

Minutes: Triathlon England Management Board (TEMB)

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

Time: 13.30 - 17.00

Date: Saturday 11th May 2019

Present: Bill James, Chair (BJ), Debbie Clarke (DC) - by phone, Kevin Currell (KC), Jamie Gordon (JG), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL) (in part), Louise McFadzean (LM), Tracey Sample (TS), Sarah Taylor-Hough (STH), Avi Tillu (AT).

Apologies: None

BTF staff in attendance: Natalie Justice-Dearn (NJD) (in part), Andy Salmon (AS), Kirsten Fasey (KF) (Guest Researcher).

	Agenda Items	Responsible	Date action by
1	<p>Apologies for absence and declarations of interest</p> <p>BJ opened the meeting by introducing and welcoming KC to his first TEMB meeting in his capacity as NED for Talent Development.</p> <p>BJ 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>Minutes of last meeting and matters arising</p> <p>2.1 To approve minutes of meetings held on 9 February, 20 March and 1 April 2019</p> <p>The minutes were approved.</p> <p>2.2 Action List</p>		

	<p>The action list had been previously distributed and was noted.</p> <p>2.3 Other Matter Arising</p> <p>None.</p>		
3	<p>Chair report</p> <p>In addition to the previously distributed report, BJ reiterated his thanks to TEMB members who had supported the financial turnaround and expressed his congratulations and appreciation to the executive team.</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>A paper summarising a meeting between Home Nations and BTF had been previously distributed. BJ reported on a very positive meeting with real appetite to work ever more closely together for the good of the sport.</p> <p>A series of Age Group Principles had been discussed at BTF Board and BJ asked that the outcomes arising from these principles be shared with the TEMB in due course.</p>		
4	<p>CEO update</p> <p>The CEO update had been previously distributed.</p> <p>As expanded on labour turnover and people in general.</p>		

5	<p>TE Council update</p> <p>STH reported on a very positive meeting held earlier on 11 May. Key points included:</p> <ul style="list-style-type: none"> • AS to attend Council meetings in future • Debbie Clarke has been appointed as the TEMB representative on the BTF Age Group Committee and Council will feed input via Debbie. • A template has been created for Regions to develop a Regional Scorecard, aligned to the TE Scorecard. RM's will be available to support Regional Committees. • The realignment of Regional Manager roles is now complete and RM KPI's will be confirmed and shared with Regions • It had been agreed that Regions would share annual accounts with HQ and HQ would offer support where required • Council was supportive of the proposal to amend the Regional Grants process, noting that projects spanning multiple years would be welcomed and Regions experiencing cash-flow issues supported <p>BJ expressed his gratitude to Council.</p>		
6	<p>Finance</p> <p>6.1 Management Accounts</p> <p>A provisional headline report and narrative had been previously distributed. LM provided a verbal overview and the details were noted.</p> <p>6.2 Reserves Policy</p>		

	<p>A draft policy and related replenishment schedule were previously distributed. LM clarified some aspects and both were approved.</p> <p>6.3 Summary of Financial Year</p> <p>A paper summarising the key causes of the financial outcomes in 2018/18 had been previously distributed. It was noted that this had been shared in confidence with UK Sport and Sport England.</p>		
7	<p>Scorecard</p> <p>7.1 Annual Objectives</p> <p>A paper proposing amendments to the Elevated Profile Annual Objectives had been previously distributed and was approved.</p> <p>7.2 Strategic Goal Reporting</p> <p>A discussion paper had been previously distributed. It was agreed that the Scorecard was the most appropriate way to report on progress and that portfolio holders would avail themselves of details relating to exceptions.</p> <p>In addition, it was agreed that additional papers would be prepared for key strategic topics and that these would be the result of collaboration between the relevant NED and Exec team member.</p> <p>7.3 Clarification of TEMB Member lead responsibility</p> <p>A discussion paper had been previously distributed. It was agreed that a table clarifying the BTF NED, TEMB NED, Committee and Exec Team member for each strategic goal would be produced for future reference.</p>	<p>AS</p> <p>AS</p> <p>AS</p> <p>AS</p>	

	<p>7.4 Membership Report</p> <p>A report had been previously distributed and was noted.</p>		
8	<p>Regional Delivery of our Strategy</p> <p>8.1 Update on regional Manager Alignment</p> <p>NJD provided a verbal update, confirming the process was now complete. As noted in item 5, RM KPI's will now be finalised and shared with Regions.</p> <p>8.2 Regional Grants</p> <p>A paper had been previously distributed. The feedback from Council was noted and considered and the proposal approved.</p>	<p>NJD</p> <p>NJD/AS</p>	
9	<p>Children & Young People</p> <p>A paper summarising the TE approach to Children & Young People had been previously distributed.</p> <p>Following a discussion, it was agreed to establish a new Annual Objective to articulate the TEMB ambition to provide opportunities for children and young people in 'Low Socio-Economic groups' and establish a journey beyond the introductory experience.</p>	<p>NJD/AS</p>	
10	<p>Triathlon Trust</p> <p>10.1 Trustees</p> <p>AS confirmed that BTF is required to appoint 3 new Trustees in the</p>		

	<p>near future and accordingly, would like to invite each HN to identify a suitable candidate.</p> <p>This was welcomes and expressions of interest were invited to BJ and AS by no later than 24th May.</p> <p>10.2 Update</p> <p>Papers updating on progress to align the Trust and HN's had been previously distributed and were welcomed.</p>	All	
11	<p>Major Event Update</p> <p>11.1 Event Status 2019</p> <p>AS provided a verbal update.</p> <p>All operational plans were on track.</p> <p>11.2 Event Trackers</p> <p>Trackers had been previously distributed and were noted.</p> <p>11.3 2020</p> <p>AS provided a confidential verbal update.</p>		
12	<p>Governance</p> <p>12.1 Sport England</p> <p>AS advised that there were 3 non-onerous tasks in hand to ensure full compliance with the Code.</p>	AS	

	<p>12.2 Audit, Risk and Governance Committee</p> <p>A paper, summarising activity, had been previously distributed. LM commented on the volume of work undertaken and that a refreshed Risk register was being developed.</p> <p>12.3 Duty of Care</p> <p>A paper had been previously distributed and was welcomed.</p> <p>12.4 AGM</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 was approved in principle</p> <p>12.5 Terms of Office for President</p> <p>It was agreed to prepare 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>12.6 Committees</p> <p>A discussion paper had been previously distributed. TEMB Members were invited to provide feedback to AS.</p>	<p>AS/LM</p> <p>SL/STH</p> <p>STH/AS</p> <p>AS</p> <p>All</p>	
13	<p>AOB including date and time of next meeting</p> <p>It was agreed to amend the date of the next meeting to Saturday 27th July, subject to the BTF Board being able to adjust timings on the same day.</p>	<p>AS</p>	

