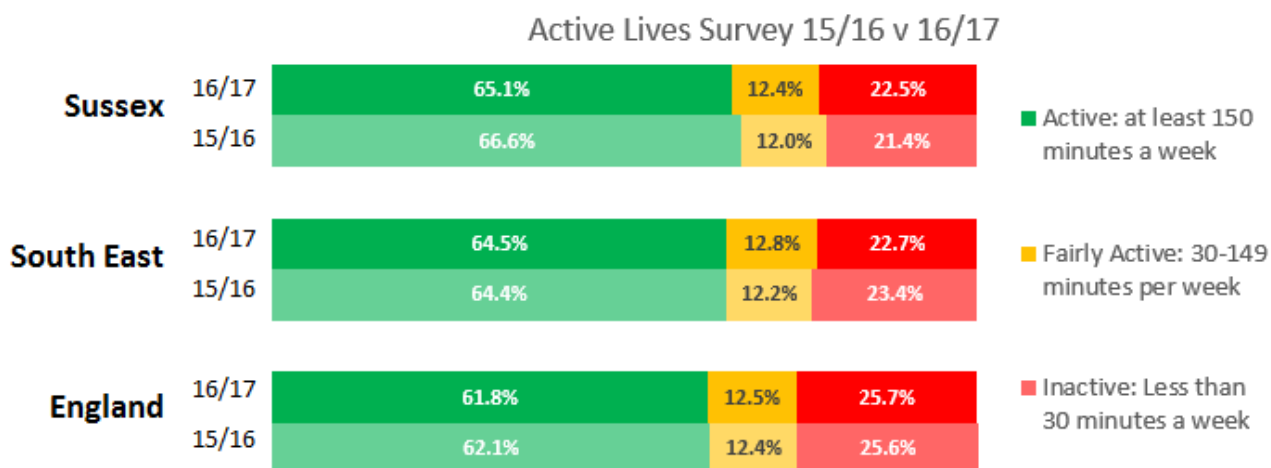
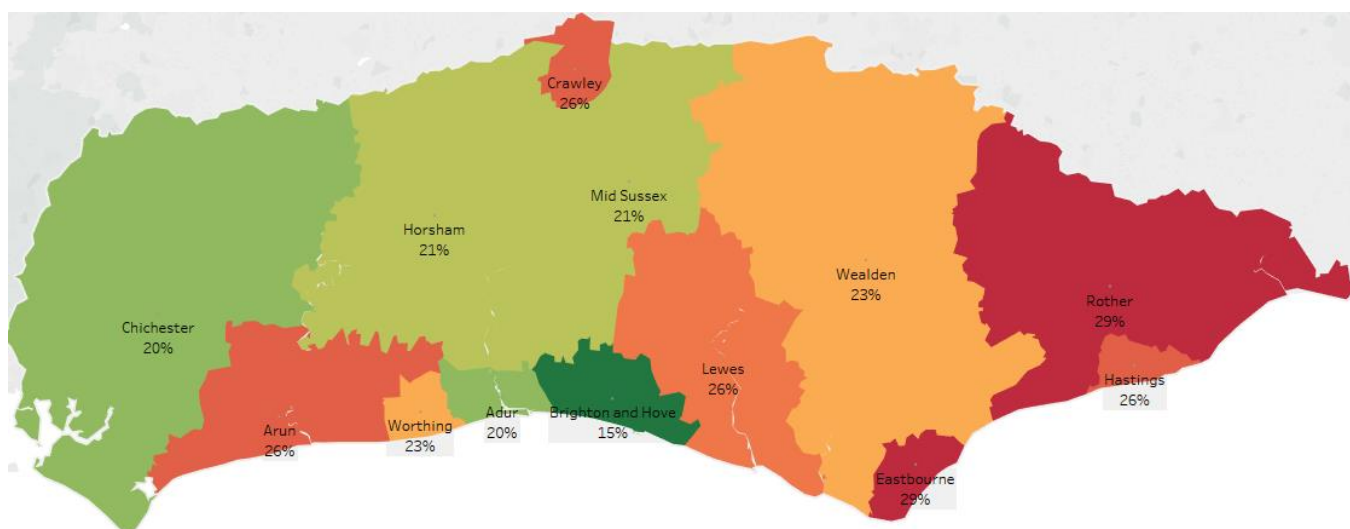


Fig 2 – Activity levels in Sussex

Within Sussex there is significant variation in activity levels with several local authority areas with inactivity levels above the national average. The Trust is focusing on areas with the highest levels of inactivity to support delivery partners to increase activity levels in those areas



Source: Active Lives Survey 16/17 by LA, Sport England, <https://www.sportengland.org/research/active-lives-survey/>

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FOR THE YEAR ENDED 31 MARCH 2018

2.4 STRATEGIC NETWORKING

Working with community sport

With Sport England's investment in County Sports Partnerships shifting its focus to inactive markets, the Trust's work with National Governing Bodies of Sport (NGB) reduced during the year as NGB focus remained on engaging mass market participants. However, the Trust continued to help community sports clubs through the provision of training and education programmes designed to ensure participant experience and activity delivered in these settings are of a high quality.

The Trust has also helped NGBs by nurturing relations with organisations that can use sport and physical activity to achieve their social or health outcomes. NGBs have also been excellent partners in helping the Trust deliver two key events for children and young people, namely the Parallel Youth Games 2017 and the Sussex School Games 2017.

Strategic Networking

The Active Sussex Network brings together organisations and local partners that deliver sport and physical activity across Sussex including: local authorities, leisure trusts, national governing bodies of sport, health agencies, educational & community organisations.

The two events to take place during the year were the Active Sussex Conference in September 2017 at The American Express Community Stadium and the Active Sussex Network in February 2018 at the Malmaison Hotel in Brighton.

61 people attended the Conference, and 64 the Network, with keynote speeches on topics such as sports marketing, Brighton & Hove Albion's community-driven approach to growth, working with inactive communities and funding

Outcomes:

- 100% of delegates said that the Active Sussex Network was 'good value for money'.
- The Active Sussex Network event in February 2018 was a sell-out
- Keynote speakers included Svend Elkjaer (Sports Marketing Network), Martin Parry (Brighton & Hove Albion) and Karen Creavin (Birmingham City Council)

2.5 BUSINESS PERFORMANCE

2.5.1 Marketing and Communications

Active Sussex's communications objectives are to support and maintain the main aims of the organisation: to increase participation in sport and physical activity through more activities – especially among less active communities, more coaches, more volunteers and more clubs. These objectives were achieved through different marketing and communications channels throughout 2017-18.

