



Purpose	Governance Sub-Group
Date/Time	2 nd June 2021
Attendees	Nicky Lewis, Tony John, Rob Sage, Tony Clements, James Williams, Michael Ewins, Rebecca David-Knight [Guest]
Apologies	Jess Hardy
Secretariat	Rob Sage

Key Points/Decisions

- The group welcomed Michael, and Rebecca and were supportive of the involvement of Welsh Athletics in working with RDK and Sport Wales to develop learning and networks around governance of sports bodies in Wales.
- The independent review report was highlighted by TC as being very positive, and the group agreed it should be made public for the membership to see. The group asked for an action plan linked to the recommendations to be published at the same time and for this to happen as soon as possible.
- The group discussed and agreed the job role descriptions for two board roles; NED HR & Legal, and NED Marketing & Comms. The group expressed desire to see the roles advertised as broadly as possible and for positive action in relation to diversity to be considered. It was agreed the adverts should be circulated to clubs.
- In relation to the secondment of an individual to support the Performance Sub Group over the next 12 months, the group asked for WA to ensure this was as transparent as possible and that another member of the board not on the PSG be involved in the process.
- The group agreed the new Withdrawal of Awards policy subject to minor wording changes, the most significant being the following:

“Any individual who falls into the following category could be deemed ineligible for a Welsh Athletics Award, or who could be considered to have their award annulled;”

“In writing” to be replaced with “communicate formally” with the following footnote: “This must be auditable but could be in hardcopy, email, video recording, or audio recording with proof of identity.”



Actions	Owner	Due Date
1. Circulate poll for date of next meeting – Preferred date 8th Sept. 5pm	RS	<i>Completed</i>
2. Circulate Conflict of Interest Declaration for group members to complete	RS	<i>Completed</i>
3. RS to meet with RDK to discuss and agree initial support plan	RS	18 th June 2021
4. Independent review report to be published on WA website alongside proposed response actions to recommendations.	RS	30 th June 2021
5. Governance Action Plan to be updated in line with points 3 & 4.	RS	30 th June 2021
6. Withdrawal of Awards policy – notice of motion to be proposed for amendment of byelaws to acknowledge the new policy.	JW	25 th September 2021
7. Group to consider mechanism for establishing an annual internal review of governance	JW	tbc
8. RS to ask for an update on progress against safeguarding review recommendations at next meeting from SJ/JW [see risks below].	RS	tbc
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