



Purpose	Governance Sub-Group
Date/Time	12 th Jan 2021, 11am – 1pm
Attendees	Nicky Lewis, Tony John, Rob Sage, Kerry Chown, Jessica Hardy
Apologies	James Williams, Tony Clements
Secretariat	Rob Sage/Jess Hardy

Key Points/Decisions

- Due to the ongoing situation of Covid-19 the group discussed and agreed that all WA related subgroup, committee & regional council meetings should be held online until further notice.

Policies

- KC reviewed all WA policies. The need for a homeworking policy was identified and one is now in place. and capability procedure are now in place. All the policies and procedures are available on the share drive for staff to access. The Subgroup were happy with the explanation and reassurance provided by KC.
- Once amendments and consistency checks have been done, all policies will be made available to staff via the Staff Handbook and staff informed. Checks to include removal of all gendered pronouns in policy documents.
- A policy matrix is in place and RS & KC will work together to review policies throughout each year.

Codes of Conduct

- Codes of conduct for the Board and for the wider Governance structure members were presented. Language has been updated to be more user friendly. The Subgroup discussed the need to have a rationale for the policy within the introduction paragraph of each Code and for potential sanctions, sanctions process, and the right to appeal to be made clear. Documents to be taken away and updated by KC.
- The Subgroup discussed the wording of appropriate dress code to ensure that every member of staff/volunteer understand that they must be ready to attend in a respectful manner that eliminates any potential for discrimination and/or intimidation.

GSG Action plan

- Subgroup discussed the action plan and made amendments/recommendations to some actions. Social media policy should be made available to the clubs as more clubs are using social media. The Subgroup identified that updated documentation and policies relating to complaints, disciplinary cases and safeguarding cases are now a critical risk/ High priority.

Sport Wales Independent Governance Review by Gareth Parry

- RS Updated Subgroup with the new process and the timeframe for the new external self-assessment being done by Sport Wales. The review will be online and cover what has happened in the past 12 months in relation to the Governance Capability Framework.



Actions	Owner	Due Date
1. RS to amend 2021 Governance Calendar and re-circulate	RS	20/01/21
2. RS to circulate invite for next meeting – to be held Tues 12 th Jan, 11am	RS	20/01/21
3. RS to make sure all policy links are up to date within staff handbook	RS	31/01/21
4. All staff to be given opportunity to review amendments to policies	RS	31/01/21
5. New members to be identified and added to the group when possible – all to consider new potential members. Rebecca Rothwell to be invited – RS	All RS	14/04/21
6. Capability policy – remove gendered pronouns	KC	31/01/21
7. Home working policy- needs to be revised	KC	31/01/21
8. Ensure all policies have consistent formatting	KC	31/01/21
9. Update and circulate Policy review Matrix	KC	31/01/21
10. Codes of Conducts to be updated as per discussions [Rationale, sanctions & process, right to appeal]	KC	31/01/21
11. review the disciplinary procedures to see if separate processes are needed for staff and volunteers	KC	ASAP
12. Sport Wales Independent Governance Review – Assist with requests & invite NL to review meeting	RS/JH	01/02/21 March 21
13. Update & Send Gov Capability framework to group for review	RS	ASAP
14. All revisions to policies finalised and available for staff	RS	31/03/21
Risks identified	Level	Mitigations
<i>Potential for WA response to UKA safeguarding review to be misaligned/insufficient</i>	Impact – 3, Probability -1 =3	UKA & Internal working groups established. Adequate staff capacity and priority being allocated to ensure appropriate response.
<i>Incomplete/inconsistent set of disciplinary and appeal documentation impairs ability to successfully manage a serious safeguarding or welfare case</i>	Impact =3, Probability = 1	Safeguarding working group to prioritise and work with RS & KC to produce coherent set of policies and documents asap