Website

Active Sussex's online presence was consolidated by maintaining and updating the website with regular news, events and blog postings. In the financial year 2017-18 our website attracted 70,145 visitors and 82,431 sessions. While visitor numbers were consistent with the previous year, there was an 18% drop in website sessions. Updates included modifications to improve our mobile loading speeds and the development of online application forms for Active Sussex jobs (both changes to ensure a better user experience). A new newsletter sign-up form and web banner were also developed for the homepage, allowing users to sign themselves up for our new look newsletters (GDPR compliant) and ensuring we can signpost visitors with relevant Active Sussex ads.

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FOR THE YEAR ENDED 31 MARCH 2018

Press & PR

Our global reach online is supported by solid connections with traditional media, with regular coverage in local and regional newspapers and broadcast. The Sussex Sports Awards, which reached its fifteenth year, is a key marker in the Active Sussex calendar, raising our profile locally, driving traffic to our website and consolidating our links with local and regional businesses. The 2017 awards generated a total AVE (advertising value equivalency), from online clips alone, of £23,600 and a total circulation of 474,000, driving more traffic to our website. This means that AVE was up 136% on last year while circulation was up 41%.

E-news

The Active Sussex monthly e-newsletter is now sent out to 265 recipients from across the globe - a decrease from the previous year due to our GDPR exercise where we had to ask our list to consent to signing themselves up. While this list reduced in size during this exercise, we are confident that those who now receive the newsletter are engaged and open and click rates remain high – with the April e-Newsletter having an open rate of 39% and a click rate of 14.6% compared with industry benchmarks of 20% and 2.4% respectively. To build up our audience once more, we are running a social media campaign with a link to the new sign up form. For our remaining Education and Disability and Inclusion e-Newsletters we have 320 and 213 recipients.

Social media

The Active Sussex social networks saw an increase in engagement rates from the previous year:

- 7,001 followers on Twitter – up 6% on 2016/17
- 2,301 likes on Facebook – up 4% on 2016/17
- 355 followers on Instagram – up 50% on 2016/17
- 381 followers on LinkedIn – up 5.5% on 2016/17

2.5.2 Policy Support Equality

Equality

The Trust is an accredited Equality Standard (Foundation Level) organisation. In the past year, along with other County Sports Partnerships and NGBs, it was tasked by Sport England with meeting the requirements of the Code of Governance for Sport. That resulted in an increased need to address equality and diversity challenges. Key areas of delivery included:

- Completing a Diversity Action Plan.
- Updating the Equality Policy.
- Top rated 'Green' by Sport England for equality delivery in 2017-18.
- Updated information about equality and diversity on the Active Sussex website.
- Completing an Equality Annual Audit of Trustees and Staff.
- Identified equality training.

Safeguarding

Sport England confirmed a green (i.e. top) RAG rating for the Trust's work in this area based on the annual framework review carried out by the Child Protection in Sport Unit (CPSU). This rating acknowledges the Trust's commitment to maintaining and embedding effective safeguarding standards across the organisation and advocating these messages across the partnership.

The 2017-18 implementation plan has been monitored throughout the year and progress has been recorded against the actions set, including priorities as agreed with CPSU. Each action linked to the Trust's key policy objectives to ensure safeguarding was embedded across the whole organisation and that all staff took responsibility for promoting good safeguarding practice internally and externally to our stakeholders.

The range of the Trust's responsibilities included management of welfare provision at the School Games and Parallel Youth Games (for the first time), as well as ensuring commissioned delivery partners have satisfactory

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Safeguarding procedures in place, plus supporting and signposting coaches, volunteers, parents and young people who may have a safeguarding concern.

The Trust established good links with the local authority safeguarding teams to ensure that the sport and physical activity sector is considered with regards to their plans and communication from both a safeguarding children perspective and engaging with children and parents via a different route.

The organisation dealt with numerous safeguarding enquiries and assisted local authorities via case management review meetings.

The Trust continues to sit on the Sussex Police Safeguarding in Sport forum, which is currently the forum of its kind in the country, raising awareness of our work and providing a voice for the wider sport sector across in the county.

A relationship with the Ann Craft Trust has developed and the creation of an Adults at Risk Policy is underway, which can be adopted by our partners as best practice.

2.5.3 Governance

As a body in receipt of public funds, this area of work relates to the Trust's compliance with the new Code for Sports Governance ("the Code") which was published October 2016, and ensuring it meets the five principles of good governance outlined in the Code. In June 2017, all County Sports Partnerships (CSPs) were requested by Sport England to complete a self-assessment against the criteria set out in the Code. CSPs are required to meet Tier 3, which is the highest of the Code in order to receive funding from Sport England.

Sport England were satisfied by that self-assessment and actions taken to ensure compliance. As at the end of the financial year, the Trust has completed all actions, including an undertaking to complete an External Board Review every four years to ensure ongoing compliance and robust governance standards are being maintained.

The Trustees have ensured that the Trust operated in a manner that complies with statutory regulations, including those laid down in charity and corporate law. The Board of Trustees met four times during the reporting period, plus attendance at the AGM 2017. Its sub-committees also met four times each during 2017-18 to oversee, guide and provide scrutiny to the Strategic Management Group in their implementation of the annual delivery plan and associated operations.

2.5.4 Resource Management

Investment brought into Sussex for Sport and Physical Activity

The Trust measures this as non-Sport England income generated. 2017-18 saw reduced business development activity due to a refocus of its core business focus. However it continued to embed new business development principles into its everyday activity, and to successfully drive operational efficiencies. The Trust is pleased to report that it generated **£99,741** of non-sport England income during the reporting period.

Business Improvement

In line with the General Data Protection Regulation (GDPR), the Trust undertook a full review of data held to ensure compliance before the end of the financial year. It continued to streamline its administrative processes and the transfer of all email and administrative support systems to a cloud based platform (Google Drive and associated applications) has proved to be efficient and effective, enabling improved data and file access by staff, and improved internal communication and customer records.

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Human Resources and Financial Management

Well-qualified Trustees and professional advisors managed the Trust's human resources function, ensuring staff employment rights are observed, and that annual appraisal and continual professional development is undertaken. Financial scrutiny is provided by the Trusts' Governance and Audit committee and managed in accordance with the Trust's financial regulations. An industry-recognised accounting package is used to allocate restricted, designated and unrestricted budgets; to record all transactions, to provide monitoring reports and to reconcile income and expenditure. The Trust's accounts are subject to annual external audit.

