

**MINUTES OF THE TRIATHLON ENGLAND COUNCIL BOARD MEETING
HELD ON THE 21st MARCH AT BTF HEADQUARTERS, LOUGHBOROUGH
09:00 -12:00**

Present: Dave Rigby (DR), Sue Taylor (ST), Francis Riley (FR), Phil Gray (PG), Aimee Stocker (AS), Lawrence Green (LG), Derek Biggs (DB), Howard Vine (HV), Matt Honey (MH), Tom Chant (TC).

In attendance: Jack Buckner (JBU), Bill James (BJ),

Minutes: Melanie Commons (MC)

Item	Minute	Owner and due date
1	<p>Opening Remarks DR welcomed everyone to the meeting and ran through items for discussion and stated BJ and JBU will be attending later in the meeting to present their reports on Governance and future changes to the organisation respectively. Apologies were received from Richard Fuller.</p>	
2.	<p>Minutes from last meeting It was agreed there was no other business to be discussed from the previous minutes.</p>	
3.	<p>Council matters and regional business FR stated it would be useful to have a specific meeting to discuss various council matters. It was suggested for the next Council meeting a sample of ideas is produced. An area of concern with regards to how the Council fit going forward and the roles and responsibilities of the Council and it was stated to concentrate on individual regional matters.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Non registered events It was brought to the attention of the Council a need to understand requirements. It was stated the intention is to discuss with event organisers not registering to tailor a package to their requirements and discuss cost and how this is to be balanced. The question was asked as regards a timescale for this to happen and this was stated to be put forward at the following TEMB meeting. • Standard of events It was stated there is a need for a sanction to be in place to find a way of delivery and the suggestion to take the matter forward and be suggested at the TEMB meeting. • Penalties for races It was stated there is no awareness of penalties for races not being sanctioned and there is a need to find a productive way of benefitting race organisers 	<p align="center">HV</p> <p align="center">HV</p>

Minutes of the TE Council meeting held on 21/03/15, minuted by M Commons, reviewed by DR on 30/3/15 and 02/04/15 approved by DR on 6/4/15 for distribution

<p>It was commented that Tri Connect is a good way to get event organisers to register events.</p> <p>Action is requested for the regions to take this matter to the TEMB .</p> <p>A query was asked regarding the suggestion of an interim Council meeting via Skype taking place. It was stated that going forward there was a need to re-define the Council's role and if it was not able to be achieved, a discussion was need for all volunteers to be productive.</p> <p>A request was made by MH that It would be useful to obtain information on more regional matters and how these were dealt with. It was stated shared resources used previously would prove to be of benefit for this issue.</p> <p>A question was asked regarding technical co-ordinators being from their specific region, all agreed yes.</p> <p>A query was asked regarding the London Triathlon/Liverpool events and the generating of membership input. As regards Liverpool it was asked would this would be a good opportunity to promote clubs as part of TE. It was stated that Hereford had requested that TE and the regions be supportive with club events. The emphasis was suggested as possibly focussing on clubs being the best entry point for continuing as a triathlete. This was acknowledged as a problem and an attempt to review would be considered to move forward, however the issue is capability was stated.</p> <p>There was a discussion regarding the website review and if the regions had been consulted and a suggestion of geographical postcode to find your region on the web to be more functional. DR stated that there are 2 routes to take; one being each regional committee discuss ideas for the web and collate for the main meeting to discuss and put forward, the other being FR and HV to take forward a web review in the following TEMB meeting that regions would like consultation.</p> <p>Action was agreed that if the web is to be changed, regional input is requested to TEMB and the suggestion of a website staff member attending the next meeting.</p> <p>There was a suggestion of a need for regional consultation being required regarding the TE awards review. It was proposed that any nominations be requested from regions, Action requested to be put to the regional committees and ask TEMB for approval to do so.</p> <p>FR stated the monthly report is a key document for meetings and a huge improvement was noted .</p> <p>DR then moved on to the topic of the Governance handbook compilation. LG is in the process of compiling and proceeded to explain. It was stated a lot procedures used are not in the constitution documents of TE and the aim is to have a collection of documents available. Following the meeting a draft will be circulated with the</p>	<p>FR</p> <p>FR</p> <p>FR</p> <p>FR</p> <p>LG</p>
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	<p>suggestion of a handbook to be ready for the next AGM.</p> <p>LG stated the annual TE timetable is in process with the addition of the budgeting process being reviewed and discussed papers in dropbox. FR would like it noted to MC the improvement with papers being available in dropbox prior to the meeting to save time and efficiency with the addition of the improvement on the standard of reporting.</p> <p>Other items discussed were:</p> <ul style="list-style-type: none"> • Results improvement on regional website – this is being addressed • Restricted gearing – this will be implemented next year throughout • Update on insurance – this was noted and Kay Simnett addressing 	
4..	<p>Presentation and discussion Governance discussion <i>DR then welcomed JBu and BJ to join the meeting for their updates.</i></p> <p>BJ opened the discussion and performed a presentation on the way going forward. LG was thanked for his assistance on certain aspects of governance as JBu and BJ are both new to their roles and areas to concentrate on being:</p> <ul style="list-style-type: none"> • The Constitution • Collaboration • Job structures <p>BJ stated to improve clarity, a model is needed for all to follow and stated his presentation would be in two parts:</p> <ul style="list-style-type: none"> • all current procedures and amendments if required • planning ahead <p>BJ proceeded with his presentation which covered the following:</p> <ul style="list-style-type: none"> • Council responsibilities • Approval of the 4 year strategic plan - JBu stated that by the end of 2015 the awareness of Sport England funding direction would be available to enable the planning process procedures to be implemented. • Approval of Annual Business Plan and Budget Action: For the board to be more open and better organised in planning • Receive reports from management board and committee • Supervision of management board and holding accountable to board • Management board structure – the role of board involvement needs more clarity and LG to amend wording in the governance handbook to reflect the role of board responsibilities to managing SMT . 	<p>TEMB/ TE Council</p> <p>LG</p>

