

**Minutes: Triathlon England Council**

**Venue:** BTF Offices, Michael Pearson East, Loughborough, LE11 3QF

**Time:** 10.00 - 12.30

**Date:** Saturday 11<sup>th</sup> May 2019

**Present:** Jamie Gordon (JG), Debbie Clarke (DC), Del Granger (DG), Dave Heels (DH), Audrey Livingston (AL), Tracey Sample (TS), Sarah Taylor-Hough (STH), Lee Wallhead (LW).

**Apologies:** Jonathan Davies, Jane Wild, Dave Rigby

**In attendance:** Bill James (BJ), Natalie Justice-Dearn (NJD), Andy Salmon (AS), Kirsten Fasey (KF) (Guest Researcher).

	Agenda Items	Responsible	By when
1	<p><b>Apologies for absence and declarations of interest</b></p> <p>JG opened the meeting and welcomed everyone.</p> <p>JG also welcomed KF who was conducting research into Organisational resilience as part of a PhD. TEMB Members had previously provided consent.</p> <p>No new conflicts of interest were declared.</p>		
2	<p><b>Minutes of last meeting and matters arising</b></p> <p><b>2.1 To approve minutes of meetings held on 9 February</b></p> <p>The minutes were approved, subject to noting the attendance of TS.</p> <p><b>2.2 Action List</b></p> <p>JD to share how he designates races on Dropbox as a template for other regions to work from.</p>	JD	

	<p>TS to be lead voice for AG within Council. AS advised that the TEMB had nominated DC to be the TEMB AG rep on BTF AG Committee. Agreed that TS and Council would feed input to AG Committee through DC.</p> <p><b>2.3 Other Matter Arising</b></p> <p>None.</p>	DC/TS	
3	<p><b>President report</b></p> <p>JG expressed his congratulations to STH on her selection as a TO for Tokyo Olympic Games 2020. STH will be one of three selected from Britain.</p>		
4	<p><b>CEO update</b></p> <p>The CEO update had been previously distributed.</p> <p>AS expanded on the financial position at BTF/TE.</p>		
5	<p><b>Scorecard</b></p> <p>A copy of the BTF &amp; TE Annual Scorecard had been previously distributed. AS reported that both BTF and TEMB would be using the scorecard to monitor progress against strategic goals and annual objectives.</p>		
6	<p><b>Regional Delivery of our Strategy</b></p> <p><b>6.1 Regional Reports</b></p> <p>Various updates were noted during discussions on the following items.</p>		

<p><b>6.2 Update on Regional manager Alignment</b></p> <p>NJD provided a verbal update. The process to align RM's to the new role description is complete and has been positively received by RM's. Work will now focus on developing KPI's for each RM and these will be shared with Regional Committees as soon as they are complete. It was agreed that Regions and RM's can then collaborate on the development of Regional Objectives (see item 6.4).</p> <p>NJD clarified that there is no intention or appetite to review boundaries of the 10 Regions.</p> <p><b>6.3 Regional Grants Proposal</b></p> <p>JG invited AS to provide background to the proposal. The aim was to develop an appropriate level of accountability for funds distributed by TE and to align work done regionally with the TE strategy.</p> <p>It was noted and agreed that projects could span multiple years and that consideration should be given to those regions where cash flow might inhibit the initiation of a project.</p> <p>With these additional points noted, there was agreement that the proposal be supported. It will be taken to the TEMB meeting for approval.</p> <p><b>6.4 Regional Scorecard Template</b></p> <p>A template had been previously distributed. It was agreed that with support from the RM's, this could be a useful tool for Regions to clarify their contribution to the TE Strategy and focus their resources.</p> <p><b>6.5 HQ Support for Regions - what is needed?</b></p> <p>Following a discussion about finance, it was agreed that Regions would</p>	<p>NJD</p> <p>NJD</p> <p>AS/NJD</p>	
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	<p>send copies of annual accounts to HQ. This would then enable HQ to offer support to regions.</p> <p>It was agreed that DC would summarise work done to date on risk assessment at events.</p> <p>It was agreed that the Regions could improve the level of sharing across regions. To be a regular agenda item.</p>	<p>All</p> <p>DC</p> <p>AS</p>	
7	<p><b>Triathlon Trust</b></p> <p>Papers updating on the work between the Trust and 3 Home Nations (HN's) had been previously distributed.</p> <p>Discussion highlighted the importance of providing an exit-route for children and beginners generally and STH described an excellent example in Birmingham.</p> <p>Further updates to be brought to next meeting.</p>	<p>NJD</p>	
8	<p><b>Governance</b></p> <p><b>8.1 AGM</b></p> <p>STH outlined plans for a conference-style AGM. It was agreed that a summary of concept be brought to the next meeting and meantime, a significant increase in budgeted expenditure would be taken to the TEMB.</p> <p><b>8.2 Terms of Office for President</b></p> <p>It was agreed to support amendments to TE Regulations to facilitate the term of office for President to be extended from 2 terms of 1 year to 2 terms of 2 years.</p>	<p>STH</p> <p>AS/BJ</p>	

	<p><b>8.3 Committees</b></p> <p>A discussion paper had been previously distributed. Council Members were invited to provide feedback to AS.</p>	All	
9	<p><b>Chair Report</b></p> <p>BJ reported on a number of key areas:</p> <p>He congratulated the Executive Team on the financial turnaround and thanked those Board members who had supported this work. He advised that the Senior executive team now appeared to be stable and making good progress.</p> <p>He provided a brief summary of the financial sustainability journey that TE has travelled in recent years. It was noted that in 2015/16 the ratio of self-generated income to Sport England income was 39/61 whereas the 2019/20 budget provided a ratio of 52/48.</p> <p>BJ reported on a very positive meeting between the 3 HN's and BTF with real appetite to work ever more closely together for the good of the sport.</p> <p>The relationship with Sport England remains very positive, supported by a very transparent approach in regard to recent financial issues which had been appreciated by Sport England.</p> <p>The TEMB would be considering and clarifying its decision-making process to ensure effective meetings in future.</p>		
10	<p><b>AOB including date and time of next meeting</b></p> <p>Date of the next meeting is 21<sup>st</sup> September 2019.</p>		