3 FINANCIAL REVIEW

The Statement of Financial Activities shows funds brought forward of £410,960 and income received for the 2017-18 financial year of **£842,486**. The total expenditure was **£869,206**, and the net gain on pension fund was **£8,000** giving an overall deficit of **£18,720** for the year ending 31 March 2018. The principal financial management policies and procedures deployed during the year are stated earlier in this report. Total funds at the end of the year were £392,240 of which £306,571 are restricted funds and £74,523 are designated funds.

a) Reserves Policy

The Trust's reserves protocols ensures that sufficient unrestricted funds are held to cover a minimum of six months' employment and running costs and 100% end of contract costs (in the event of any significant delays or cessation of external core funding). The fund required to cover these costs is £150,000, however at 31 March 2018 the fund stood at **£248,929**. This figure is currently above the level expected due to additional income generated, efficiency savings and higher pensions costs that did not come to fruition, as only 50% of the staff participated in the pension scheme.

b) Principal Funding Sources

The Trust's principal funding stream continues to come from Sport England. Of the **£842,486** income received, 88% of this (£742,745) came from Sport England. The remaining income has been generated from:

1. Corporate sponsors.
2. Primary business income.
3. Google AdWords Grant.
4. Club, Coach and Volunteer training courses fees.
5. Charitable fundraising.
6. Spirit of Rugby.
7. Trust members (mainly local government).
8. Project Management fees.

92% of income is restricted and is therefore spent on the specific sports participation outcomes detailed as per conditions of the funding award. More importantly, the expenditure has directly supported the key objectives of the charity.

c) Senior Management Remuneration

As a result of TUPE of staff from its former host organisation, the University of Brighton, the Trust adopted the University's national remuneration framework, against which all staff pay levels were set in line with their level of responsibility and seniority. All staff pay is reviewed annually by the Trust's Human Resources Sub-committee, and pay increments are subject to completion of an annual staff appraisal. Cost of living rises are benchmarked within the sector. For 2017-18, a 1% pay increase was awarded. During 2017-18 the senior management team pay totalled £210,774 (see note 11 to the accounts).

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d) Related Parties

No Trustee received any remuneration during the year. The following Trustees had interests in companies and academic bodies associated with the Trust.

1. Freedom Leisure Trust (Mrs K Burrell and Ms C Reynolds).
2. The University of Brighton (Mrs S Hogg to date of retirement).

Further details can be found in the notes to the accounts. No other Trustee received any financial benefit from any of the transactions undertaken.

e) Risk Management

The Trust maintains a comprehensive risk register which identifies the principal risks, together with the steps to be taken to manage them. Each risk is stated as either 'strategic' or 'operational': the key strategic risk is non-compliance or breach of legal/statutory responsibilities leading to loss of stakeholder confidence and risk to investment. During the year, the Trust was notified of changes to its medium term funding contract (April 2018 – March 2021) which would require changes to its organisational structure. The Trust therefore added the loss of key staff to its risk register. The risk register was reviewed every quarter by the Governance & Audit Committee, and every six months by the Board and Sport England.

The Board continues to monitor closely the Trust's contingent liability arising from ongoing membership of the East Sussex Local Government Pension Fund through annual actuarial valuation and open dialogue with the scheme administrators.

The Trust continued to develop its corporate business policies during 2017-18, with any policy changes endorsed at Board level. The necessary business protection, human resources and financial policies continued to be in place, as do the Trust's Equity and Safeguarding in Sport policies.

4 PLANS FOR FUTURE PERIODS

2018-19 marks the first year in our new medium term strategy to tackle inactivity in the county with our range of stakeholders.

From this year on, our priorities are shifting from a focus on general participation levels to working with target groups as identified by our local insight into the inactive population. These groups include young people, people living in deprived areas who are at risk of inactivity, older people and people with a life-limiting illness or disability.

We will be taking a lead on bringing strategic delivery partners to the table to develop a more collaborative way of working and investing in sport and physical activity programmes. Plans for our service are summarised below:

4.1 Sport England Primary Role Contract

This contract requires the Trust to focus on the areas noted below:

4.1.1 Brokering and facilitating a wide range of strategic relationships and networks

The Trust will continue to engage with a wide variety of stakeholders from the public, private and community voluntary sectors, in order to position sport strategically in local plans, and to support the case for investment in physical activity programmes. Our key partners are local government, public health, community sport, education, leisure trusts/facility operators, the community voluntary sector and local businesses. We will also ensure our stakeholders are made aware of Sport England's new investment themes and funding programmes, and facilitate joint/collaborative project applications where appropriate.

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FOR THE YEAR ENDED 31 MARCH 2018

4.1.2 Achieving a strong and granular understanding of place and people

The Trust will work to ensure it develops a high level of understanding of the local area (the market, audiences and organisations) and what will work best for the delivery of sport and physical activity in Sussex. This will include:

- the priority audiences, their motivations and behaviours.
- the strategic priorities of the place based on the needs of communities.
- the 'assets' available in a place.
- the type of workforce needed to meet audience needs.
- where the power lies – the key decision-makers and influencers.
- what works/doesn't work in a place for particular audiences.

From research conducted during the 2017-18 reporting period, the Trust has identified 24 wards across Sussex which have the highest levels of aggregated need and low activity levels. We have also identified the most inactive groups (below) and initially we will work with partners to understand their needs, behaviours and motivations with the aim of influencing positive behaviour change.

1. People living in areas of high aggregated need (based on APS inactivity levels, risk of inactivity and IMD).
2. People with an older age profile and limiting disability/illness.
3. Children and Young People aged 14-19.

4.1.3. Supporting local authorities

Along with County Sports Partnerships, local authorities are named as key partners in the DCMS and Sport England strategy. They own/manage/direct the majority of publicly accessed indoor and outdoor recreational facilities and, despite diminishing budgets both at upper and lower tier levels, they still hold significant financial resources to commission services in their areas, including sport and physical activity. They develop the community strategies which inform local priorities and so it is vital that the Trust develops the gravitas, skills and knowledge that will enable it to influence people and policy in local government at the most appropriate levels.

The Trust will continue to work with its local authority stakeholders in a flexible, bottom-up way guided by what local government wants and needs; with the type of support that the Trust may put in place ranging from very practical support in commissioning to influencing and making the case for sport and physical activity across wider departments and agenda (e.g. health and wellbeing, transport, planning).

