



Governance Review Committee Meeting Monday 26th October at 7pm via Microsoft Teams

Minutes

Present: Chair: Ian M. Greenstock (Chair), Jo Bull, Kieran Carr, Julie Gee, Phil Hill, Gavin Jolley, Andy Mayes, Birgit Meldal. Mac McDonald, Roger Pawley, David Rudderham, Chris Williamson.
Plus independent member: Joe Greenstock

1. Apologies for absence: Nather Al-Khatib

2. Matters arising from previous meeting:

There were no matters arising and it was noted this is a fresh committee with a new remit.

3. Category representative elections:

- i. Category representative elections are due to take place at the end of this season. It was hoped that current representatives would continue to stand and that the vacant positions would be filled. It was agreed that the correct process needed to be determined and that the process may need to start early 2021. JB to send the articles of the association to the committee via email for members to review and consider if any article changes are required ahead of the elections. Any suggested changes to be discussed at the next meeting on 14th December. **ACTION JB.**
- ii. Roger Pawley stated that any individuals that had previously applied for positions should be informed that elections would be held in spring. **ACTION JB.**
- iii. Written roles and responsibilities for council members would be provided ahead of the new elections. **ACTION JB.**

4. Members charter:

- i. A charter outlining what council members can expect from the office and vice versa was discussed. JB would draft the charter as per the suggestions and circulate to the committee via email for agreement. This would then be taken to the council meeting on 7th December for ratification. **ACTION JB.**
- ii. Ways to improve support for new council members was discussed. It was agreed that a formal induction process and buddy system would be useful for new members. A social event was also suggested to help people get to know each other. JB would send the list of committees with full names to the committee. **ACTION JB.**

5. Code of Governance

- i. Overview: JB outlined what the Code of Governance document was and its purpose.
- ii. Self-assessment: The self-assessment sheet was shared on screen. PH explained this was completed by PH JB and RP as the chair at the time. Items marked 3 were deemed that we already met. Items marked two were areas that we might consider.



Some areas were marked as one as it was felt these would not be of benefit to the association. AM asked if there were any essential points that needed addressing and if there was a risk register. PH answered that the risk register is reviewed at each board meeting. CW suggested the self-assessment could be reviewed annually. PH, JB and IG would meet to add a rationale for the items marked one and two. This would then be shared with the committee for their consideration to determine the priorities. **ACTION: JB/PH/IG.**

- iii. Priority areas: Members to review the self-assessment, once this has been shared with the commentary, and respond with which items currently marked as a two should be prioritised in their opinion. **ACTION ALL.**

6. **Any other business:** None

Date of next meeting: 14th December 2020

Joanne Bull
Chief Executive