



**Venue:** British Triathlon Office and Online via zoom conference call.

**Time:** 15:00 – 18:00

**Present:** Debbie Clarke (DEC) – Chair, Andy Salmon (AS), Craig Pollard (CP), Halima Khan (HK), Jamie Gordon (JG), Karen Rothery (KR), Kevin Currell (KC), Lesley Hobley (LH), Neil Cooper (NC), Steve Watmough (SW).

**Apologies:** Richard Mostyn-Jones (RMJ).

**In attendance:** Anne Vinestock (AV), Dione Hartley (DH), Helen Marney (HM), Nikki Phillips (NP).

<b>Agenda Items</b>	<b>Responsible</b>	<b>Date action by</b>
<p><b>1. INTRODUCTION</b></p> <p>DEC welcomed everyone to the meeting and confirmed the meeting was quorate.</p> <p>An overview of the agenda was provided.</p> <p><b>1.1 Apologies for absence</b></p> <p>Richard Mostyn-Jones (RMJ) sent his apologies in advance of the meeting.</p> <p><b>1.2 Conflicts of Interests &amp; Register of Gifts &amp; Hospitality</b></p> <p>AS advised that his wife, Jude Salmon, had taken up a role as Head of Participation at Triathlon Scotland. It was confirmed that measures are in place to mitigate any risk of conflict until the end of AS notice period.</p> <p><b>1.3 To approve minutes of meeting held on 30 September 2023.</b></p> <p>The minutes were approved as an accurate record.</p> <p><b>1.4 Action List</b></p> <p>The Action List was reviewed and updated accordingly.</p> <p><b>1.5 Other matters arising</b></p> <p>Thanks were given to Claire Jenkinson for her time on the Board as she has now stepped down from her role.</p>		



It was noted that recruitment for her replacement would commence in the New Year and that recruitment for the replacement of Tracey Samples' role was underway.

## **2. REVIEW OF FINANCIAL FORECAST**

### **2.1 Outcome from Exec Team thorough analysis of FY24 Forecast and 2 Year Plan**

Thanks were given to AV and the Executive team for the extensive work undertaken in producing the FY24 forecast and 2-year plan which was circulated to the Board prior to the meeting.

A detailed overview of the report was provided by LH.

Flat public sector funding was identified as a major issue as due to the effect of inflation this equates to a reduction in real terms between 20% and 25% over a funding cycle.

A discussion and update regarding the new Race Pass took place.

The Board agreed that in relation to the Race Pass the process needs to be fair, open and transparent.

An update was provided regarding the Commonwealth Games, and the 2-year Plan assumes that there will be no games in 2026. It was noted that Sport England had confirmed if the games were to go ahead there would be funding available which the NGB's could apply for.

A conversation took place around the Triathlon England Reserve's and what level would be deemed acceptable to retain.

It was noted that within the forecast no allowances had been made for any investment in the Digital Transformation project and it was confirmed that there would be further meetings and budgets regarding this in the future.

Following discussion, the Board confirmed they were comfortable with the forecast and information provided and that the outputs can inform the FY25 budget process.

### **2.2 Strategic Implications / Options**

A paper was circulated to the Board prior to the meeting.

This included an overview of the options (levers) that had been identified by the Executive team in which they could utilise in order to:

- Make provision for exceptional investment in technology and/or:





<p>An overview of the work currently being undertaken by the team to ensure that the IT and technology infrastructure is cyber secure, GDPR compliant and fit for purpose was provided to the Board.</p> <p>It was confirmed that Cyber Essential Plus had been achieved for 12 months but only for the Super Series website and that there was a need to strive for this across all of the sites.</p> <p>It was noted that the team have a clear plan and are currently working through the list of actions raised during the recent GDPR compliance review with the DPO officer in order to mitigate risks and that this will form part of the business plan as current technology systems are not fit for purpose to become GDPR compliant.</p> <p>The increasing risk of a cyber-attack through “Phishing” emails was discussed and the importance of ensuring that staff are fully aware and receive training in this area was identified.</p> <p>The Board was asked to send through any free resources that they may have on this subject which could be shared with the staff.</p> <p>The need for continual investment in technology for the future was identified.</p> <p>A copy of the updated slide deck that was shared during the meeting is to be circulated to all Board members.</p> <p>The Board agreed to an exceptional Board meeting to be held in January 2024 in order for the business case including costs and key findings to be reviewed and considered for approval.</p> <p>DEC asked for any questions that the Board members may have regarding the Digital Transformation be shared prior to January so that she can liaise with the team ahead of this.</p>	<p><b>NP</b></p>	
<p><b>4. GOVERNANCE</b></p> <p><b>4.1 Role of TE Council</b></p> <p>It was confirmed that the TE Council were due to meet on 2 December to discuss the role and the strategic direction of the Council going forward.</p> <p>The Board were asked to consider what it felt the role and purpose of the Council should be. It was noted that by having a clear purpose and direction this would hopefully encourage clubs to have more representatives on the Regional Councils.</p>		



<p>It was identified that currently there was inequality in the level of Reserves held across each of the regions and that this is something that needs to be addressed.</p> <p>Discussion led to a query regarding the legal status of Regions and whether the cash held by each of the regions should be included within the BTF/TE Accounts. It was agreed that this would be looked into.</p> <p>DEC asked that if Board members could forward any questions regarding the Council on to her following the meeting.</p> <p>Following discussion, it was concluded that the Board were all in full support of the Council.</p>	<p><b>AV/KF</b></p>	
<p><b>5. CLOSE</b></p> <p><b>5.1 AOB</b></p> <p><b>Tough Runner / Run Afan</b></p> <p>An update was provided following the decision that the Home Nations in support of British Triathlon would no longer be permitting events by this Event Organiser.</p> <p>It was confirmed that the organisation was in arrears with the Home Nations and various Triathlon suppliers.</p> <p>It was noted that allegations had been made by Tough Runner / Run Afan against two individuals but after thorough investigation the allegations had been dismissed, with one of the individuals having to issue a minor apology.</p> <p>The staff involved were thanked for their support and for dealing with this matter in a professional manner.</p>		