



## Minutes of the Council meeting

Saturday 26<sup>th</sup> January at 9:00am

Loughborough University Campus, Swimming Pool Seminar Room

**Present:** Derek Biggs (DB) Chair, John Petrides (JP), Richard Fuller (RF), Lawrence Green (LG), Dave Rigby (DR) Howard Vine (HV), Francis Riley (FR)(via Skype)

**Apologies:** Philip Jameson (PJ)

**Referenced:** Jeremy Lawson (JL), James Barton (JB), Gemma Herbertson (GH), Bill James (BJ), Sally Lockyer (SL), Duncan Hough (DH), John Mills (JM), Helen Wyeth (HW)

**In attendance:** Sue Plowright (SP) minutes.

Item	Minutes	Owner and Due Date <sup>1</sup>
1	<p><b>Presidents introduction and comments/apologies for absence</b></p> <p>The Chair welcomed everyone and thanked them for their attendance. He told everyone that this was an important meeting to discuss the role of the Council and to become more pro active going forwards.</p> <p><b>Apologies</b></p> <p>Philip Jameson</p>	
2	<p><b>Minutes from last meeting</b></p> <p>It was agreed that the minutes would be circulated before anything was put into action and they would be seen by DB first and within a week of the Council meeting. Also at the end of each meeting there would be a summary and the items for action would be agreed by all.</p> <p>RF talked about the appointments to the TEMB including DH, Director Events, Rules and Technical reappointment in December and that JM, Director England Talent which was a new position was also appointed in December.</p>	

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

	<p>LG mentioned that the process for the interviews needed streamlining and reviewing and maybe a shortlist was needed with the forms being adapted for volunteers.</p> <p>RF agreed he would discuss this with JL to review the process of interviewing volunteers.</p> <p>LG spoke about the other appointments to the TEMB in January, JB was reappointed Independent Director Finance, GH was appointed Director Membership Services, BJ was appointed Independent Director Business and SL was appointed Director Communication and Marketing.</p> <p>There was a clear majority agreement from the Council regarding all the appointments.</p>	<p><b>Action RF</b></p>
<p><b>3</b></p>	<p><b>To consider the question of the role of the Council having regard to the attached report and issues raised previously</b></p> <p>DB thanked LG for preparing the paper and all members discussed the paper and the Council's role. DB asked all individuals what their thoughts were.</p> <p>RF spoke about risks, membership and actions and would like feedback from the board regarding an update.</p> <p>DB suggested Council members could be copied into emails and there could be more information sharing. He said that a précis was needed to cascade down to regional committees and Councils. FR agreed to distribute the information and DB said the chair and president would agree what information is to be circulated.</p> <p>LG said that the minutes should be circulated to the regional committee or at least emailed to say they are on the web.</p> <p>[RF agreed that prior to a TEMB meeting members of the board would have an input and then a report could be produced two weeks prior to the meeting and he would discuss this with JL.] One of the supra regional representatives could take on the responsibility to report back to the Council and if there were any issues it could then be put onto the Council's agenda.</p> <p>JP spoke about the prime objective of the Council was to monitor the board and at the moment this is not always apparent.</p> <p>LG said that all papers are received with any problems fed back and discussed and the Council does have an influence although, at times, it can be subtle.</p> <p>The TEMB needs clarity from the Council as to what they want to happen but there can be a 'disconnect' from board level and Council. The Council needs to be more involved with both the annual plan and the four year</p>	<p><b>Action DB/FR</b></p> <p><b>Action RF</b></p>