	<ul style="list-style-type: none"> • Policies, setting annual budget and formation of steering groups to improve visibility to board • Regional committees - BJ expressed an interest in improving connectivity with regions for sourcing funding and going forward to make this more appropriate. • Collaboration Agreement - regarding the way of working and finances It was stated an update would be needed to the collaboration document to reflect no DEO in the organisation and to state DEO merged with CEO role. • Budget process to be clear and transparent– James Barton and Kay Simnett have this in process to provide greater clarity on TE funds and allocation. BJ stressed to note that it is important to invest some of the reserves in a calculated way to something that is strategically important to sport. • Sponsorship/Commercial arrangements – pursued in a mutually constructive manner. JBu stated an agency has now been appointed to pursue a suitable package for a range of commercial offers. • Director’s responsibilities – BJ ran through job descriptions, including the Chairman role. • Adapting to reorganisation – BJ briefly summarised the additional directors roles advertised in the restructure. • Governance handbook – it was stated this is almost complete. • Evolving Governance model – it was stated the external perspective is very positive. <p>BJ commented the aim overall is to improve reporting with a view to make progress linking the planning and decision process with TE Council and TEMB meetings.</p> <p>It was agreed there is a need to integrate a succession plan for board directors and a need for more available resources to be available to understand the role of board members for induction.</p> <p>BJ summarised that there is a need to understand a process for everyone to perform at high level and with JBu assistance the aim is to do so.</p> <p>An action was agreed is to make the existing roles better and recommend reviewing if the future model is fit for purpose at future meetings.</p>	<p>LG</p>
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<p>5.</p>	<p>CEO update</p> <p>JBu updated on the way forward and stated the restructure process is in place and rebuilding the SMT is the first task by advertising internally for roles and then externally if unsuccessful. The Event Director and Director of Delivery are the first two roles to be recruited next for the strategy going forward.</p> <p>Looking forward it was stated the restructure is in place, the critical role to be in place for assistance to the board is the Director of Delivery role with the addition of the appointment of the Project Portfolio Manager has meant that project planning is much more improved.</p> <p>JBu then proceeded to discuss the following;</p> <ul style="list-style-type: none"> • World Triathlon series event • The membership re-launch in 2016 with a new agency appointed. • The approach to Go Tri <p>JBu wished to state he is very keen going forward and for 2016 to have consultation with the regions on any matters to be discussed at meetings for a sense of strategic direction and BJ stated a timetable to be planned.</p> <p>An action was then proposed: The membership proposition needed approval from the Council, this was agreed and signed off.</p>	
<p>6.</p>	<p>AOB</p> <p>It was stated to record from BJ and DR the board would like to thank Melanie Commons (MC) and Rebecca Rahman (HR/Reception) for the organisation of this meeting being held for the first time at the new BTF offices and MC for the monthly report being produced to an improved standard and board papers made available on schedule.</p> <p>BJ asked DR if he was comfortable with discussions so far and DR agreed so. The Governance review and approach was then to be discussed and agreed that JBu and BJ to stay in the meeting.</p> <p>FR stated as a Council they wanted to have an understanding of the Council's roles and responsibilities and documentation that supports them to be preferably in place in advance of the AGM. BJ stated the handbook will be the solution to this and both the Council and TEMB need to agree on a process.</p> <p>JBu suggested he would like to see some sort of forum to enable interaction with the regional managers to discuss certain issues being implemented. BJ stated this to be discussed at the next meeting in May to see how the role of the new director be involved in this process due to a time plan.</p>	

	<p>JBu also mentioned the possibility of an annual appraisal process to be implemented with regional staff and the board to be involved in this.</p> <p>The meeting was brought to a close and the date of the next meeting was stated as Saturday 16th May venue TBC.</p>	
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