

Governance and Risk Committee Meeting

12th August 2021

Published version of minutes



In Attendance

Chair: Simon Griew (SG)

Board: Sandra Deaton (SD), Ritchie Venner (RV), Sara Sutcliffe (SS), Emma Vickers (EV), Priya Samuel (PS)

Apologies: Kwadjo Adjepong (KA)

Staff: Jo Keay-Blyth (JKB)

Minutes: Victoria Wiegleb (VW)

Agenda Item	Discussion	Decision/ Action	Who	When
1	<p>Welcome and apologies</p> <p>SG welcomed everyone to the meeting and gave apologies for KA.</p>			
2	<p>Minutes and Actions from Previous Meeting 6th May 2021</p> <p>SG raised a point of accuracy in the minutes. He had queried whether the BoA has vires over a Board Disciplinary Process. The wording is to be changed.</p> <p>The Governance & Risk Committee agreed the minutes from the 6th May 21 and were taken as a true and accurate record.</p>	<p>Action: Amend wording in the last minutes</p> <p>Decision: Gov & Risk agreed the minutes from 6th May 2021</p>	<p>VW</p> <p>JKB</p>	

	<p>SD provided an update on the ETTU Sports Radar Agreement and advised the ETTU Executive Board have received a presentation. The ITTF have signed a full premier agreement with Sports Radar. It is unknown if or how member associations may be able to benefit.</p> <p>It was agreed to develop the criteria under which an appeal from a Board Disciplinary process would go to the Board of Appeal (BOA). JKB to circulate the advice from the Chair of BOA and G & R members to feedback.</p>	<p>Action: Process for Board of Appeal & circulate the advice</p>	<p>JKB</p>	
<p>3</p>	<p>Complaints / Disciplinary / GDPR & FOI / Integrity / Safeguarding [for reasons of confidentiality this section is redacted]</p> <p>Complaints</p> <p>The complaints log was reviewed.</p> <p>GDPR & FOI – there are no current open cases</p> <p>Disciplinary</p> <p>The disciplinary log was reviewed and further verbal updates given.</p> <p>Integrity</p> <p>The integrity log was reviewed and further verbal updates given.</p> <p>Safeguarding</p> <p>The safeguarding case log was reviewed and verbal updates given.</p> <p>Safeguarding Committee</p> <p>Following through from an action at the last Board meeting, the GRC discussed whether or not it was felt that a separate safeguarding committee (separate from the Case Management Group) was required. After discussion it was agreed that a formal committee was not required but that a cross department practice group should meet periodically to ensure process and policies were being updated and disseminated and that education</p>			

	<p>modules were up to date and to feed into the risk register as appropriate. For example, there was another discussion about the current requirement for Premier Clubs to have at least one licensed coach and should this be at all time or just one for the club. These policy discussions need to be linked throughout the organisation.</p> <p>Succession plan for Board safeguarding ‘champion’ needed for TP.</p> <p>SS advised the Whyte Review into safeguarding practices at British Gymnastics is due in the autumn and that there may be sector-wide implications for NGBs.</p>	<p>Decision: Safeguarding cross departmental group to be more structure.</p>		
4	<p>Risk Register Review</p> <p>JKB provided update and advised SLT had a good in-depth meeting on the risk register.</p> <p>Discounts / Renewals were added on line 9 as it is potentially a financial risk. Current membership renewal and discount figures were provided. Finance Committee receiving regular updates too.</p> <p>SG asked for the entries in the table to be looked at, as a few were out of kilter with the scores in the detailed risk entries.</p>	<p>Action: Update summary sheet on RR</p>		
5	<p>AGM process debrief and considerations going forward</p> <p>JKB and VW were thanked for all their hard work on the organisation of the AGM in difficult circumstances. JKB provided feedback on the virtual AGM 2021 and Mi-Voice voting system.</p> <p>RV advised that he had heard that some leagues weren’t able vote, mainly due to their own IT skills. JKB advised that two training sessions were provided and that no direct feedback had been received from anyone to say they couldn’t vote. JKB asked RV to send her the details of who did have problems so we can investigate their specific information and go back to them.</p> <p>SD highlighted that Rules Committee had submitted a lot of the propositions via Board and so going forward we need to involve Rules Committee at the AGM itself to explain their proposals</p>	<p>Action: RV provide information on voting issues so it can be followed up</p>		

	<p>JKB stated that a template is going to be produced to provide consistent in terms of the length of rationale and also work with Rules Committee and Standing Orders Committee again on how best to manage amendments and differing propositions on the same subject matter.</p> <p>JKB/SS to produce a paper for Board meeting on next steps re 2021 propositions and also any lessons learnt.</p>	<p>Action: Template to be drawn up</p> <p>Actions: AGM paper to Board</p>		
6	<p>Terms of Reference Approval</p> <ul style="list-style-type: none"> a. Safeguarding - Case Management Group b. Network c. MAG d. Disciplinary e. NJL/NCL f. ELC g. Standing Orders <p>All Committee TOR are now on the same approved template with approved process. They will include dates/issue number for version control.</p> <p>It was noted that there is a vacancy on Standing Orders committee which needs to be advertised.</p> <p>SG asked the Committee for any questions / concerns about any of the TOR before approving.</p> <p>EV asked if Vulnerable Adults are provided for on the Safeguarding CMG – JKB advised this isn't specifically listed but is on the guidance pack on the website and is covered.</p> <p>SG asked for clarification on the tenure differences – JKB advised Standing Orders is 3 years as this is the current format, but maximum throughout should be 12 years.</p> <p>SG asked for confirmation that MAG had been involved in drafting their ToR. Confirmed.</p> <p>The Gov & Risk Committee were in full agreement with all the Committee TOR which will be published.</p>	<p>Decision: G&R approved all TORs unanimously</p>		

7	<p>Articles Review</p> <p>JKB advised that following the AGM Rules Committee update the articles to reflect changes approved and these will be submitted to Companies House and updated on the website.</p> <p>SS advised the articles are not in a modern format and the solicitors have advised that they should be transferred wholesale into a better format and updated in terms of gender neutrality etc. Timing of when to undertake this task needs consideration as the updated ones would need to be adopted at a General Meeting.</p>	<p>Action: Proposal for review of articles</p>		
8	<p>AOB</p> <p>A brief discussion on how best to ensure alignment and streamlining the work of GRC and Rules Committee took place and needs further consideration.</p>			