



Minutes of the Management Board meeting

Saturday 17th November 2012 at 11am

The Spifire Suite, Holiday Inn Birmingham Airport, Coventry Road, Birmingham, B26 3QW

Present: Jem Lawson (JL), Lawrence Green (LG), James Barton (JB), Richard Taylor (RT), Jane Wild (JW), Duncan Hough (DH), Dave Rigby (DR), John Petrides (JP)

Apologies: None

In attendance: Mark Barfield (MB), Morgan Williams (MW), Gareth Hall (GH), Sue Plowright (SP) minutes.

Item	Minutes	Owner and Due Date ¹
1	<p>Chair's welcome and introductory comments</p> <p>JL welcomed and thanked everyone for their attendance.</p> <p>Statement of declaration</p> <p>None</p> <p>Apologies</p> <p>None</p> <p>JL mentioned the directors' appointments and that the new board would be in place by the 26th January 2013. He reminded the board that the membership section would be the first to be reviewed in the strategy document at the January meeting.</p> <p>He said that the budget time tables had now been drafted and that there would be a budget workshop on the 26th January 2013. Draft budgets will be circulated to the board and Council to review on the 23rd January 2013.</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 12).

	<p>LG asked if the Council could see both the budget and business plan at the same time and then they could both be approved and this was agreed.</p>	
<p>2</p>	<p>Annual Report</p> <p>MB distributed the Annual Report for all to see and comment on.</p> <p>Following a telephone meeting in January concerning the method of funding for British Triathlon changing to a levy on the day licence following event registration income being recognised as English, JL suggested he ask a question at the BTF AGM. The question was to ensure that there were proportional contributions from each home nation to the funding of British Triathlon. It was pointed out that under the proposal only Wales and England would contribute. The board supported the asking of this question.</p>	
<p>3</p>	<p>Operational matters</p> <p>Risk register</p> <p>JL thanked MW for all his work on the risk register and he explained that Triathlon England now has a tab on the British Triathlon risk register and that the discussion of risk register will become a regular item on Triathlon England Management Boards agendas.</p> <p>MW commented that it needs to be part of our culture throughout all levels and that the management needs to be filtering down to all their teams.</p> <p>MB said that the risk register would be circulated with the papers for the meetings with suggested amendments to be ratified at the meeting.</p> <p>LG expressed the concern that RAG was not sufficient and therefore suggested we consider using a 1-5 rating instead, this was supported.</p> <p>Event registration traffic light system</p> <p>DH said there was a proposal from the events team to have a traffic light system in place to indicate the stage an event is at and give greater information to our members. The TEMB approved the proposal but also agreed that the board and senior management communication of this matter should have been much better managed by the events team prior to public communication.</p>	<p>Action MB</p> <p>Action MW</p>

<p>4</p>	<p>Complaints/disciplinary policy</p> <p>JL referred to the document and said that it had originally been adapted from the FA via British Cycling. He asked that the board look over the document and comment if needed.</p> <p>LG said it states in the document that MB must be notified first of any failure to comply and he said that this would discourage people, and maybe this needs changing as things could be dealt with at club level first.</p> <p>MB commented that it is difficult to specify at what stage a complaint needs escalating.</p> <p>JL mentioned that the document may need rewording to say after the club has dealt with the complaint and if still not rectified then it needs to be escalated to MB.</p> <p>LG volunteered to draft a possible solution and MB, the disciplinary officer, would work with a panel to be constituted depending where geographically the complaint is.</p>	<p>Action LG</p>
<p>5</p>	<p>New reporting: KPI suite</p> <p>JB referred to the spread sheet circulated and explained that the idea was to improve the focus on the operational side of Triathlon England during board meetings.</p> <p>MB said that it was still in its infancy and would like feedback from the TEMB.</p> <p>RT asked to see previous year-to-date included within the spread sheet, MB said he would arrange this.</p>	<p>Action MB</p>
<p>6</p>	<p>Young person's offer</p> <p>MB informed all that he will be collating all the information and that a telephone call is arranged for next week during which he wants to review the information we have. He said he would like to bring options to the next TEMB meeting and wants to run through everything with the regions, Sport England, independent parties etc.</p>	
<p>7</p>	<p>Any other business</p> <p>JL said it was a pleasure to have such committed people to work with and thanked everyone who had played a part during the term of the current TEMB.</p>	

