

Governance Sub-Group Meeting Minutes

17th April 2023 Meeting held remotely via video link

Present: Andrew Thomas, Eleanor Cartlidge, Tony John, Michael Iwins

1. **Apologies:**
2. **Papers circulated in advance:**
 - Government and Leadership Framework for Wales: Building on Success
 - Welsh Athletics Schedule of Policies and Review Dates
 - Agenda
 - Sports Wales Capability Framework
 - GLFW Self Assurance action plan
3. **Declaration of Interest**

None declared

4. Discussion items

4.1. Recap of previous meetings

TJ and MI recapped on the benefits of past meetings (documents sent round prior, dates for the whole year were agreed in advance and opinions were welcomed). The drawbacks were spoken about including the group meeting infrequently and topics being dropped.

4.2. Sub-group re-name

AT asked the group how they felt about renaming the subgroup from 'Governance' to 'People and Culture'.

Decision – the group decided it would be beneficial to rename the sub-group to make the purpose more understandable.

4.3. AGM

The AGM was discussed with dates and times recommended by MI and TJ to accommodate attendees' personal circumstances and calendar clashes. Having a time limit on the meeting was also recommended being that the meeting is for decisions more so than proposals.

4.4. Policy reviews

The group discussed policies, with a risk matrix or assessment recommended by TJ to decide which policies are needing to be reviewed first and at what frequency they need to be reviewed.

4.5. Performance Management

The pay and reward policy was brought up with ideas on performance management being conducted differently by department if it would benefit the types of employees. TJ highlighted importance of reward and having a structure to the rewards system.

4.6. Workforce Planning

The group spoke about succession planning for staff turnover levels as well as looking at length of service data for staff, board and committees. The Group spoke about the diversity of the board as well as the options for board recruitment in the future to increase EDI.

The group think EDI and P&C Sub-groups could benefit from working together.

TJ recommended a focus on business risk assessment.

4.7. How the group will work going ahead

The group discussed the ways in which the group could work in the future. The group think 3-4 actions at a time would be the best way to approach with progress against the action plans being the focus of each meeting.

5. AOB

n/a

6. Actions

Action	Owner	Status
Risk assessment of policies	TJ, EC	
Workforce planning		
Performance reward		

7. Date of Next Meeting