



Venue: via Zoom Conference Call

Time: 16:00 – 19:00

Present: Debbie Clarke (DEC) – Chair, Andy Salmon (AS), Craig Pollard (CP), Karen Rothery (KR), Louise McFadzean (LM), Steve Watmough (SW), Tracey Sample (TS)

Apologies: Claire Jenkinson (CJ), Halima Khan (HK), Kevin Currell (KC)

In attendance: Ben Cummings (BC), Dione Hartley (DH), Helen Marney (HM), Jonny Hamp (JH), Nikki Phillips (NP), Richard Mostyn-Jones (RMJ)

Agenda Items	Responsible	Date action by
<p>INTRODUCTION</p> <p>DEC welcomed everyone to the meeting and reflected on what had been a sad weekend for the sport following the tragic events in Swansea, Sunderland, and Hamburg. Condolences were given to their families and friends and the importance of ensuring the safety of athletes and volunteers at events was emphasised.</p> <p>DEC asked that no-one commented on these events if approached and that all queries be passed forward to the Marketing and Communications team.</p> <p>1.1 Apologies for absence</p> <p>Apologies had been received in advance from HK, KC, and CJ.</p> <p>1.2 Conflicts of Interests & Register of Gifts & Hospitality</p> <p>None.</p> <p>1.3 To approve minutes of meeting held on 25 February 2023 and 21 March 2023</p> <p>The minutes were approved as an accurate record.</p> <p>1.4 Action List</p> <p>The Action List was reviewed, and it was agreed that this would be split into two sections going forward:</p>		



- Board Actions
- Points to Remember

1.5 Other matters arising

None.

TOPICS FOR DISCUSSION AND/OR DECISIONS

2.1 Membership & Participation Project

A report was circulated to the Board prior to the meeting.

It was also proposed to increase the price of a Race Pass (formerly known as a day membership) to £12. This was approved.

2.2 Sport System Master Planning

A report was circulated prior to the meeting.

It was confirmed that working groups had been established and Triathlon England was very much in scope for this project.

It was noted that Chairs and CEOs of Olympic and Paralympic sports along with the leadership of various other sporting bodies were due to meet again on the 12 July and that following this a report on the “Next Steps” would be provided at the next meeting.

2.3 Major Events Update and Approach

A report was circulated to the Board prior to the meeting.

A discussion took place around whether adding a European Championships to Leeds would make the event more viable. It was confirmed that this had been looked into and although this would increase revenue, costs would also increase.

ORGANISATIONAL HEALTH

3.1 2022/23 Performance v Scorecard

The report and Scorecard 2022/23 were circulated prior to the meeting.

A summary was provided, and it was confirmed that the Executive team are in the process of developing a “top 10” objectives list for regular board review.



A discussion took place surrounding whether objectives should be annual or based around a three/five-year plan. It was agreed that these thoughts would be shared with the Executive team for further discussion.

AS/Exec

3.2 Finance

The report was circulated prior to the meeting and an overview was provided.

It was confirmed that the Descente commission of £300k had now been paid and an additional £14k had also been received,

It was confirmed that the Accounts for year ended 31 March 2023 had been finalised and the results looked good. These are due to be audited shortly.

Thanks were given to AS and the Executive team at this point for all their hard work.

It was reported that the number of members fell by a further 92 and retention dropped to 76% in May and events are still being cancelled and number of participants at events are low.

3.3 People

The report was circulated prior to the meeting.

It was noted that a new bespoke Leadership Programme was being developed and a draft proposal was included within the report for information.

It was confirmed that labour turnover was constantly being monitored and that all staff receive an “exit interview” and no trends had been identified following these.

It was noted that a higher number of applications were being received for each role and successful applicants were of a high calibre.

3.4 Governance

The report was circulated prior to the meeting.

It was confirmed that all Governing Bodies are required to be compliant with the updated Code for Sports Governance by the end of December 2023.

Following a review of the process, areas where further work was required had been identified and it had highlighted the requirement for some new policies and updates to existing ones.



The Board approved the Board Succession Plan and the TE Management Board Terms of Reference.

It was reported that second stage interviews for the roles of: iNED Finance and Welfare and Safeguarding were due to take place and that the Board would be notified accordingly.

3.5 Technology

A report was circulated prior to the meeting.

It was noted that phase one of the DPO compliance review had taken place and that a score of 54% (requires improvement) had been achieved.

