

# People & Culture Sub-Group Meeting Minutes

**4<sup>h</sup> April 2023** Meeting held remotely via video link

Present: Andrew Thomas, Eleanor Cartlidge, Lorna Kerr

1. Apologies: n/a
  
2. Papers circulated in advance:
  - 3.1 Employee Engagement Survey Form
  - 3.2 GLFW Self Assurance ACTION PLAN (XLS)
  - 3.3 Policy MATRIX
  - 3.4 Sport Wales Capability Framework
  - 3.5 Terms of Reference – Governance Sub Group

### 3. Declaration of Interest

None declared

### 4. Actions from previous meeting

Action	Status
Risk assessment of policies	Policies labelled as high/low risk
Employee engagement survey	Survey sent out and results can now be reviewed
Board appraisal	Board and chair appraisals sent out

### 5. Discussion items

#### 5.1. Programme of work, with reference to the Terms of Reference

- 5.1.1. *Keep under review the governance framework and all governance-related documentation to ensure they are fit for purpose – Articles and bylaws due to be reviewed at upcoming AGM. Agendas and Minutes circulated in advance of meetings*
- 5.1.2. *Monitor the Company's compliance with all governance-related legal, regulatory, and listing requirements – Companies House and HMRC kept up to date. Policy Matrix established as part of a future work plan.*

- 5.1.3. *Prepare recommendations to the Board and as necessary, to the full membership in order to fulfil specific objectives for governance – WA follow an AGM process to ensure 90/42 and 28 day notices with papers distributed in time*
- 5.1.4. *Monitor alignment of the governance structure and communication pathways with the Welsh Athletics strategic framework*
- 5.1.5. *Keep under review the effectiveness of corporate risk management and control arrangements and advise the Board as appropriate – Conflict of Interest possible process review. The company and financial risk register is regularly discussed at Board meetings*
- 5.1.6. *Monitor the implementation of agreed governance reviews/audits/self-assurance-based recommendations- Sports Wales Capability Framework and GLFW Action plan.*

## **5.2. Future work plan**

- 5.2.1. The group decided to hold 4 meetings a year in each quarter
- 5.2.2. GFLW Action Plan – the group want to develop good to great
- 5.2.3. Policy Matrix – Review policy dates, establish direction to improve
- 5.2.4. Culture and engagement – the group want to use indicators and measures to establish actions to improve. The Staff Engagement Survey has been distributed by EC with actions to follow. Talks to join Sports Governance Academy which tackles wellness & wellbeing, safeguarding & welfare, organisational culture, diversity and inclusivity and environmental sustainability. The group also recognised the improvements suggested by Q5 as an external perspective and align with the strategy review which is mid-cycle.
- 5.2.5. People and Performance – the group will develop a feedback & response plan to the Staff Engagement Survey with effective line management meetings/appraisals and capacity challenges being addressed.

## **6. AOB**

n/a

## **7. Date of Next Meeting**

20<sup>th</sup> November 2023