

**Meeting: Triathlon England Management Board (TEMB)**

**Venue:** Sport and Recreation Alliance, Burwood House, 4th floor, 14 Caxton Street, London SW1H 0QT

**Date:** Friday 3<sup>rd</sup> August 2018

**Present:** Bill James (BJ) - Chair, Debbie Clarke (DC), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Louise McFadzean (LM), Sarah Taylor Hough (STH), Simon Wergan (SW).

**Apologies:** Jamie Gordon, Avi Tillu

**BTF Staff in attendance:** Andy Salmon (AS), Kay Simnett (KS), Gaby Hay (GH), Ian Piper (IP)

**Minutes:** Matt Macken (MM)

	Agenda Items	Action by	Required by
1	<p><b>Apologies and Interests</b></p> <p>Apologies were received for Jamie Gordon and Avi Tillu and declarations of interests were updated.</p>		
2	<p><b>Sport &amp; Recreation Alliance</b></p> <p>An overview of the Sport and Recreational Alliance was presented by Chief Executive Emma Boggis.</p>		
3	<p><b>Minutes of previous meetings and matters arising</b></p> <p>Minutes of last meeting (21<sup>st</sup> April and call on the 19<sup>th</sup> June) were approved.</p> <p>The action list was noted.</p>		
4	<p><b>CWG Report</b></p> <p>Report and presentation from Commonwealth Games was given to the board by IP.</p>		

	<p>It was agreed that the TEMB need to be very clear on the objectives to be achieved in 2022.</p> <p>Key learnings were captured for future reference.</p>		IP
5	<p><b>Chair report</b></p> <p>The Chairman’s report was previously circulated. He welcomed new board member HK to the meeting. He also informed the board of the news that this will be the last meeting SW will be attending as he is standing down.</p>		
6	<p><b>CEO update</b></p> <p>The CEO update was previously circulated.</p> <p>Strategy: A draft Strategy in summary form was previously circulated. A number of amendments were agreed which will enable the executive team to develop a more detailed version with long-term Key Performance Indicators.</p> <p>The UK Sport Consultation on future funding was discussed and several points agreed. AS to combine with BTF Board views and draft a letter to UK Sport for board distribution prior to sending.</p>	<p>AS</p> <p>AS</p>	TBC
7	<p><b>England Talent: Pathway Reviews and Recommendations</b></p> <p>SW gave an update on Pathway Reviews and Recommendations. He also discussed recommendations as to how skills school can be progressed.</p>		

8	<p><b>Scorecard</b></p> <p>The scorecard was previously circulated. The contents were noted and positive feedback on the new format given.</p>		
9	<p><b>Finance report</b></p> <p>KS presented on the year end position and gave a summary of the year end external audit. KS also advised that an audit tender process will take place this year. An update on June month end was given. All future finance reports will be shared via the Board Portal. The finance apprentice is leaving mid Aug and the decision has been taken to replace the apprentice role with a P/T finance assistant aimed at someone with more experience.</p>		
10	<p><b>Membership</b></p> <p>GH presented an update on Membership sales performance and products. It was agreed that an update of progress will be given at the next board meeting in September.</p>	GH/SL/AS	Next Meeting in Sept
11	<p><b>Commercial Strategy</b></p> <p>Terms of reference were previously circulated and were approved.</p>	AS	
12	<p><b>Duty of care report</b></p> <p>Following on from the Duty of Care review led by Ruth Daniels, the report authored by her identified a number of recommendations. BJ, and KS along with Lawrence Green met to review the report and its recommendations. Building on the recommendations, a status update was given as some of the recommendations were already in progress. The report had been shared previously with the Board for review. The Board were asked for their approval to start looking into the recommendations and identifying how these could be</p>		

	<p>delivered. It was also identified that some of the recommendations have a link with BTF and the performance pathway and so, the relevant recommendations would be shared with BTF Board. The board gave their approval for work to progress.</p> <p>KS to bring together a newly formed Duty of Care working group.</p>	KS	
13	<p><b>AOB including date and time of next meeting</b></p> <ul style="list-style-type: none"> <li>• TE Awards - voting goes live Mon 6<sup>th</sup> Aug.</li> <li>• Discussion regarding events and permitting. Agreed that standards need to be maintained and that TE should adopt a very supportive and customer focused approach with EO's, but that regulations and charging need to be consistently applied.</li> <li>• KS gave a brief update on the Governance working party. The group had considered if TE and BTF should consider a minimum level of BAME and Disability representation within the TE Regulations. The Board agreed to strengthen the wording but not to put in targets.</li> <li>• Next TE Board meeting is on 22<sup>nd</sup> September</li> </ul>		