

GREATERSPORT

Priority plan:
Business
operations -

Governance, HR, Finance and Risk



Business operations – Governance, HR, Finance and Risk

Our aim

To provide high quality governance, HR support, business operations and financial expertise to ensure GreaterSport is financially and legally compliant, a great company to work for and one that promotes and embeds equality, diversity and inclusion, and environmental sustainability.

Business operations – Governance, HR, Finance and Risk

Our priorities

Business operations

- Ensure we remain compliant with all statutory, regulatory and contractual requirements, including but not limited to those set by the Charity Commission, Companies House and the Code for Sport Governance.
- To drive forward our commitment to promoting fairness, equity, equality, diversity and inclusion. Ensure we recruit, promote and retain staff and talent in a way that ensures our workforce draws from and reflects ethnically and culturally diverse communities in Greater Manchester and is inclusive of disabled people.
- To provide sound and knowledgeable Governance and HR advice and direction to the Board of Trustees, Executive and wider team.



Business operations – Governance, HR, Finance and Risk

Our priorities, continued

Business operations

- Ensure that all human resources operations are carried out smoothly, effectively and in a way that promotes a positive organisational culture and that HR/Governance policies are compliant and regularly reviewed, including having a Risk Management plan in place.
- To embrace and be committed to environmental sustainability.
- Provide strong Business Operations support ensuring that effective IT, communications and administrative systems are in place so that the organisation can function successfully on a day-to-day basis.



Business operations – Governance, HR, Finance and Risk

Our activities continued

Business operations

- HR policies regularly updated with a particular focus on new employee recruitment, disciplinary, grievance, safeguarding and the development of the company EEDI and Green action plans.
- Embrace digital innovation and solutions to assist in the efficiency and effectiveness of business operations.
- Continue to develop HR software with accurate records and onboarding of new employees.
- Return to the office – in a new, positive and welcoming environment.
- Continued support given to the Board and Trustees of GreaterSport.
- Risk management plan updated in line with any identified risks and mitigation of them.
- Remaining committed to and evolve the Reward Review Project, with particular attention to enhancing the performance and development framework.



Business operations – Governance, HR, Finance and Risk

Indicators of change

Business operations

- **Policies:** Increased diversity of applicants for vacancies. Updated grievance, disciplinary and capability policies that interact with and support each other, giving the best chance for positive outcomes. Better understanding of our environmental sustainability through the development of a green action plan.
- **Digital innovation:** Online board platform and HR software to be used to their optimum. Increasing efficiency and ability to record accurate information. Consider other areas for digital innovation such as recruitment and PDR's.
- **HR software:** Improved processes for new employees. Individual responsibility for employee records overseen by the Office Manager.
- **Return to the office:** Embrace the House of Sport concept, creating a place where people desire to work from. Aiming for the team to be present regularly.



Business operations – Governance, HR, Finance and Risk

Indicators of change continued

Business operations

- **Board support:** Increased engagement with individual board members from the team, tapping into their areas of expertise for the benefit of GreaterSport.
- **Risk management plan:** Risks to the charity and its beneficiaries are minimised and sensible, supporting the long-term sustainability and relevance of the charity.
- **Reward Review Project:** Incremental improvement to processes relating to performance and development. Based on open feedback from the competency reviews, giving employees the best chance to develop.



Business operations – Governance, HR, Finance and Risk

Our priorities

Finance

- Investment of reserves - building relationship with Investec and managing the reserve investment.
- New auditors – building relationship and managing the transition from Slade & Cooper to Carpenter Box.
- Financial processes efficiency - exploring a digital approach to our financial systems - expenses, purchase orders, authorisations. Shifting our payroll management to a new supplier.
- Sound financial management - managing the in-year pressures on the core and programme budgets e.g. COLA.
- Strategic oversight of GreaterSport finances and unqualified audited accounts.



Business operations – Governance, HR, Finance and Risk

Our activities

Finance

- Completion of annual grant reconciliations for all major awards.
- Processing grant claims 23/24 – SE, GMCA and others.
- Closing of 2022/23 accounts and preparing draft accounts ready for annual audit (GreaterSport and Local Pilot).
- Roll-out of QuickBooks to all budget holders for a more effective 'actual vs budget' monitoring and providing training to staff.
- Provision of monthly management accounts for budget holders and quarterly insightful forecasts and analysis for Exec Team and Board.
- Review of financial controls and policies in line with best practice.



Business operations – Governance, HR, Finance and Risk

Indicators of change

Finance

- **Internal Systems:** Put in place best practice systems, processes and controls that are proportionate to effectively deliver the expected outcomes, with three major changes: new auditors, new payroll management company and new investment company.
- **Digital Reporting:** Improved monthly financial reporting by providing live reports to budget holders through QuickBooks Online, enabling better monitoring and enhancing better decision making by managers.
- **Digital Payment Processing:** Explore and implement a digital approach to the purchase order and invoice approval system, creating a more automated and efficient system for all staff.
- **Investments Oversight:** Provide Board and Exec Team with insightful reports and analysis investment performance.



Business operations – Governance, HR, Finance and Risk

Indicators of change continued

Finance

- **Financial Policies:** Update financial policies in line with internal and external developments and implementing changes within the organisation.
- **Business Partnering:** Provide better and improved finance business partnering to project managers across the organisation.
- **Cash Flow Monitoring:** As a result of the new investment strategy, regularly review cash flow requirements necessary for the continual operation of the charity.