4.1.4 Organisational readiness and effectiveness

Responding to national strategy

The Trust operates in a large and complex geographical context, with potentially many stakeholders to engage with the inactivity agenda, but this needs to be at the appropriate level. The Trust signalled its readiness to prioritise key areas and stakeholders as part of the transitional funding plan submitted to its major funder, Sport England. The Trust is agile enough to adapt to the requirements of the new primary role, and its existing cohort of senior staff possess the necessary motivation and skills to operate in new markets and with new stakeholders at a strategic level. Mindful of DCMS strategy the Trust is ready to play its part in helping its communities access the benefits of being more physically active, these being improved physical and mental wellbeing as well as individual development. If there can be added benefits in terms of personal community resilience and economic benefits, then this will be a welcome outcome for the Trust.

Governance

As a body in receipt of public funds, the Trust achieved full compliance during 2017-18. It will continue to ensure it maintains the highest levels of financial and statutory governance during 2018-19, and this

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

will include an External Board Review and successful induction of recently appointed Trustees, to include a Senior Independent Director to support the Chair and Chief Executive.

Leadership

The Board continues to ensure that there is sound leadership in terms of setting the strategic direction and policies. Regular reviews of Trustees' and senior staff's skills give comfort that they are competent to run the organisation, provide robust financial planning and management, as well as develop the organisation and its people. The Trust is formulating a new medium term strategic policy for 2018-23 this year and undertakes Trustee recruitment on an annual basis to ensure the right balance of skills and people are recruited.

Delivery arrangements and business efficiencies

The Trust will ensure that it has the right organisational structure, and appropriately skilled personnel, to deliver the core contract and any programmes (see below) for which it is funded. There is also a need to demonstrate continued business efficiencies, driving down administrative costs and sharing good business practice from inside and outside the Trust's immediate constituency.

4.2 Programme Delivery

Work with Children and Young People

Primary Schools

- Continued support for primary schools with the effective utilisation of the primary PE and sport premium.
- Continued development of PE & Sport Premium and Health Assessment Wheel.
- Full roll out of the school governor training programme.

Satellite Clubs

- 36 new satellite clubs to be planned and delivered in line with the 2017-21 Sport England Strategy.
- 540 new participants into the satellite club programme.

Sportivate

- To work with Sussex Clubs for Young people to deliver a final Sportivate project for inactive children and young people in targeted priority wards.

Sussex School Games

- The Sussex School Games 2018 will take place on Wednesday 27th June at K2, Crawley.
- This year's programme includes additional opportunities for less active children such as Table Cricket, inclusive table tennis coaching and climbing/bouldering.
- After the successful pilot in 2017, 90 children will take part in a Change 4 Life programme as part of the Sussex School Games 2018.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

4.3 Other Organisational Priorities 2018-19

New Strategy 2018-23

With three different political entities running Sussex, understandably local priorities will be different. Notwithstanding their differences, the Trust observes the following common strategic priorities:

1. Tackling current health inequalities to help address the life expectancy gap in deprived areas through the promotion of healthy lifestyles and behaviour change.
2. Supporting families and engaging with communities.
3. Having a sufficient and well trained workforce (economic benefits, using local assets).
4. Providing support for older people (falls prevention, dementia, Long Term Care).
5. Promoting positive mental health, reducing obesity and diabetes prevention are all referenced in local strategies and have a line of sight to national strategies.

With these in mind, and also mindful of our Primary Role, the Trust will develop its new 2018-23 strategy to clearly articulate its vision, mission and objectives. The new strategy will reflect the key priority audiences and places, and how it will work with stakeholders to work towards and achieve some of the common priority outcomes noted above.

Equality

- Ensure Active Sussex meets the requirements of the Code of Governance for Sport in relation to equality and diversity through the delivery of the Diversity Action Plan.
- Active Sussex to be an advocate for equality and diversity by raising awareness through locally identified networks.
- Embed equality and diversity across all core business and programmes on which Active Sussex delivers.

Inclusion, Health and Physical Activity

- In line with our Primary Role and priorities, to work with stakeholders who engage with inactive underrepresented groups.
- Creation of relevant datasets from gathered insight and intelligence.
- Support coordination of Sussex Disability Sports Network event.
- Establishment of Sussex Disability Sports Network Champions.
- Delivery of successful PYG with increased number of participants.
- Promote the TGC campaign – Sussex specific links/Ambassador.
- PA policy research & sharing across networks.
- Promote the local and national Public Health Campaigns such as One You and local commissioned services aiming to increase activity levels.

Marketing & Communications

- To increased communications about our new target groups and to promote our insight work.
- Communicating good news stories and case studies as we work with local partners to deliver the primary role.
- Develop a new communications strategy which is line with the Trust's emerging business strategy 2018-23.
- Effective management of the Trusts social media platforms, including the website and other promotional collateral.
- Communication of stakeholder's programmes and ensure promotion of national campaigns locally during 2018-19.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

- Continued event communications support for all of the Trust's events including Active Sussex Network, Active Sussex Conference, Parallel Youth Games, Sussex School Games and the Sussex Sports Awards - through media coverage, targeted communications, social media promotion, website updates and follow-up communications.

Safeguarding

- Launch of Adults at Risk Policy.
- Priority framework areas.
- Leadership: Strategy, Action Plan; Influencing.
- Embedding Safeguarding Values & Culture: (i) resources for additional vulnerability of some children; (ii) openness & communication; (iii) respecting children's views & contributions.
- Safely delivered Parallel Youth Games and School Games.
- Delivery of Safeguarding and Protecting Children and Time to Listen Welfare Officer training.

Workforce

- Apply for the Sport England Workforce Development Fund 2018-19.
- Develop a flexible and customer led approach to workforce development in line with the Primary Offer and locally identified need.
- Share learning and insight with local partners on how to build a workforce to engage physically inactive audiences.

EVENTS 2018-19

June 2018 – Sussex Parallel Games

The 2018 Parallel Youth Games will take place at The K2 Crawley on **23 May 2018**. It features elements of the Level 3 School Games. Over 400 young people will take part in a day of competitive sport. The Sussex Parallel Games are delivered in partnership with the Southern Area Disability Network, and supported financially by The Trust and Freedom Leisure.

September 2018 - Active Sussex Network Conference

This year's conference will take place on 13 September 2018, and will incorporate the Trust's Annual General Meeting, and will also include keynote speakers from the world of health and professional sports development. A further event is planned for springtime 2019.

November 2018 - The Sussex Sports Awards

Finally, the high profile event of the year, showcasing business support for community sport, the Trust is pleased to confirm that the ever popular Sussex Sports Awards will return to the prestigious Grand Hotel in Brighton on **Friday 23 November 2018**.

