

Minutes: Triathlon England Management Board (TEMB)

Venue: BTF Offices, Michael Pearson East, Loughborough, LE11 3QF

Time: 9.30 - 12.30

Date: Saturday 27th July 2019

Present: Bill James, Chair (BJ), Debbie Clarke (DC), Kevin Currell (KC), Jamie Gordon (JG), Duncan Hough (DH), Halima Khan (phone) (HK), Sally Lockyer (SL), Louise McFadzean (LM), Tracey Sample (TS), Sarah Taylor-Hough (STH), Avi Tillu (phone) (AT).

Apologies: None.

BTF staff in attendance: Anne Vinestock (AV) Natalie Justice-Dearn (NJD) (in part), Andy Salmon (AS).

	Agenda Items	Responsible	Date action by
1	<p>Apologies for absence and declarations of interest</p> <p>BJ opened the meeting by welcoming everyone.</p> <p>No new conflicts of interest were declared.</p>		
2	<p>Minutes of last meeting and matters arising</p> <p>2.1 To approve minutes of meetings held on 11 May</p> <p>The minutes were approved.</p> <p>2.2 Action List</p> <p>The action list had been previously distributed and was noted.</p> <p>2.3 Other Matter Arising</p> <p>None.</p>		

3	<p>Chair report</p> <p>In addition to the previously distributed report, BJ updated on a meeting BJ and AS had attended with Sport England. The meeting was initially intended to discuss the learning arising from the financial challenges of 2018/19 but quickly moved to more positive aspects including but not limited to GO TRI and Governance.</p> <p>He suggested that the meeting focused on key strategic issues.</p> <p>BJ noted that AS & NJD were working on a submission to Sport England for the 4th year investment into Mass Market activity.</p>	AS & NJD	
4	<p>CEO update</p> <p>The CEO update had been previously distributed and was noted.</p>		
5	<p>TE Council update</p> <p>JG advised that the offer of £1,000 IRC grant had been very positively received. NJD clarified that the offer was for up to £1,000.</p> <p>The spreadsheet application for Regional Grants could do with being simplified to make completion more straightforward. It was noted that RM's would be available to support regional committee's with completion.</p> <p>Regions were very disappointed that RM objectives had not been disseminated. It was agreed that the performance of regional activity must be tracked.</p> <p>BJ expressed his gratitude to Council.</p>	<p>NJD</p> <p>NJD</p>	

6	<p>Finance</p> <p>6.1 To review audited accounts prior to BTF Board approval</p> <p>The audited accounts had been previously distributed. The Board congratulated AV on achieving as clean audit and recommended the accounts to the BTF Board without any suggested changes.</p> <p>6.2 Management Accounts</p> <p>A headline report and narrative had been previously distributed. AV provided a verbal overview and the details were noted.</p> <p>Whilst it was noted that the forecast was adverse to budget, it was also noted that longer term trends were all positive. It was agreed that an outcome no worse than an annual loss producing a year-end reserve position equal to the contingency level stated in the reserves policy should be the target.</p> <p>The Executive team were tasked with identifying revenue growth as a priority and directed to only consider cost reductions if absolutely necessary to meet the target.</p> <p>The Board expressed its frustration at the lack of focus on membership activity during the summer period.</p> <p>6.3 To approve Insurance Provider</p> <p>A proposal had been previously distributed and was approved, subject to confirmation that there would be no Long-Term Agreement (LTA).</p> <p>AV was asked to clarify whether commuting was covered and to share claims history.</p>	<p>AV</p> <p>AS</p> <p>AV</p> <p>AV</p>	
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	<p>6.4 Banking proposal</p> <p>A paper had been previously distributed and was approved.</p>		
7	<p>Scorecard</p> <p>The Scorecard had been previously distributed and was noted.</p> <p>It was agreed that headline detail for each objective would be helpful.</p>	AS	
8	<p>Major Events</p> <p>8.1 2019 position</p> <p>An evaluation summary and objective trackers had been previously distributed.</p> <p>The Board extended its appreciation to the executive team on two very successful events, especially noting the extreme weather conditions.</p> <p>8.3 2021 and beyond</p> <p>AS advised that UK Sport required sight of a 4-year Major Event Strategy, prior to considering investment beyond 2020. This was in progress and will be brought to BTF and TE Boards in due course.</p> <p>8.4 Event Organiser Strategy</p> <p>A draft strategy had been previously distributed and was approved.</p>	<p>BC/AS</p> <p>AS</p>	

