

Meeting of the BTF Board of Directors

Minutes

Thursday 25 May 2023



Venue: via Zoom Conference Call

Time: 08:30 – 12:00

Present:

BTF Board: Bill James (BJ) – Chair, Andy Salmon (AS), Debbie Clarke (DEC), Dougie Cameron (DC), Greg Warnecke (GW), Martin Kitchener (MK), Neil Saunders (NS), Richard Ashton (RA), Sameer Pabari (SP), Sara Heath (SH), Vicki Holland (VH)

Apologies: None

In attendance: Dione Hartley (DH), Ian Howard (IH), Kirsten Fasey (KF), Mike Cavendish (MC)

Items	Responsible	Timings
<p>1. INTRODUCTION</p> <p>BJ welcomed everyone to the meeting, confirmed the meeting was quorate and gave a brief overview of the agenda.</p> <p>1.1 Apologies for absence</p> <p>None.</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 28 January and 22 March 2023.</p> <p>The minutes were approved as an accurate record subject to a minor amendment to 22 March minutes.</p> <p>1.4 Action List</p> <p>The action list had been previously circulated and following discussion, it was agreed that action 3.1 was not fully complete.</p> <p>1.5 Other matters arising</p> <p>Risk Register</p> <p>It was confirmed that the Executive team review the Risk Register every two months which subsequently gets reviewed by the ARG Committee. The Board agreed that going forward the Risk Register would be presented to the Board twice a year for review.</p>	<p>AS</p>	

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2. TOPICS FOR DISCUSSION AND/OR DECISIONS

2.1 Major Events Update and Approach

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

A verbal update to the report was provided.

A discussion took place around "Major Events", their importance and financial viability.

It was confirmed that BTF would be a member of a World Triathlon Working Group to explore a more sustainable model for WT events.

2.2 Sport System Master Planning

A report and briefing document were circulated prior to the meeting.

During the meeting a summary of this was provided to ensure the Board were clear and understood the approach that was being taken.

It was reported that there seems to be consensus amongst a number of National Governing and Sporting Bodies around a need for change and working groups had been established to discuss various topics and these were gathering momentum.

It was confirmed that Chairs and CEOs from a number of major National Governing Bodies would be meeting again in July to discuss the outputs from the working groups.

A discussion took place surrounding the "key themes" and also the use of "Shared Services" with other NGB's.

The Board were supportive of this, but caution was raised with sharing "intelligence" assets. It was noted however that by amalgamating services this could improve career progression and succession planning.

It was confirmed that BJ and AS would communicate the outcome of the meeting being held on 12 July at the next Board meeting.

The Board were asked to be open minded and ready to participate following the meeting in July. It was also noted that consideration should be given to the impact of potential changes to the Home Nations and discussions should be had with all Boards.

2.3 Membership Collaboration

A report was circulated prior to the meeting.

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It was confirmed that the Heads of Agreement (HoA) which describes and agrees the way in which a collaborative approach to the new membership proposition would be governed had been approved by all Home Nations, however Triathlon Scotland representatives had subsequently confirmed that the HoA would not be taken to their Board for approval. Triathlon Scotland was concerned about a methodology for the designation of members to a Home Nation of their choice.

The Board recognised that the agreement may require some editing following discussions with the Home Nation Boards but approved the Heads of Agreement as written.

2.4 Anti-Doping

A report was circulated prior to the meeting and a summary and update of the situation was provided to the Board.

3. ORGANISATIONAL HEALTH

3.1 2022/23 Performance v Scorecard

A report was circulated prior to the meeting.

It was noted that a “top 10” objectives list was being developed for regular board review.

3.2 Finance

A report was circulated prior to the meeting.

It was reported that the Accounts for the year ended 31 March 2023 had been finalised and the reserves position was better than previously forecast. Subject to completion of the year end audit, the P&L position for the financial year ended 31 March 2023 was likely to show a broadly neutral reserves movement. The Board noted their appreciation to the Executive Team for delivery of the financial outcome in what has been a very challenging economic environment.

3.3 People

A report was circulated prior to the meeting.

It was noted that data relating to Labour Turnover would be included in September’s report and that a lot of work had been undertaken to capture better information and reasons why people leave the organisation.

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It was also reported that recruitment for vacancies was producing high quality and volume of candidates.

3.4 Governance

A 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.

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 were asked to discuss and consider the approval of the following which had been circulated to the Board prior to the meeting:

Board Succession Plan

Following a discussion regarding "Emergency Decision Making" the Board was happy to approve the Board Succession Plan.

BTF Board Terms of Reference

Following a discussion surrounding the requirement for all committees to have a representative from each Home Nation, it was acknowledged that there are some exceptions to this, and it was suggested that the Articles of Association are amended to reflect these. The amendment will be made to the Articles and taken to the next AGM for approval.

KF

The Board approved the BTF Boards Terms of Reference.

Technical Committee Terms of Reference

The Board approved the Technical Committee Terms of Reference.

Expenses Policy, including appropriate mileage rate for Board members

A discussion took place regarding the "mileage rate" and why there are different rates for staff and volunteers. Some Board members felt uncomfortable with being paid more than staff members and felt that the amount paid for staff and volunteers should be aligned.