**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2018

5 STRUCTURE, GOVERNANCE AND MANAGEMENT

The Sussex County Sports Partnership Trust ('the Trust') is a company limited by guarantee registered in England and Wales, number 06166961. It is also a registered Charity number 1122082. The Trust was incorporated on 19 March 2007 and was registered as a Charity on 19 December 2007. The Trust is governed by its Memorandum and Articles of Association as reviewed on 16 March 2016. It became fully operational on 2 January 2008.

The Trustees, who are also the Directors for the purpose of company law, who served during the year, were:

Mrs K Burrell
Mr A Davy
Miss C Grant
Mrs S Hogg (retired September 2017)
Mr J Hughes (Chair)
Mrs M Kinnear
Mrs S Maurel
Miss L G McCrickard (retired March 2018)
Mr P Millman
Miss C Reynolds
Mrs J Schofield

Since the year end, the following trustees were appointed in July 2018 – Mr B Clark, Mr T Howell, Dr C Whitaker and Ms V Woodcock-Downey.

The Trust's senior employees support the Board of Directors strategically. Three sub-committees are convened by deploying appropriately skilled members from the Board to deal with Human Resources, Business Development (and Marketing), and Governance (Finance and Legal) matters that arise.

1. **Governance & Audit Committee:** Mr A Davy, Mr J Hughes, and Mrs S Maurel.
2. **Human Resources & Nominations Committee:** Mrs S Hogg (to Sept 2017), Miss C Grant (from Sept 2017) Miss C Reynolds, and Mrs J Schofield.
3. **Business Development & Marketing Sub-Committee:** Mrs K Burrell, Miss C Grant (to Sept 2017), Mrs M Kinnear, Miss L G McCrickard, and Mr P Millman.

The current Board of Trustees consists of individuals from the public, private and voluntary sectors. They bring the necessary skills and experience to the Trust to ensure sound governance, probity and excellent advocacy of the charity's aims and objectives.

The Trust operates an open recruitment process including short listing and interview by the Chair, Chief Executive and representatives of the HR and Governance Committees, and is in line with the provisions of Article 12 of the Articles of Association. None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trust requires all officers and staff to undertake induction and continuing professional development to familiarise themselves with the political, funding and delivery environment in which the Trust operates; to set out their respective roles and responsibilities; and to ensure accountability and compliance with statutory Charity and Company law. All Trustees are able to access governance, equity and safeguarding training opportunities on an ongoing basis via the Trust's professional advisers and through other recognised training providers.

**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2018

Organisational Structure

Under the current governance arrangements, the day to day executive functions of the Trust are handled by the Trust's senior strategic and operational staff (or Strategic Management Group). This is made up of the Chief Executive, Senior Partnership Manager, Education & Club Links Manager, Strategic Lead Physical Activity, Sports Development Manager and the Business Support Manager. The Board oversees the work of the Strategic Management Group (via quarterly reporting process), and is responsible for setting and deciding strategic policy direction in pursuance of the charitable aims and business needs. It ratifies recommendations of the Strategic Management Group.

Financial Management

Budgets are devolved to the Strategic Management Group and other individual officers as appropriate, with monthly management accounts provided to all budget holders to enable ongoing financial monitoring and control. The Board of Directors and the Governance Sub-Committee receive monitoring figures on a quarterly basis. All payments are authorised in accordance with the Trust's published financial regulations, procedures and bank mandate.

Representation

At county level, the Trust had membership of, and/or provided support to, the following strategic groups and meetings:

1. Active Hastings Partnership Group.
2. Active Rother Partnership Steering Group.
3. Brighton & Hove Sport & Physical Activity Strategic Group.
4. East Sussex Healthy Weight Partnership.
5. East Sussex Youth Infrastructure Group.
6. Local Organising Committee for the Sussex School Games.
7. Sussex Sports Disability Network.
8. Sussex National Governing Body Forum.
9. Sussex School Games Organisers Network.

Regionally, Sussex is represented by the Trust on the following County Sports Partnership Network (CSPN), strategic groups:

1. Children & Young People.
2. Physical Activity.
3. National Governing Body Leads.
4. Safeguarding Leads.

Nationally, the Chief Executive continued her appointment as one of two Sport England nominated Directors, representing their interests on the Board of London Sport. The Communication & PR Officer is a member of the National CSPN Communications Group. The Trust meets with its majority funder Sport England on a half-yearly basis to review progress.

**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2018

6 DISCLOSURE AND AUDITORS

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

TC Audit Limited took over responsibility for the charity's audit on 27 July 2018, following the merger of the previous auditors, Russell New Limited with the Taylorcocks group of professional service firms. Taylorcocks is a trading name of TC Audit Limited, which is registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales (firm number: C005815976).

On behalf of the Board of Trustees

Mr J Hughes (Chair)

Trustee

Dated

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

(ACTIVE SUSSEX)

(LIMITED BY GUARANTEED)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Sussex County Sports Partnership Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

We have audited the financial statements of Sussex County Sports Partnership Trust (the 'charitable company') for the period ended 31 March 2018 on pages 22 to 37. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
INDEPENDENT AUDITORS' REPORT (CONTINUED)**

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 18, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
INDEPENDENT AUDITORS' REPORT (CONTINUED)**

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Mark Cummins FCCA (Senior Statutory Auditor)
for and on behalf of**

taylorcocks

**Chartered Accountants
Statutory Auditor
Office: Steyning, West Sussex**

Date:

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted funds £	Designated funds £	Pension fund £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:							
Donations, grants and gifts	3	303	3,258	-	407,617	411,178	459,744
Charitable activities	5	5,258	22,498	-	371,042	398,798	595,399
Activities for generating funds	4	2,708	28,752	-	-	31,460	42,320
Investment income - Interest received		1,050	-	-	-	1,050	2,261
Total income		9,319	54,508	-	778,659	842,486	1,099,724
Expenditure on:							
Charitable activities							
The development of sport in Sussex		47,079	50,409	-	771,718	869,206	1,029,984
Total expenditure	6	47,079	50,409	-	771,718	869,206	1,029,984
Net income/(expenditure)		(37,760)	4,099	-	6,941	(26,720)	69,740
Gross transfers between funds	18/19	33,790	3,528	-	(37,318)	-	-
Net gains/(losses) on pension fund	16	-	-	8,000	-	8,000	(84,000)
Net movement in funds		(3,970)	7,627	8,000	(30,377)	(18,720)	(14,260)
Fund balances at 1 April 2017		253,116	66,896	(246,000)	336,948	410,960	425,220
Fund balances at 31 March 2018		249,146	74,523	(238,000)	306,571	392,240	410,960

