

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Friday 10 June 2022**

Venue: Weetwood Hall, Leeds

Time: 15.30 - 18.30

Present: Debbie Clarke (DEC) - Chair, Halima Khan (HK), Louise McFadzean (LM), Karen Rothery (KR), Andy Salmon (AS), Tracey Sample (TS), Stephen Watmough (SW), Kevin Currell (KC) (attending via zoom), Craig Pollard (CP).

Apologies: Jamie Gordon (JG), Claire Jenkinson (CJ), Sarah Taylor-Hough (STH), Duncan Hough (DH).

In attendance: Helen Marney (HM), Dione Hartley (DH).

	Agenda Items	Responsible	Date action by
1	<p>INTRODUCTION</p> <p>DEC welcomed everyone to the meeting and introduced Craig Pollard the new Independent Non-Executive Director Membership to the Board.</p> <p>1.1 Apologies for absence JG, CJ, STH, and DH sent their apologies in advance.</p> <p>1.2 Conflicts of interests & register of gifts & hospitality None</p> <p>1.3 Minutes of meetings held on 11 February 2022 and 22 March 2022 The minutes were approved as accurate records.</p> <p>1.4 Action list and matters arising Action list was reviewed and updated accordingly.</p>		
2	<p>TOPICS FOR DISCUSSION AND/OR DECISIONS</p> <p>2.1 BTF Transgender Policy and next steps for TE (verbal)</p> <p>AS opened the discussion by providing the Board with an overview of the work that had been carried out so far, reiterating that the subject is highly sensitive and emotive and the importance of maintaining confidentiality on the subject.</p> <p>It was confirmed that World Triathlon had agreed to postpone their discussions on transgender.</p>		

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	<p>The Board were informed that BTF had appointed independent consultants Carbmill and that there were three components to the research being carried out.</p> <ul style="list-style-type: none"> • A member survey, which was sent out to c.£15k members. 3.2k replied and this included 16 transgender individuals. • 1-1's with 16 individuals. • Focus Groups (elite athletes, support staff for athletes, pressure/interest groups) <p>AS advised that the Transgender working group had studied the science and legal advice had been sought to develop a policy. This policy had been taken to the BTF board meeting on the 27 May 2022 and had been approved.</p> <p><i>Louise McFadzean joined the meeting at this point and was provided with an overview of the above discussion.</i></p> <p>It was advised that the policy will be released prior to the Commonwealth Games, 5th / 6th July. It was confirmed that the policy would become effective from 1 January 2023 which allows time for the preparation and publication of guidance.</p>		
3	<p>STRATEGIC TOPICS</p> <p>3.1 The Big Active: Participation Review The Board had been provided with a summary of the Participation review presentation prior to the meeting. HM is to send out a copy of the full report and results of the research to all Board members.</p> <p>It was advised that there are currently 40,000 people in the GOTRI community, and these are largely active people, but the objective is to attract new people to the sport. The survey results concluded that peoples swim, bike, run activity had increased post covid and people want to try new things but there were still barriers.</p> <p>A discussion took place surrounding the priority place-based work that is happening currently and the areas being targeted to get more people active and into swim, bike, run.</p> <p>Following the research HM advised that they are now at the stage where consideration and decisions need to be made around, what</p>	HM	

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	<p>the brand/website is going to look like with a potential launch date in Autumn. It was agreed that there were lot to discuss but HM will bring back a suite of designs and structure to the next Board meeting for discussion.</p> <p>DEC asked that HM draws on the expertise of the Board to assist with the decision-making process.</p> <p>3.2 Strategy Refresh It was confirmed that a refresh of both the British and English strategies had taken place, and this was a successful meeting.</p> <p>A final stage presentation will be brought to the next Board meeting in September for this to be considered.</p>	HM	
4	<p>ORGANISATIONAL HEALTH</p> <p>4.1 Finance</p> <p>A report was previously circulated, and LM gave a brief overview of this. The Audit is not yet finalised but going well. The budget is negative this year due to the investment in the Technology Project. As at May 2022, there were 468 new members and retention was at 84%.</p> <p>Events are still struggling and are still being cancelled due to lack of participants. It was discussed that this could be due to several factors; current climate, rise in cost of living, less resources, less volunteers.</p> <p>Event organisers in some instances are not reaching break even due to lack of participants and issue with securing sponsors.</p> <p>4.2 People</p> <p>A report had been previously circulated and noted. AS advised that the increase in mileage rate to 0.30p had been communicated and this will be kept under constant review. DEC confirmed that the position needs to be reviewed with the Technical Officials as this is more complicated due to not being</p>		

