



Governance Plan of:

Kirkcudbright Swimming Pool Ltd



Created: July 2024

Revised:



KSP Governance Plan

Vision:

- A swimming pool and fitness suite which are well-used, as financially sustainable as possible and working towards net-zero which benefit the health and well-being of all users.

Mission:

- A swimming pool and other facilities for recreation and leisure time activity equally accessible to all with a view to improving their conditions of life.
- Relief for all through the provision of exercise classes and therapy within a swimming pool and gym environment for the benefit of health and wellbeing – both physical and mental.
- Classes of instruction for all ages to bring about a widespread and thorough knowledge of swimming and fitness.
- Education, through the provision of training, in the skills of life-saving and resuscitation
- Promote and encourage the teaching of swimming, life-saving and physical exercise in a range of educational establishments.
- Encouraging and facilitating the use of pool and gym for hire by other external organisations.

Values:

- We believe that trust, honesty, kindness, respect, open-ness and the encouragement of individuality are keys to enabling us all to deliver excellence.

Approach to Governance:

- Our Governing Body works collectively to decide how we will work to get the most positive outcomes for our beneficiaries.
- We will provide induction for all new members of our Governing Body
- We will provide regular training for all members of our Governing Body and encourage them to access it regularly.
- We have adopted the Scottish Governance Code for the Third Sector and will review our compliance with it annually at a Governing Body meeting.



Why us?

We want –

- to keep the pool open for the benefit of our customers – both for now and for the future
- to provide an excellent service for our beneficiaries
- to be a good employer

We come from a wide variety of backgrounds with a wide variety of skills and experience–

- Law
- Education
- Engineering
- Computing/IT
- Finance
- Voluntary sector
- Care sector
- Business
- Construction

Needs Analysis

- Our Governing Body will undertake a needs analysis- either in house or commissioned - before we commit to delivering any activities. Methodology may change depending on the activity we propose to deliver

Risk

- Our Governing Body acknowledges there are risks that may disrupt or curtail delivery of our activities, and that the ultimate victims of any such risk are our beneficiaries. We therefore maintain a Risk Register that is reviewed as required (at least annually).

Business Meetings

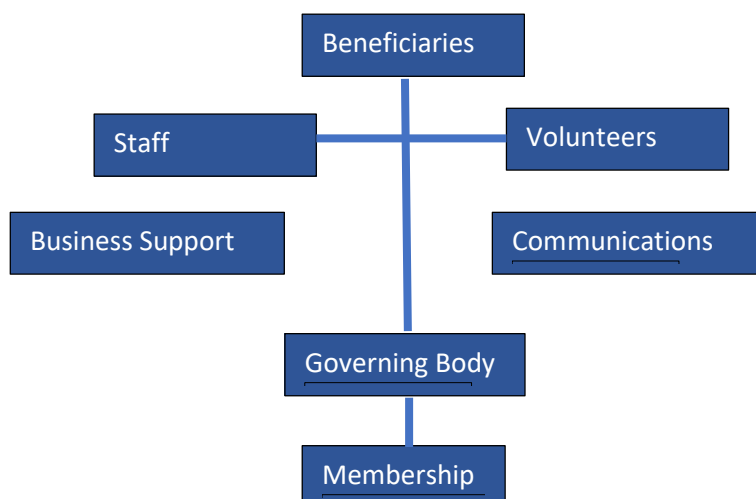
- Our business meetings are held on the first Monday of each month. We distribute minutes of our meetings to board members publish a summary of them on KSP's website.
- Members of our Governing Body acknowledge collective responsibility for decision-making. We encourage members to undertake training to facilitate and ensure all members engage in the process

Funding strategy

- The Governing Body will propose how they will fund each activity in the relevant activity plan. We will take into account all factors that affect each activity, its proposed impact and risk.



Organisation Structure



Scheme of Delegation

- Our Governing Body acknowledges it has collective responsibility for the decisions it takes and cannot delegate responsibility. However, in order to allow easier delivery of activities certain levels of authority are described in our Scheme of delegation. Our Governing Body has put in place controls to monitor use of the scheme, and reviews these controls and the scheme regularly at business meetings

Succession Plan

- Our Governing Body acknowledges that to maintain delivery of needed activities and services to our beneficiaries we need to have Succession plans for our Governing Body, membership and staff. We review our Succession Plan regularly (at least annually).

Sustainability Plan

- Our Organisation supplies needed activities that produce positive outcomes for our beneficiaries. As long as we assess, through needs analyses, evaluation and review that these activities are still needed, our Governing Body acknowledges it must plan for sustaining the delivery of these activities. We have created a sustainability plan and review this regularly (at least annually).

Financial Management

- We accept collective responsibility by the members of our Governing Body for the sound financial management of our organisation's Finances. Due to the specialist nature of Finance management our Governing Body is looking to employ a book keeper/administrator whose job includes record-keeping, monitoring and reporting to the Governing Body and Pool Manager monthly.



Reserves Strategy

- Our Governing Body acknowledges that it needs to maintain a financial reserve to ensure our beneficiaries do not suffer from a summary curtailment of activities they need to achieve the outcomes they seek, and to meet and exceed legal and statutory requirements to our staff. The figure is reviewed regularly (at least annually) and is part of our risk register.

Exit Plan

- Our Governing Body has decided they need an Exit plan to ensure that they plan for potentially fatal events to the Organisation. Our Governing Body reviews their Exit plan regularly (at least annually).

Legal Format

- We are a Company Limited by Guarantee, with Charitable status. Company Number SC124799 Charity Registration number SC004144
- We comply with the regulations of the hsg179 H & S in Swimming Pools (2018)

Governing Regulations

- We are governed by the Office of the Scottish Regulator (OSCR) under the Trustee and Charity Investment Act (2005)

Governing Document (see KSP Articles of Association)

- Our Governing documents are memorandum and articles of Association