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	12		217		1,719
Current assets					
Debtors	13	39,651		25,326	
Cash at bank and in hand		643,728		744,483	
		<u>683,379</u>		<u>769,809</u>	
Creditors: amounts falling due within one year	14	<u>(53,356)</u>		<u>(114,568)</u>	
Net current assets			630,023		655,241
Provision for liabilities and charges					
Pension scheme liability	16		<u>(238,000)</u>		<u>(246,000)</u>
Total assets less current liabilities			<u>392,240</u>		<u>410,960</u>
Income funds					
Restricted funds	18		306,571		336,948
Unrestricted funds:					
Designated funds	19		74,523		66,896
Designated – Pension Fund	16		<u>(238,000)</u>		<u>(246,000)</u>
Other charitable funds			<u>249,146</u>		<u>253,116</u>
			<u>392,240</u>		<u>410,960</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

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J Hughes (Chair) Trustee

Company Registration No. 06166961

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX) (LIMITED BY GUARANTEED) NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Statutory information

Sussex County Sports Partnership Trust is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2 Accounting policies

2.1 Basis of preparation

The financial statement have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

Sussex County Sports Partnership Trust meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Sussex County Sport Partnership Trust's ability as a going concern.

2.2 Income

All income is recognised in the Statement of Financial Activities once the Trust has gained entitlement to them and the amounts can be quantified with sufficient reliability. Income is shown net of VAT where this is applicable. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities once receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by Trust, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the Trust where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is recognised in the financial statements when receivable.

2.3 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is included within the item of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the Trust in pursuit of its charitable objectives. It includes both direct costs and support costs relating to such activities. Support costs, including salaries, are apportioned on the basis of the time involved on the activity.

Governance costs include those costs associated with meeting the statutory requirements of the Trust and include its audit fees and costs linked to strategic management of the Trust. These costs are now included in support costs under the Charities SORP (FRS 102).

2.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	3 years straight line
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**SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2018

2 Accounting policies (continued)

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

2.7 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2.8 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

2.9 Pensions

Some staff are members of the Local Government Pension Scheme (LGPS) administered by East Sussex County Council. Under the definition of FRS 102 the scheme is a multi-employer pension scheme.

The LGPS is a defined benefit pension scheme and is able to identify the charity's share of assets and liabilities and the requirements of FRS 102, section 28 Employee Benefits, have been followed. The charity's share of the LGPS assets are measured at fair value at each balance sheet date. Liabilities are measured on an actuarial basis using the projected unit method. The net of these two figures is recognised as an asset or liability on the balance sheet. Any movements in the asset or liability between balance sheet dates is reflected in the statement of financial activities.

2.10 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Pension fund comprises of the charity's share of assets and liabilities in the Local Government Pension Scheme (LGPS) detailed in 2.9 above.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST
(ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Grants, donations and gifts

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations, grants and gifts	303	3,258	21,517	25,078	51,344
Grants receivable for core activities – Sport England	-	-	386,100	386,100	408,400
	<u>303</u>	<u>3,258</u>	<u>407,617</u>	<u>411,178</u>	<u>459,744</u>

4 Activities for generating funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Sponsorship	-	26,748	-	26,748	36,428
Event tickets	2,708	2,004	-	4,712	5,892
	<u>2,708</u>	<u>28,752</u>	<u>-</u>	<u>31,460</u>	<u>42,320</u>

5 Income from charitable activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
The development of sport in Sussex	5,258	22,498	371,042	398,798	595,399

Included within income relating to the development of sport in Sussex are the following restricted grants:

Sport England	356,645	547,580
England Athletics	-	11,225
Spirit of Rugby	3,800	6,200
Club Coach Volunteer Fees	6,297	6,258
English Schools FA	4,000	-
Other grants received	300	4,818
	<u>371,042</u>	<u>576,081</u>

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6 Total expenditure

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2018 £	Total 2017 £
Charitable activities						
<u>The development of sport in Sussex</u>						
Activities undertaken directly	405,828	1,502	182,922	-	590,252	679,457
Grant funding of activities	-	-	-	217,813	217,813	282,339
Support costs	30,546	-	30,595	-	61,141	68,188
	<u>436,374</u>	<u>1,502</u>	<u>213,517</u>	<u>217,813</u>	<u>869,206</u>	<u>1,029,984</u>
Total						

7 Grants payable

	2018 £	2017 £
The development of sport in Sussex	<u>217,813</u>	<u>282,339</u>

The above grants were all paid to institutions. These institutions consist of Registered Charities, Community and Amateur Sports Clubs, Leisure Centres and other Sporting Institutions.

8 Support Costs

	2018 £	2017 £
Rent: University of Brighton	16,323	19,467
Insurance	2,543	2,560
LGPS Performance Bond	5,059	5,126
Governance costs	6,670	7,435
Staff costs	30,546	33,600
	<u>61,141</u>	<u>68,188</u>

Included within governance costs is £6,670 (2017: £7,435) in relation to audit fees.

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9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2017: none). P Millman was reimbursed expenses of £108 during the year (2017 – £100).

10 Statement of financial activities comparative funds – year ended 31 March 2017

	Unrestricted funds £	Designated funds £	Pension fund £	Restricted funds £	Total 2017 £
Income from:					
Donations, grants and gifts	-	5,471	-	454,273	459,744
Charitable activities	14,940	4,378	-	576,081	595,399
Activities for generating funds	4,250	34,070	-	4,000	42,320
Investment income - Interest received	2,261	-	-	-	2,261
Total income	21,451	43,919	-	1,034,354	1,099,724
Expenditure on:					
The development of sport in Sussex	57,497	49,304	-	923,183	1,029,984
Total expenditure	57,497	49,304	-	923,183	1,029,984
Net income/(expenditure)	(36,046)	(5,385)	-	111,171	69,740
Gross transfers between funds	49,766	9,923	-	(59,689)	-
Net gains/(losses) on pension fund	-	-	(84,000)	-	(84,000)
Net movement in funds	13,720	4,538	(84,000)	51,482	(14,260)
Fund balances at 1 April 2016	239,396	62,358	(162,000)	285,466	425,220
Fund balances at 31 March 2017	253,116	66,896	(246,000)	336,948	410,960

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11 Employees

Number of employees

The average monthly number of employees during the year was:

	2018	2017
	Number	Number
Sports development	9	11
Administration	1	1
	10	12

Employment costs

	2018	2017
	£	£
Wages and salaries	357,474	400,812
Social security costs	32,563	38,304
Other pension costs	46,337	40,888
	436,374	480,004

There were no employees whose annual remuneration was £60,000 or more.

