



<b>Purpose</b>	Governance Sub-Group
<b>Date/Time</b>	Wednesday 24th November 2021, 4.00pm – 5.00pm
<b>Attendees</b>	Nicky Lewis, Tony John, Tony Clements, Rob Sage, James Williams, Michael Ewins, Jess Hardy
<b>Apologies</b>	Lorna Kerr
<b>Secretariat</b>	Jessica Hardy

### Key Points/Decisions

- Consider implementing an annual induction for governance volunteers – with option of recorded video induction.
- Look at buddying up new group members with existing experienced members to aid introduction and clarify expectations.
- Consider dry run of new performance management and related benefits for a year before introducing performance related pay. Look at what other NGBs are doing.
- Make rationale behind the policy available for staff
- The group is aware that staff are doing good work and know the importance of ways in which to support and reward staff in an appropriate way.
- Consider recording video explanations for elements of the governance handbooks and embedding these in.
- Reassure chairs and secretaries meeting that the annual review is of effectiveness of the group and how they've got on, and is not formal appraisal.

<b>Actions</b>	<b>Owner</b>	<b>Due Date</b>
1. Document EqIA of amendment to sick pay policy and proceed with adoption of new wording.	RS	31/1/22 [completed]
2. Hold further conversations with LK and Kerry Chown regarding alternative options/wording for the 9-box grid perf management tool.	RS, JW	31/1/22
3. Check if pay policy is in line with the Living Wage & national min wage. (FSG)	RS	31/1/22
4. Group members to provide feedback on Governance Handbook contents	All	14/2/22
5. Set date for next Chairs & Secretaries meeting	RS	28/2/22
<b>Risks identified</b>	<b>Level</b>	<b>Mitigations</b>



<p>Failure to develop and implement an environmental sustainability policy – reputational risk, Risk – no new people coming forward to replace chairs who are coming to the end of their term</p>	<p>Prob – 2 Impact – 2 Overall - 4</p>	<ul style="list-style-type: none"><li>• RS to attend UKA &amp; HCAF working group, and World Athletics workshop series.</li><li>• Board to consider establishing subgroup to oversee policy development and implementation.</li></ul>
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