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	<p>employed by BTF.</p> <p>4.3 Governance</p> <p>A report had been previously circulated. DEC formally welcomed Craig Pollard to the Board and confirmed that Sally Lockyer has now stepped down following the end of her term. DEC thanked both Sally and Avi Tillu for their time and commitment to the Board.</p> <p>It was confirmed that the Board are meeting with David Sales in a couple of weeks to discuss the recent board evaluation.</p> <p>It was noted that there is currently a skills deficit with regards to marketing on the Board and this is something which is going to be discussed and addressed.</p> <p>4.4 Technology Roadmap Project</p> <p>AS advised that a company called Cyber Duck will be leading on the discovery phase going forward. They will have at least 3 staff working on the project and the costs incurred are fixed.</p> <p>It was acknowledged that this was one of the reasons for the £65k cost overrun.</p> <p>The Board recognised that there is a higher level of risk now as to when the project first started but aborting at this stage would mean having to start all over again. It was also acknowledged that with the introduction of Cyber Duck this is an opportunity to reassess the desired outcomes.</p> <p>AS confirmed that Steerco are meeting next week to discuss the overspend. AS will report back to the Board after the meeting.</p>	AS	
5	<p>PORTFOLIO REPORTS</p> <p>5.1 BTF Board</p> <p>The report was noted. Transgender is currently high priority. This was discussed and documented in agenda item 2.1.</p>		

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	<p>5.2 Talent</p> <p>The report was noted. It was commented that the weekend (11th/12th June) was the last chance to qualify for the Commonwealth Games and that team selection would be announced the following week.</p> <p>5.3 Marketing & Comm’s</p> <p>The report was noted. HK advised she would be able to assist with the development of the app. It was discussed that consideration needs to be given to those with limited access to digital/technology. CP advised that he would be able to signpost people to organisations who are giving away free phones and data.</p> <p>5.4 Membership</p> <p>The report was noted. It was confirmed that CP was to meet with Emma Hadley (Head of Membership) on the 5 July.</p> <p>It was also noted that following the membership price increase this doesn’t appear to have had a detrimental impact on member numbers but it was agreed that this was something to keep an eye on.</p> <p>5.5 Duty of Care / Safeguarding</p> <p>The report was noted. The Board approved the addendum to the Safeguarding Disciplinary Policy to incorporate the UK Sport Integrity Service and approved and agreed to adopt the British Triathlon Disciplinary Policy and Code of Ethics.</p> <p>It was discussed that the Duty of Care committee doesn’t involve athletes/young people. AS is to take forward how best to get athletes/young people involved within all committees and how best to implement this.</p> <p>It was noted that within the Safeguarding Disciplinary policy, that “Adults at Risk” is an old term. AS is to check if this wording can be changed.</p>	<p>AS</p> <p>AS</p>	
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	<p>5.6 Equality, Diversity & Inclusion</p> <p>The report was noted, and it was discussed that BTF have suggested not using the word “plan” in the Equality Diversity and Inclusion Strategic Plan, this will be taken to the ED & I committee for Review.</p> <p>AS noted that the organisation could now recruit for a Head of ED&I. DEC asked HM to send her the link to the job advertisement once this is available</p> <p>5.7 Event Engagement & Rules & Tech</p> <p>The report was noted.</p> <p>5.8 Participation / Development</p> <p>The report was noted. HM provided the Board with an overview and advised that there is a pilot taking place regarding family activities which can involve children from 4 years plus and that both Leeds and Swansea will be delivering events in which 4/5-year-olds can participate.</p> <p>Insurers have confirmed that clubs can deliver events for 6 year olds.</p> <p>5.9 Commercial</p> <p>The report was noted. DEC advised that she had recently attended a meeting with senior leaders and this was a great environment to promote Triathlon in a commercial setting.</p> <p>AS advised that attracting new commercial partners in the current climate is difficult.</p> <p>5.10 Triathlon Trust</p> <p>The report was noted. It was confirmed that the Trust had been busy with planning their strategy and the new purpose with communication to follow. It was discussed that the focus will be on the priority place-based idea.</p> <p>The post of fund raiser will be recruited towards the end of the</p>	<p>HM</p>	
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	<p>year.</p> <p>5.11 TE Council</p> <p>The report was noted. TS confirmed that regions are organising regional plans and that although some regions have more money than others, all regions are heading in the right direction.</p> <p>The TE council are due to meet on 23 June with the focus being equality, diversity and inclusion and HK has offered her support with this.</p> <p>5.12 Clean Sport</p> <p>The report was noted. DEC is to confirm whether the Age-Group Clean Sport webinar went ahead and emphasised the importance of getting the message out amongst the Age-Group community and wider audience to keep sport in a good repute.</p>		
6	<p>CLOSE</p> <p>6.1 AOB</p> <p>None.</p>		