The key management personnel of the charity comprise the Chief Executive, the Business Support Manager, the Senior Partnership Manager and the Education and Club Links Manager. The total employee benefits of key management personnel of the charity were £210,774 (2017: £223,761).

12 Tangible fixed assets

	Computer equipment £
Cost	
At 1 April 2017	13,377
Disposals	(649)
At 31 March 2018	12,728
Depreciation	
At 1 April 2017	11,658
Charge for the year	1,502
Disposals	(649)
At 31 March 2018	12,511
Net book value	
At 31 March 2018	217
At 31 March 2017	1,719

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13 Debtors	2018	2017
	£	£
Trade debtors	872	2,714
Prepayments and accrued income	31,733	19,980
Other debtors	7,046	2,632
	<u>39,651</u>	<u>25,326</u>

14 Creditors: amounts falling due within one year	2018	2017
	£	£
Trade creditors	22,262	32,538
Credit card	661	479
Taxes and social security costs	9,240	11,223
Pension liability	2,451	4,853
Accruals	17,752	63,397
Deferred income	990	2,078
	<u>53,356</u>	<u>114,568</u>

15 Pension and other post-retirement benefit commitments

At the balance sheet date £2,451 (2017: £4,853) was owed in respect of contributions to schemes.

	2018	2017
	£	£
Contributions payable by the company for the year	<u>46,337</u>	<u>40,888</u>

16 Employee Benefit Obligations

Local Government Pension Scheme

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee administered funds. The total contribution made for the year ended 31 March 2018 was £33,000 (2017: £33,000) of which employer's contributions totalled £24,000 (2017: £22,000) and employees' contributions totalled £9,000 (2017: £11,000).

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16 Employee Benefit Obligations (continued)

The amounts recognised in the balance sheet are as follows:

	Defined benefit pension plans	
	2018	2017
	£	£
Present value of funded obligations	(1,399,000)	(1,347,000)
Fair value of plan assets	1,161,000	1,101,000
Present value of unfunded obligations	(238,000)	(246,000)
Deficit	(238,000)	(246,000)

The amounts recognised in SOFA are as follows:

	Defined benefit pension plans	
	2018	2017
	£	£
Current service cost	47,000	34,000
Net interest from net defined benefit asset/liability	7,000	6,000
	54,000	40,000

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	2018	2017
	£	£
Liabilities at start of period	(246,000)	(162,000)
Current service cost	(47,000)	(34,000)
Interest cost	(7,000)	(6,000)
Employer contributions	24,000	22,000
Change of assumptions	41,000	(225,000)
Experience (loss)/gain	-	4,000
Return on assets	(3,000)	155,000
	(238,000)	(246,000)

Principle actuarial assumptions (expressed as weighted averages):

	2018	2017
Pension increase rate	2.30%	2.40%
Salary increase rate	2.70%	2.80%
Discount rate	2.70%	2.70%

Commutation: An allowance is included for future retirements to elect to take 50% of the maximum additional tax free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax free cash for post-April 2008 service.

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16 Employee Benefit Obligations (continued)

Sensitivity Analysis:

	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	16%	219
0.5% increase in the Salary Increase Rate	3%	48
0.5% increase in the Pension Increase Rate	12%	166

Mortality Assumption:

Vita Curves with improvements in line with the CMI 2013 model assuming the current rate of improvements has peaked and will converge to a long term rate of 1.25% p.a. Based on these assumptions, the average future lift expectancies at age 65 are summarised below:

	Males	Females
Current Pensioners	22.1 years	24.4 years
Future Pensioners*	23.8 years	26.3 years

* Figures assume members aged 45 as at the last formal valuation date.

Major categories of plan assets:

	31 March 2018	31 March 2017
Equities	71%	74%
Bonds	14%	14%
Property	10%	9%
Cash	5%	3%

The bid value of the Fund's assets as at 31 March 2018 is estimated to be £3,361,000,000 based on information provided by the Administering Authority and allowing for index returns where necessary.

17 Share capital & control

Sussex County Sports Partnership Trust is a company limited by guarantee and has no share capital. No one member has overall control of the charity.

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18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2018
	Balance at 1 April 2017	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Active Kids	768	300	(219)	-	849
Club Links Makers	-	63,871	(49,299)	(6,372)	8,200
Club Conversations	4,627	-	(1,442)	-	3,185
Coach Education	12,655	-	(2,330)	2,774	13,099
Club Coach Volunteer	5,719	6,297	(8,159)	-	3,857
Coaching Bursary	754	-	(480)	(274)	-
Coaching Development Manager	-	40,000	(40,982)	1,288	306
Community Games	236	-	600	(836)	-
Core funding	14,088	386,100	(287,749)	(27,285)	85,154
DfE Volunteering	9,118	8,000	(9,395)	(400)	7,323
Google Advertising	-	17,267	(17,267)	-	-
Innovation	18,928	-	(18,928)	-	-
Primary School Support	77,912	56,888	(58,204)	(17,288)	59,308
PYG Games	3,487	4,261	(5,186)	2,472	5,034
Satellite Club Local Delivery	73,585	41,451	(75,487)	(5,500)	34,049
School Games	35,686	48,989	(62,728)	14,888	36,835
SDO Capacity	28,035	-	-	-	28,035
Spirit of Rugby	1,978	3,800	(3,992)	-	1,786
Sportivate Project	49,372	101,435	(130,471)	(785)	19,551
	<u>336,948</u>	<u>778,659</u>	<u>(771,718)</u>	<u>(37,318)</u>	<u>306,571</u>

Transfers represent the charity's costs of management, administration and office costs which have been taken to unrestricted funds. The transfers are in accordance of the terms and conditions of each grant.

Active Kids is a free or low cost training initiative to improve confidence in delivering sports based activities to disabled people. The funds are sourced from the English Federation of Disability Sport.

Club Links Maker is a grant received from Sport England for the employment of a senior manager to oversee the strategic delivery of the Sussex School Games and the delivery of the Satellite Clubs programme in Sussex.

Coach Education is specific funding set aside from the Sportivate and Satellite Clubs Local Delivery grants to provide opportunities for the continued personal development of coaches supporting National Governing Bodies and Sport England legacy programmes.

Club Conversations is a jointly funded collaborative programme (with Surrey CSP) from Sport England's Club Matters Innovation Fund. This will provide an opportunity for clubs to work together to identify best practice and challenges that will underpin the follow-up support delivered in that area (i.e. Club Matters workshops). It is restricted funding.

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18 Restricted funds (continued)

Club Coach Volunteer is a budget set aside from the Sussex Volunteering, Active Sussex unrestricted funds and workshop fees that supports and subsidises the club, coach and volunteer training and workshop programme.

