

Meeting: Triathlon England Council (TEC)

Venue: BTF, Michael Pearson East, 1 Oakwood Drive, Loughborough LE11 3QF

Date: Saturday 23rd of September, Time: 8.45 am - 12.00

Attendees: Francis Riley (FR), Jane Wild (JW), Kay Simnett (KS), Steve Cooke (SC), Debbie Clarke (DC), Ken Kennison (KK), Sarah Taylor Hough (STH), Dave Rigby (DR), Richard Fuller (RF)

Attended part of meeting: Lawrence Green (LG) (part 1-3), Dave Bellingham (DB) (part 3 onwards) , Natalie Justice-Dearne (NJD) (part 3 onwards), Andy Salmon (AS), Paul Graham (PG), Bill James (BJ)

Apologies: Tracey Sample, Jamie Gordon, Matt Honey, Derek Biggs

Minutes: Mhairi Billington (MB)

	Agenda Items		Action by
1	Apologies for absence and declarations of interest	TC, JG, MH and DB	
2	Minutes of last meeting (April 2017) to be approved and updates any action points assigned to members received.	RF approved minutes of last meeting and seconded by SC. FR apologies for not including two items with the minutes but within the current meeting agenda, the regional impact of coach education changes, this was in error and will be covered in the next meeting. Induction Packs for TEC, FR requested council members to provide clarity on their requirements for TEMB TEC induction packs by Oct and this will also be an agenda item at the next meeting.	

3	<p>Governance Code Update and discussion</p> <ul style="list-style-type: none"> ● Council and TEMB ● Timetable of events ● AGM proposals 	<p>Presentation on The Sport and Governance Code by KS. Changes proposed for adoption Council given the opportunity to air their opinions on these.</p> <p>A comment was made on Reg 21 concerning final budget approval and a request from DC that figures were received as soon as possible to have time to read them. KS confirmed that timescales will be made clear in advance and budget documents circulated as soon as available</p> <p>JW asked if governance structure should cascade into the regions. KS confirmed this is a long term aim but timing to be considered.</p> <p>All council members were requested to put the governance changes on their regional AGM agendas and to provide information to their region. A pack was provided to help with this and to request if wanted assistance of a member of the governance working party.</p> <p>It was stressed the importance of getting as many members of TE as possible to the AGM and if the regions geographically closer to Loughborough could especially push this.</p>	
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4	<p>Council Productivity</p> <ul style="list-style-type: none">● President R & R● CAD R & R● Members R & R	<p>FR requested all members to update their contact details. MB to follow up with those not in meeting Request to members to provide update after each regions AGM to H/O of all committee members contact names and email addresses and to update their TE web site in a timely manner.</p> <p>A discussion took place and information was circulated on the draft regional committee constitution. Each region is requested to discuss and comment on this by the end of October with aim of approving a universal document the regions can adopt within an appropriate timeframe.</p> <p>Roles and Responsibility documents were discussed and council members were asked to contribute. KS & FR suggested starting with a simple outline to be agreed that would assist members to understand expectation made of them. R&R's to be shared for feedback from TEC Members. Council members agreed would still prefer to have information circulated by email and FR reiterated that they have a responsibility to read documents in a timely manner especially before meetings</p> <p>Tracker will go out with minutes which outlines action points from meetings</p>	<p>MB</p> <p>All</p> <p>All</p>
5	Dropbox - members check-in	Checked that members could see documents in folders. New Dropbox format to be circulated in next month which only has 2 years worth of papers and clearer structure	MB



6	<p>Working Groups Updates</p> <ul style="list-style-type: none">● Awards, RF● Regions & Delivery Liaison -<ul style="list-style-type: none">○ Regional Constitution Template approval, NJD/FR○ Regional JRS proposals, FR● Duty of Care Review - Sarah Taylor-Hough - started● Code of Governance Group - Jane Wild - in hand● Membership Steering Group - Debbie Clarke - started● GoTri Development - Jenny Vincent scoping the strategy group	<p>BJ made clear the importance of these groups and thanked those who worked on them.</p> <p>Awards: Very different levels of response from different regions. STH requested if anyone has any good ideas on how to get nominations then forward to RF.</p> <p>Constitution template: comments requested (see point 4). There were concerns raised about adopting the Welfare Officer onto the regional committees, as a requirement without adequate training and clear support. KS advised an education plan was being developed. DB stressed that this should be written in as an aspiration. The draft document would be a basis for minimum mandatory committee requirements with the regions having the options of adding additional roles .</p> <p>Junior Race Series: FR presented a proposal by Peter Pain that would provide the basis of a first stage development subject to approval of his business plan. The key point was to provide a central results service for athletes wishing to be included in the JRS rankings and the key element was to have their Home Nations membership number as the universal element. Since this is in effect mandatory membership for those wishing to be included, members were asked to contribute. Feedback on proposal from regional committees by the end of October.</p> <p>Duty of Care review - proving to be wider than original scope and will continue into 2018.</p> <p>Code of Governance group - working group will give another update before AGM. Post AGM will begin work on the cultural aspects of governance.</p> <p>Membership steering group - paper going to TEMB 26/09/17.</p> <p>GO Tri development - currently being scoped now Jenny Vincent is in role. Has been delayed due to</p>	All
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		<p>change in her job. FR praised Michelle Scott, the Leeds Engagement officer for the success of the entry level events around Leeds WTS, which have been particularly successful in getting new participants into the sport.</p>	
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8	Regional Matters and any other business (AOB).	RF confirmed he would be replaced at next regional AGM so this was end of his tenure. JW noted some issues both with TO cover for events and the number of non-permitted events in her region. NJD confirmed that work on getting some major event organisers to permit had been successful.	
8	Action Points: - to be agreed and confirmed - who, what and when?	Action points to be found in attached tracker document	
9	Chair and new CEO Introduction - Andy Salmon	AS was introduced to the council and BJ confirmed KS would be the nominated officer until AS begins in November.	
10	AOB. Date and time of next meeting	JW offered thanks to all council members who are standing down this autumn for their service. Next meeting 10 th February 2018.	
	Lunch with TE Board		

Meeting finished at 12 noon