

Esports Wales

Records Management & Minute Taking Policy

Status: Board approved governance policy

Applies to: Board of Directors, Committees, Officers, Employees, Volunteers

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”) creates, manages, stores, retains, and disposes of its records, including the accurate recording of meetings and decisions.

1.2 It exists to:

- ensure good governance, accountability, and transparency
- provide an accurate corporate memory
- support effective decision making and compliance
- meet legal, regulatory, and funding requirements
- protect the Company, its Directors, and Members

2. Scope

2.1 This policy applies to all records created or held by the Company, including:

Policy Number: P0117
Version Number: 001



Esports Wales CIC: 12372413

- Board and committee papers and minutes
- General Meeting records
- governance, financial, and policy documents
- correspondence and key decisions

2.2 It applies regardless of format, including:

- electronic records
 - paper records
 - audio or digital meeting records (where used)
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3. Principles of Records Management

3.1 Records shall be:

- accurate and reliable
- complete and authentic
- stored securely
- accessible to authorised users
- retained only for as long as necessary

3.2 Records management shall support:

- transparency
- confidentiality
- data protection
- safeguarding obligations



4. Responsibility for Records

4.1 The Board of Directors retains overall responsibility for records management.

4.2 The Secretary is responsible for:

- ensuring accurate governance records are maintained
- overseeing minute taking and record retention

4.3 Committee Chairs are responsible for:

- ensuring committee records are accurate and timely

4.4 All Individuals creating records on behalf of the Company have a responsibility to:

- follow this policy
 - handle records appropriately
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5. Minute Taking

5.1 Purpose of Minutes

Minutes are the formal legal record of:

- meetings held
- decisions taken
- actions agreed

They are not a verbatim transcript.



5.2 Meetings Covered

Minutes shall be taken for:

- Board meetings
 - Board committee meetings
 - Annual and Extraordinary General Meetings
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5.3 Content of Minutes

Minutes shall record:

- date, time, and location of the meeting
- attendance and apologies
- declarations of conflicts of interest
- decisions taken and resolutions approved
- actions agreed and responsible persons

Minutes shall not normally include:

- verbatim discussion
 - personal opinions
 - confidential or sensitive detail beyond what is required
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5.4 Approval of Minutes

5.4.1 Draft minutes shall be circulated promptly after meetings.

5.4.2 Minutes shall be approved:



- at the next meeting, or
- by written confirmation where appropriate

5.4.3 Once approved, minutes become the official record.

6. Record Creation & Control

6.1 Records shall be:

- clearly titled and dated
- Version controlled where applicable

6.2 Final approved documents shall be:

- clearly identified
 - stored in the designated record system
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7. Storage & Security

7.1 Records shall be stored securely to:

- prevent unauthorised access
- protect confidentiality
- prevent loss or damage

7.2 Access shall be:

- Role based
- limited to authorised individuals

7.3 Electronic records shall be backed up appropriately.



8. Retention & Disposal

8.1 Records shall be retained only for as long as necessary to:

- meet legal and regulatory requirements
- support governance and accountability

8.2 Key governance records (including Articles, minutes, and resolutions) shall be retained permanently or for the minimum statutory period.

8.3 When records reach the end of their retention period, they shall be:

- securely destroyed
 - disposed of in a confidential manner
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9. Confidentiality & Data Protection

9.1 Records containing:

- personal data
- safeguarding information
- disciplinary or whistleblowing material

shall be handled with particular care.

9.2 All records shall be managed in accordance with:

- data protection legislation
 - safeguarding policies
 - confidentiality obligations
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10. Access & Transparency

10.1 Access to records shall be provided:

- to Members where required by the Articles
- to regulators, auditors, or funders where required
- in line with the Publication & Transparency Policy

10.2 Sensitive information may be redacted where appropriate.

11. Use of Records in Disputes or Investigations

11.1 Records may be used to:

- evidence decisions and compliance
- support investigations, complaints, or appeals

11.2 Records must not be altered or destroyed where:

- they may be required for an investigation
 - legal proceedings are ongoing or anticipated
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12. Training & Awareness

12.1 Those responsible for minute-taking or record-keeping shall:

- receive appropriate guidance
- understand governance and legal requirements

12.2 Good record-keeping is a core governance responsibility.



13. Breach of the Policy

13.1 Failure to comply with this policy may result in:

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


14.1 This policy shall be reviewed:

- annually
 - following governance, legal, or regulatory change
 - following any significant records management failure
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15. Adoption

15.1 This Records Management & Minute Taking Policy was approved by the Board of Directors of Esports Wales CIC.

Date approved: _____02/03/2026_____

Signed (Chair): __________

