

Esports Wales

Publication & Transparency Policy

Status: Board approved governance policy

Applies to: Board of Directors, Officers, Committees, Secretariat

Owner: Board of Directors

Review cycle: Annual

Next review due: 12 months from adoption

1. Purpose

1.1 This policy sets out how **Esports Wales CIC** (“the Company”) ensures **openness, transparency, and accountability** in its governance, decision-making, and use of resources.

1.2 It exists to:

- build trust with members, participants, partners, funders, and the public
 - demonstrate good governance and ethical leadership
 - comply with legal, regulatory, and funding expectations
 - provide clarity on what information is published, how, and when
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2. Principles of Transparency

2.1 The Company is committed to being:

- open where possible
- transparent where appropriate
- accountable for decisions and actions

Policy Number: P0114
Version Number: 001



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2.2 Transparency shall be balanced with:

- confidentiality obligations
 - safeguarding responsibilities
 - data protection requirements
 - commercial sensitivity
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3. Scope

3.1 This policy applies to:

- governance documents
- Board and committee decisions
- organisational reporting
- public communications relating to governance

3.2 It does not override:

- statutory confidentiality requirements
 - safeguarding or disciplinary processes
 - legal privilege
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4. Information to Be Published

4.1 Governance Documents

The Company shall make publicly available, where appropriate:

- Articles of Association
- Board and committee structures
- key governance policies

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- Codes of Conduct
 - safeguarding policy statement
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4.2 Board & Governance Information

The Company shall publish:

- names of Directors and senior officers
 - Board roles and responsibilities
 - committee structures and remits
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4.3 Reporting & Accountability

The Company shall publish or make available:

- annual reports or summaries of activity
 - audited accounts (where required)
 - high-level governance updates
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5. Decision Transparency

5.1 The Company shall ensure that:

- decisions are properly recorded
- decision-making processes are clear
- authority for decisions is understood

5.2 Board and committee minutes shall:

- be maintained accurately
- record key decisions and actions

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- be shared internally and externally where appropriate

5.3 Confidential or sensitive information may be redacted.

6. Member Transparency

6.1 Members shall be provided with:

- timely notice of General Meetings
- access to agendas and relevant papers
- information necessary to exercise their rights

6.2 Members shall be informed of:

- significant governance changes
 - major strategic decisions
 - matters affecting membership rights
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7. Financial Transparency

7.1 The Company is committed to responsible financial transparency.

7.2 Financial information shall be:

- accurate and timely
- compliant with statutory requirements
- presented clearly to Members and stakeholders

7.3 Detailed financial information shall be shared:

- with Members where appropriate
 - with funders and regulators as required
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8. Conflicts, Gifts & Interests Transparency

8.1 The Company shall maintain:

- a Register of Interests
- a Gifts & Hospitality Register

8.2 High-level information from these registers may be:

- summarised
 - published where appropriate
 - inspected in accordance with governance requirements
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9. Confidentiality & Redaction

9.1 The Company shall protect:

- personal data
- safeguarding information
- disciplinary matters
- commercially sensitive information

9.2 Information may be withheld or redacted where publication would:

- breach data protection law
 - endanger individuals
 - compromise legal proceedings
 - undermine the Company's interests
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10. Communication Channels

10.1 Published information may be shared via:

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- the Company website
- official reports and publications
- direct communication to Members
- regulatory or funder reporting

10.2 Only authorised individuals may publish official governance information.

11. Requests for Information

11.1 Reasonable requests for governance information shall be considered in good faith.

11.2 Requests may be refused where:

- information is confidential or protected
- the request is vexatious or unreasonable
- disclosure would cause harm

11.3 Responses shall comply with data protection and legal obligations.

12. Roles & Responsibilities

12.1 Board of Directors

- sets transparency expectations
- approves publication policies

12.2 Chair & Secretary

- ensure governance information is accurate and timely
- oversee publication of Board information

12.3 Officers & Staff

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- support implementation of this policy
 - escalate concerns regarding transparency
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13. Breach of the Policy

13.1 Failure to comply with this policy may result in:

- corrective action
 - withdrawal of delegated authority
 - disciplinary or governance action
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14. Review & Monitoring

14.1 This policy shall be reviewed:

- annually
- following governance, regulatory, or funding changes

14.2 The Board shall periodically review whether transparency arrangements remain:


- proportionate
 - effective
 - appropriate to organisational maturity
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15. Adoption

15.1 This Publication & Transparency Policy was approved by the Board of Directors of **Esports Wales CIC**.



Date approved: ___02/03/2026___

Signed (Chair): ___  ___