	<p>plan. Also there should be a process and an issue log which is kept up to date and reviewed. JP suggested performance targets and deadlines could be included and the Council kept up to date with what the targets are and are they being met through the reporting process.</p> <p>LG suggested that it would be necessary to discuss with MB how we manage these targets and HW operations report could be adapted to pick up targets.</p> <p>DB to talk to MB and JL to discuss how to get this implemented</p> <p>FR said there was a need to set up a calendar and time table for when decisions need to take place. A calendar to be published to members of the Council on this e.g. budgets, annual report to have timescales.</p> <p>LG suggested each annual plan should have a timescale/calendar/targets.</p> <p>LG mentioned that the first draft of the annual that the Council should see would be when the portfolio directors' sections had been added and the annual timetable could be added in a similar way to the timetable for the operational elements.</p> <p>FR suggested that the calendar needs to relate to Council processes and timescales.</p> <p>DB said he would take this up with JL and MB and report back to all.</p> <p>HV said the brief needs to be clearly defined and needs to have more clarity of the definite plan. The Council were told too late about JL's request to include a new Board member. The TEMB should tell the Council what they need, so the Council do not feel that they are just rubber stamping decisions already made.</p> <p>RF this could come from the report from JL at the end of each meeting in the summary.</p> <p>DR felt that there had not been many occasions where there were huge issues and felt we were going in the right direction and it would be good to have a forum to discuss all regions and their input.</p> <p>JP said that the Council link is with the regions and it is a vital link for communication and the only link to the regions.</p> <p>RF works well re representation for the regions.</p> <p>HV need definite action plan and to achieve something out of a Council meeting</p> <p>LG said the report/précis should make it clearer regarding the responsibilities and what the role of the Council is and raise issues that can be dealt with. The Council must insist it gets all information on time and</p>	<p><b>Action DB</b></p> <p><b>Action DB</b></p> <p><b>Action JP,DB</b></p> <p><b>Action DB</b></p> <p><b>Action DB</b></p>
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	<p>not forget the British element regarding all this. There can be disconnection between staff, BTF and TE Board and the Council must make sure they work harder to get the information and there be more information sharing, JL could help the Council receive information.</p> <p>FR suggested the Council needs a clearer understanding of the way issues are raised and also a self review. He suggested Council members look at their own responsibilities and what is expected, an active review of what the Council are looking to achieve, agree action plans and check they have been done and at the end of every Council meeting have a quick review and agree action plans and make a process. Discuss at the beginning of every meeting and at the end of every meeting, making sure all the goals are clear.</p> <p>LG suggested the president should take charge of the issues log. He explained that the TE Regulations give a framework and we could do with a document for 'good working practice' along with expectations of what are required for a new Council member, what they need to do and a job description, LG would look at this.</p> <p>DB mentioned that it would be very helpful to have a Vice President as it can be very busy. LG said they could select a Vice President at the same time the President is selected and such a post could be useful in assisting the President and from a succession planning perspective.</p> <p>LG spoke about the appraisals and said the Chair needs to be central to it but the Council still need to be involved, HV said he would look at it and any forms that were required.</p> <p>Appraisals would ideally be done at the end of the year and then again after the second year. LG to discuss with JL re timescales and who will do it.</p> <p><b>To consider the question of the IRC costs and the VAT element from items associated with TE (raised by DR)</b></p> <p>DB needs to ask MB and JL regarding what to do with the VAT as TE paid for it out of their funds last year.</p> <p>The issue was discussed and it was explained that the VAT charge could not be avoided as the Regions sit outside of the BTF/TE corporate structure.</p> <p>DB asked if all present were prepared to pay the £400 going forward and all agreed.</p> <p><b>To consider any urgent regional matters</b></p> <p>JP asked why TE are losing a RPM and it was mentioned that it had been spoken about 7/8 months ago and that the RPM was funded by the SE and MB could not justify having an extra one in London. Feelings were that</p>	<p><b>Action JL</b></p> <p><b>Action DB</b></p> <p><b>Action LG</b></p> <p><b>Action HV</b></p> <p><b>Action LG</b></p> <p><b>[Action LG]</b></p>
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<p>6</p>	<p>the Board should have been informed first and not SE, clarity is needed about the board knowing first.</p> <p>LG agreed to facilitate finalising the issue about Yorkshire and Humberside and the North East as they do not want to merge unless they have to or due to financial considerations. LG to ask MB for clarity about the position.</p> <p>DB asked if the NW, NE and Y &amp; H regions had decided who would represent them on the board as their supra-representative. FR informed the Council that this had not happened due to time, work commitments and existing priorities of the three regional representatives. Having consulted FR, the Council made a decision for DR to represent the North as a one off measure and only until a final decision was made.</p> <p>FR agreed with DB to resolve the decision of who will be the Northern regions board representative before Friday 8th February.</p> <p><b>Discuss any urgent items with the TE Chair and any other very urgent business</b></p> <p>JL was not present at the meeting to discuss and there was no other very urgent business.</p>	<p><b>Action LG</b></p> <p><b>Action FR</b></p>
<p>7</p>	<p><b>Any Other Business</b></p> <p>Councils action points:</p> <p>Review the interview process/volunteer form <b>RF</b>  Distribute information <b>FR</b>  Agree what information is to be circulated with JL <b>DB</b>  Report to be produced with input from committees etc before TEMB meetings: <b>RF</b>  Report targets, deadlines <b>DB</b>  Talk to MB and JL re implementing an ops reports <b>DB</b>  Calendar/timetable <b>JP/DB</b>  Annual plan timescale calendar/targets <b>DB</b>  Council to receive information <b>JL</b>  Issues log <b>DB</b>  Council working practice document <b>LG</b>  Appraisals/forms <b>HV, LG</b>  Timescale of appraisals <b>LG</b>  VAT <b>LG</b>  Regions/merge <b>LG</b>  Decision re North representative <b>FR</b>  Job descriptions etc: <b>RF</b>  Reports: <b>DB</b></p>	

	<p>DB closed the meeting and thanked everybody for their time and commitment.</p>	
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