



Purpose	Governance Sub-Group
Date/Time	8 th September 2021
Attendees	Nicky Lewis, Tony John, Rob Sage, Tony Clements, James Williams, Michael Ewins
Apologies	Jess Hardy
Secretariat	Rob Sage

Key Points/Decisions

- The actions from the previous meeting were reviewed.
- Ensuring the momentum is maintained in relation to implementing the actions associated with the Quinlan review whilst recruitment for the Safeguarding & Compliance role takes place was raised as a concern – JW provided reassurance that actions are continuing, and a more proactive approach is being applied. The need for a NED to take on Safeguarding when Sue Alvey steps down in 12 months were discussed [An NED lead for anti-doping is also needed – suggested new performance NED take this on once recruited.].
- The group were updated on the new appointments to the Board. A more comprehensive Board induction process is now in place and will be worked through.
- Ongoing need to recruit diverse representation on to the board was discussed – progressing individuals through the governance structure - e.g.from Board subgroups - whilst levels of direct applicants from diverse backgrounds are low. More proactive approach needed over next 12 months before new vacancies on the Board become vacant.
- Final version of the Codes of conduct for Board and Committee members were agreed along with a 'Disciplinary policy and procedure for volunteers' – subject to the addition of a definition of 'Volunteer' being added to the policy. There is now a UK wide Code of Conduct for partakers covering all other volunteers.
- Notice of Motions were discussed – increase in eligibility period from 2 to 3 years in line with Commonwealth Games – agreement to put this forward.
- Change to Articles around provision for virtual meetings was discussed – care needed to ensure those attending virtually are as equally involved as those who attend in person.
- Development of a sharepoint site to host all the Governance Handbook documents and information - policies, minutes, ToRs, CoC etc. was discussed and agreed. Build in testing and iterative further development as needed.



Actions	Owner	Due Date
1. RS to organise a combined meeting of all the Chairs and Secretaries in November 2021 to discuss values and behaviours.	RS	30/09/21
2. RS to contact RDK at Sport Wales about support	RS	30/09/21
3. Action plan based on recommendations from independent review to be published alongside the report prior to the AGM	RS	10/10/21
4. Definition of 'Volunteer' to be added to the Disciplinary policy and procedure document	RS	
5. Codes of conduct & related policy to be taken to the Board for approval	JW	October 2021
6. Notices of Motion to be finalised and put forward to the AGM	RS & JW	24 th September 2021
7. Development of Governance Handbook sharepoint site – capacity to be secured to take this forward.	RS	31 st October 2021
Risks identified	Level	Mitigations
Momentum of safeguarding actions in response to Quinlan review slows	Medium	<ul style="list-style-type: none"> Recruitment process to be progressed asap for a dedicated role. More work with clubs to help them embed new ways of working & ensure compliance linked to affiliation.