9	<p>Governance</p> <p>9.1 2019 AGM</p> <p>Details had been previously distributed and were noted.</p> <p>9.2 Amendments to TE Regulations</p> <p>A marked-up version of the regulations had been previously distributed. The following additional changes were agreed:</p> <ul style="list-style-type: none"> • Clause 19: Clarify wording to articulate that a President can serve two terms of two years. • Clause 39: amend so that the board may consist of up to 12 directors. <p>It was also agreed that the President’s correct title is ‘President of the TE Council’.</p> <p>9.3 Amendments to TE Terms of Reference for Nominations Committee</p> <p>A marked-up version of the Terms of reference had been previously distributed. The changes were required in order to be compliant with the Governance Code. The changes were approved.</p> <p>9.4 Whistleblowing Policy</p> <p>An updated policy had been previously distributed and was approved.</p> <p>9.5 Safeguarding Adults at Risk Policy</p> <p>An updated policy had been previously distributed and was approved.</p>	AS	
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	<p>9.6 Risk Register</p> <p>Under the guidance of the Audit, Risk and Governance Committee, a revised Risk register had been developed and previously distributed. Board members were asked to provide feedback ahead of the next meeting.</p> <p>9.7 UK Sport and Sport England Independent Review</p> <p>AS confirmed that BTF/TE will be subject to an independent review of governance and finance as part of a quadrennial review of all NGB's.</p> <p>9.8 TEMB Effectiveness</p> <p>LM requested all Board members to complete the previously distributed paperwork and return to LM.</p>	All	
10	<p>Sub-Committees</p> <p>10.1 Committees matrix</p> <p>A draft document had been previously distributed, and it was noted that this would be a fluid document.</p> <p>10.2 Committees</p> <p>A paper outlining Home Nation and BTF Committees had been previously distributed. AS advised that TS and WT CEO's had been involved with scoping the paper.</p> <p>The paper was approved.</p>	AS	

	<p>10.3 Commonwealth Games Working Group</p> <p>It was proposed that a working group be established to support the delivery of successful events in Birmingham in 2022 and the development of a Triathlon Legacy. This was agreed and DH was invited to Chair the group.</p>	DH	
11	<p>Membership</p> <p>SL provided a verbal update. It was noted that a Volvo Affinity programme was planned for September.</p> <p>A proposal to increase the cost of day-membership was approved and it was agreed that the cost must be reviewed annually.</p>		
12	<p>Club Affiliation Proposal</p> <p>A proposal had been previously distributed and was approved.</p>		
13.	<p>Triathlon Trust</p> <p>13.1 Shared Purpose</p> <p>A paper outlining a shared purpose for BTF, the 3 Home Nations and the Trust had been previously distributed and was approved.</p> <p>13.2 Governance</p> <p>Debbie Clarke will join the Triathlon Trust Board of Trustees and represent TE.</p> <p>13.3 HN's and Regions</p>		

	It was recognised that the development of a shared purpose provided an excellent opportunity for Home Nations and TE Regions to work collaboratively with the Trust.		
14.	<p>AOB</p> <p>HK: Diversity & Inclusion Committee is now populated and functional. AS to ask whether TS and WT wish to form a BTF Committee.</p> <p>LM: Congratulated Executive Team on the quality of the Board papers.</p> <p>BJ: Acknowledged that the executive team were slightly under-resourced currently and encouraged AS to seek support from Board members as and when needed.</p> <p>BJ: Offered best wishes to NJD and thanked her for her hard work over past 4 years.</p>	AS	
15.	<p>Date and time of next meeting</p> <p>Saturday 21st September, time TBC.</p>		