It was confirmed that a list of high priority actions had been produced and currently being worked through.

It was reported that the AWS Cloud Migration is planned for June/July 2023, and this was of high importance.

It was confirmed that certification had been completed for Cyber Essentials and Cyber Essentials Plus and that once the cloud migration had been achieved a further review would be undertaken.

It was noted that there was still a lot of work to be done around Digital Transformation and this was still in the discovery phase. It was confirmed that once the roadmap and strategy is available this would be shared with the Board.

3.6 Strategy update (to see designed version)

A copy of the graphically designed version of the Strategy for both British Triathlon and Triathlon England had been circulated to the Board prior to the meeting for feedback.

The Board confirmed they were happy with the design.

PORTFOLIO REPORTS

4.1 BTF Board

The report was noted.

4.2 Talent

The report was noted.



It was confirmed that AS, Mike Cavendish and Anne Vinestock would be attending a UK Sport presentation on the LA investment cycle and enquiries would be made regarding future investment in talent development.

Resource challenges were noted and that the current model was not sustainable. The importance of ensuring there is a pipeline of elite athletes coming through was reiterated as was identifying this was a key area that requires investment.

4.3 Marketing & Comms

The report was noted.

4.4 Membership (see item 2.1)

The report was covered in agenda item 2.1.

4.5 Welfare and Safeguarding

The report was noted.

4.6 ED&I

The report was noted.

It was confirmed that Amie Martin had resigned from the post of Head of ED&I at the end of March. Following this a review of the requirements of the role had been undertaken and it had been agreed to transition to “Head of Social Impact” with a dual remit for Inclusion and Sustainability. The advertisement had gone live for this and the closing date for applications is the 11 June.

The role will also sit within the “People and Governance” team.

4.7 Events & Rules & Tech

The report was noted.

An overview was provided regarding the option to further explore a British and Home Nations Championship test and it was confirmed that discussions had taken place with all three Home Nations surrounding this. The Board confirmed they were in support of this.

It was noted that an update would be provided to all Technical Officials with regards to the Expenses Policy.

4.8 Development

The report was noted.



A summary was provided, and HM asked for the Board to share their thoughts with regards to the End of Quarter report that was included. A discussion took place regarding what could be done in the future to automate the reports to save time and whether reports could be produced against targets to show what “good” looks like and the learnings.

It was confirmed that preparation was underway for the launch of two major propositions Swim, Bike, Run and Active Skills for Life as well as the new Education and Learning Pathway.

4.9 Commercial

The report was noted.

It was reported that there was an increased reliance on the sale of merchandise and that big brand deals were increasingly difficult to find. Following a donation from a high-net-worth individual it was felt there was confidence that this could be repeated and that there could be potential for more opportunities especially within the Age-Group community.

It was also noted that the team were working hard to close the funding gaps for Swansea and Sunderland.

4.10 Triathlon Trust

The report was noted.

It was confirmed that following the appointment of three new Trustees there was a lot of enthusiasm and experience now on the Trusts Board and plans for the relaunch were being developed.

Thanks were given to HM and the team for all their support given to the Trust.

4.11 TE Council

The report was noted.

RMJ gave thanks to HM and the team for all the work undertaken for the Council in the absence of the Head of Clubs and Regions. It was confirmed that Anna Gray was now in post, and she will be introduced to the Council and TEMB members over the next 1 – 3 months.

It was confirmed that a working group had met to discuss the role of the Regional Committees and the TE Council and work is continuing around this.



<p>RMJ confirmed that he had engaged with the London Region and a review of the constitution was underway.</p> <p>It was noted that there are several conversations taking place regarding “Regional Funds” and a proposal/strategy will be brought to the next Board meeting for review.</p> <p>It was confirmed that following a robust recruitment process led by the TE Council Jamie Gordon had been appointed to the position of Regional Director.</p> <p>4.12 Clean Sport</p> <p>The report was noted.</p> <p>It was asked that any information regarding Clean Sport seminars that are being held be shared to Board members.</p>	<p>RMJ</p>	
<p>CLOSE</p> <p>5.1 AOB</p> <p>Regional Councils – access to information</p> <p>It was asked if the Councils could have access to details of Triathlon England members and the Clubs in each region to communicate and reach out to these people.</p> <p>A discussion took place regarding GDPR and consent and following this it was decided that this would be looked into further and an update would be provided at the next Board meeting.</p>	<p>AS/HM</p>	