The Board agreed the Expenses Policy with a view to aligning to a single mileage rate for everyone as soon as possible.

KF

Acceptable Use of Technology and Social Media Policy

The Board approved this policy.

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Board Vacancies

A proposal was put forward to the Board prior to the meeting and the Board agreed to proceed as planned and interview eight shortlisted applicants for the vacant Age-Group & Digital role.

As this was GW last meeting, BJ took the opportunity to thank him for all his hard work and commitment to the Board and wished him all the very best in his new role.

It was confirmed that both Neil Saunders' (NS) and Richard Ashton's (RA) first term on the Board was coming to an end on 26 July 2023 both have agreed a further second term which will expire on 26 July 2027. The Board approved this.

3.5 Technology

A report was circulated prior to the meeting.

It was noted that progress is being made in this area but there was still a lot of work to do.

A discussion took place around the recent DPO compliance review and concerns were raised at the low score achieved of 54%. It was confirmed that work on the recommendations assigned based on apparent risk will commence in July and that a progress report will be provided to the Board.

NP/AS

The Board asked for another DPO review to be carried out prior to the next Board meeting in September to provide comfort that the score has improved.

NP/AS

The Board also asked for clarification surrounding what level would be acceptable and what "good" looks like.

NP/AS

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.

It was also noted that Welsh Triathlon was now a year into their new strategy, and this is published on the website.

Triathlon Scotland confirmed that they have just refreshed their strategy, and this is in the process of being communicated.

3.7 Awards Event / 40th Celebration

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An outline of a proposal was circulated to the Board prior to the meeting for feedback.

The Board confirmed that they were happy with this proposal, and it was noted that the Awards Committee were due to meet in June.

4. FOR INFORMATION

4.1 Performance

The report was noted.

Everyone was delighted to hear that George Peasgood had returned to Loughborough and the progress he is making.

4.2 Events

The report was noted.

A point was raised to ensure that the Events Technical Committee Terms of Reference is reviewed.

4.3 Age Group

The report was noted.

It was reported that the mood and performance within the Age-Group community was good at the moment and there was a lot of new people joining the Age-Group team.

Although it was noted that sustaining Age-Group athletes and the cost of entering events was a challenge.

It was also noted that if a British athlete has a bad experience at an international event this could have potential for reputational risk for British Triathlon, but it was confirmed that British Triathlon work hard behind the scenes to rectify this.

4.4 Commercial

The report was noted.

4.5 Welfare & Safeguarding

A report was noted.

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It was confirmed that training is being delivered to ensure that all Technical Officials are compliant in this area but there is a lot of work to do.

It was also confirmed that delivery of Healthy Relationships training is being rolled out to athletes.

4.6 Anti-Doping

The report was noted.

BJ took this opportunity to thank NS for his time and expertise with regards to Safeguarding and Anti-Doping.

4.7 Sustainability

The report was noted.

4.8 ED&I

The report was noted.

It was confirmed that following the resignation of Amie Martin (Head of EDI) the future of the role had been discussed and it had been agreed to transition the role to "Head of Social Impact" with a dual remit for Inclusion and Sustainability. It was noted that recruitment for this role will be communicated once final changes have been made to the Job Description and Person Specification.

4.9 Marketing & Communications

The report was noted.

4.10 International Relations

The report was noted.

It was reported that two female candidates would be standing for election on to the European Triathlon Board.

After discussion, both candidates were considered competent.

4.11 Triathlon England

The report was noted.

It was reported that interviews for the two vacant roles on the Triathlon England Board (iNED Welfare and Safeguarding and iNED Finance) are currently being held.

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4.12 Triathlon Scotland

A report was noted.

It was confirmed that recruitment is taking place for the new CEO and also the Head of Participation. Recruiting for the above two key roles and launching the revised strategy were identified as priority and important.

4.13 Welsh Triathlon

A report was noted.

It was confirmed that recruitment for the new CEO was underway.

It was reported that in the interim the Senior Management Team had taken responsibility of the CEO duties and the staff at British Triathlon were thanked for all their support.

4.14 Triathlon Trust

The report was noted.

It was mentioned that a high-net-worth individual had committed to donating £30,000 to the Trust in 2023.

Following the resignation of both Beverley Lewis and Louise Wright, the importance of ensuring that all three Home Nations are represented on the Trusts Board once the new CEOs are in post was reiterated.

It was noted that following the appointment of three new Trustees there is a lot of activity being driven and it is an exciting time for the Trust. Plans with regards to the re-launch will be shared once available.

It was also noted that DEC is working with Gary Adey Chair Triathlon Trust to create a succession plan to introduce Triathlon England Board members to the Trusts Board.

5. CLOSE

5.1 AOB

World Triathlon Congress Pontevedra - September 2023

A discussion took place regarding Septembers board meeting and whether this should be rescheduled to take place prior to the World Triathlon Congress in Pontevedra to identify any issues or areas of concern that Board members might wish to raise.

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	<p>It was agreed that the date should remain the same and that the Board would be briefed on matters to be taken forward via email in early September.</p>		
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