Coaching Bursary is specific funding set aside from the Sportivate grant to enable the technical development of level 1 and 2 coaches, and thereby build the coaching workforce available to deliver Sportivate programmes in Sussex.

Coaching Development Manager fund is used for the employment of a specific post for the purpose of developing and supporting a Coaching System Support Network in Sussex. The source of this funding is Sport England.

Community Games is specific funding that provides opportunities for communities to come together to take part in sporting and cultural activities inspired by, and in celebration of, the London 2012 Olympic and Paralympic Games.

Core Funding provides for a professional staff team to manage and coordinate the delivery of the National Governing Body Core service contract and to ensure there are sound governance processes in place to enable transparent and efficient management of Sport England funding.

DfE Volunteering is specific funding received from the Department of Education to provide a voluntary workforce to support the delivery of the School Games programme, at levels 1, 2 and 3.

Google Adwords Grant is a \$10,000 (ca £6,000) monthly grant given to organisations looking to advertise on Google. As part of its non-profit programme, Google gives eligible charities (Active Sussex) up to \$10,000 (ca £6,500) a month to spend on AdWords. The AdWords are adverts that appear above, below and to the right of the results when people search on Google.

Innovation is a two-year 'This Girls Can Basketball' project across Sussex to upskill 14-16 year old females through leadership awards and coaching. It is restricted funding.

Primary School Support income is granted to County Sports Partnerships by Sport England to support primary schools in their area in their use of the Government's Primary School Sport Premium. CSP support takes the form of the employment of a dedicated officer, who provides information, tools and guidance to primary schools, to help them access teacher training and other local sports providers who can deliver additional sporting opportunities to their pupils.

Parallel Youth Games is funding generated by the Trust in order to conduct the Youth Games for children with disabilities.

Satellite Club Local Delivery income is a fund provided by Sport England for the development and delivery of Satellite clubs on secondary school and Further Education sites.

School Games is a four level (intra-school, inter school, county festivals and national finals) competition for school children in England, designed to enable every school and child to participate in competitive sport including meaningful opportunities for disabled youngsters. Funding for this event is provided by a grant from Sport England and commercial sponsorship.

Sportivate Project is a national lottery funded programme that gives 11-25 year olds access to six-week courses in a range of sports. The programme is aimed at those who are not currently choosing to take part in sport in their own time, or are doing so for a very limited amount of time.

SDO Capacity income is a fund which partially contributes to the employment costs of the Trust's Sports Development Officer, who provides sports development support to the core service contract and the Sportivate programme.

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18 Restricted funds (continued)

Spirit of Rugby is part of the nationwide project spread across 2 years and 15 communities with a focus on 16-24 year-olds. This project is funded by Spirit of 2012 – an independent funding body, established by the Big Lottery Fund. The local project aims to raise awareness of disability sport, specifically mixed ability rugby through events and taster sessions driven by volunteers.

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 March 2018 £
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	
Active Healthy Workplace	7,276	785	(667)	-	7,394
Charitable fundraising	2,926	737	(2,225)	-	1,438
End of contract provision	36,644	-	(9,536)	-	27,108
Primary Business Income	4,413	19,005	(54)	-	23,364
Sussex Sports Awards	15,637	33,981	(37,927)	3,528	15,219
	<u>66,896</u>	<u>54,508</u>	<u>(50,409)</u>	<u>3,528</u>	<u>74,523</u>

The designated funds held above are all held in furtherance of the Trust's objects to promote sport and active recreation.

The Active Workplace Project promotes physical activity and health in and around the workplace, in conjunction with employers and activity providers.

Charitable fundraising is made up of donations received by the Trust from online platforms, bespoke events/initiatives and other money generating activities.

The End of Contract Provision is funding set aside as a provision for payment of statutory redundancy payments due as a result of fixed term contracts.

Primary Business Income is income that has been generated via the Primary School Support project as partnership funding for the project and to help sustain the project in the future.

Sussex Sports Awards is income which is generated in order to support the Sussex Sports Awards.

20 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Pension fund £	Restricted funds £	Total £
Fund balances at 31 March 2018 are represented by:					
Tangible fixed assets	217	-	-	-	217
Current assets	302,285	74,523	-	306,571	683,379
Creditors: amounts falling due within	(53,356)	-	-	-	(53,356)
Pension liability	-	-	(238,000)	-	(238,000)
	<u>249,146</u>	<u>74,523</u>	<u>(238,000)</u>	<u>306,571</u>	<u>392,240</u>

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20 Analysis of net assets between funds (continued)

	Unrestricted funds	Designated funds	Pension fund	Restricted funds	Total
	£	£	£	£	£
Fund balances at 31 March 2017 are represented by:					
Tangible fixed assets	1,719	-	-	-	1,719
Current assets	365,965	66,896	-	336,948	769,809
Creditors: amounts falling due within	(114,568)	-	-	-	(114,568)
Pension liability	-	-	(246,000)	-	(246,000)
	<u>253,116</u>	<u>66,896</u>	<u>(246,000)</u>	<u>336,948</u>	<u>410,960</u>

21 Related parties

During the year Mrs K Burrell and Miss C Reynolds were employed by Freedom Leisure, a gold tier member of the charity. £6,000 (2017 - £4,000) of income from Freedom Leisure is recognised in the period.

Mrs S Hogg, a Trustee until September 2017, is employed by the University of Brighton, who are the charity's landlords and also provided funding during the year.

22 Disclosure of income and expenditure

This disclosure is a requirement of the Trust's external funders, in order to comply with the UK Code of Sports Governance.

	Sport England	Other public investor income	Non- public income	Total
	£	£	£	£
Revenue grants	742,745	7,800	-	750,545
Sponsorship income	-	-	31,460	31,460
Other income	-	-	60,481	60,481
Total income	<u>742,745</u>	<u>7,800</u>	<u>91,941</u>	<u>842,486</u>
Staff costs	378,413	4,348	23,067	405,828
Grants awarded	215,073	-	2,740	217,813
Development activity	143,839	868	68,810	213,517
Support costs	8,251	798	16,329	25,378
Governance costs	6,670	-	-	6,670
Total expenditure	<u>752,246</u>	<u>6,014</u>	<u>110,946</u>	<u>869,206</u>
Net income/(deficit)	<u>(9,501)</u>	<u>1,786</u>	<u>(19,005)</u>	<u>(26,720)</u>

Document Activity Report

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Thu, 06 Sep 2018 10:12:21 GMT

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Date	Activity
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