

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting - Virtual	
13th July 2022	Attendees: Martin Kitchener (MK), Parul Patel (PP), Greg Garner (GG), Simon Webb (SW), Bethan Mitchell (BM), Simon Maguire (SM), Luke Organ (LO), James Leavesley (JL), Jeffrey Nsofor (JN), Deborah Mahon, Cicely Lock-Williams (CLW).
Chair	MK
Minute taker	CLW
Chair's Opening	
Apologies: Beverley Lewis (BL), Kirsty Edwards (KE).	
BL was absent but had asked for questions in advance which MK would address through the meeting.	
Introduction of Directors and welcome to the two new Directors Simon Webb and Jeffrey Nsofor.	
Introduction of Deborah Mahon the new Sport Wales Relationship Manager.	
Conflicts of interest / Risk Register	
Conflicts of interest: SW works for a triathlon events company.	
This conflict will be managed as and when issues may occur. SW will be asked to refrain from voting on any conflicting issues and happy that he may be asked to leave the room if any situation requires this. Minutes will record any such action taken.	
Risk: No new risks.	
Approval of minutes	
Minutes from the last meeting: 11th May 2022.	
APPROVED	
Board reports	

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Actions from last meeting

Membership survey is due to be sent out in September 2022.
LO and BL to work with MK to look at commercial relations between BTF and WT, meeting scheduled Thursday 21st to discuss.

Safeguarding Equality and Risk

Annual review with CPSU in June 2022 – Met the CPSU standards.
Report from Limeculture due August 2022.
Working through the Whyte review currently.

The board expressed its thanks to BM, AJ and BL for their hard work in getting the review preparation work done – particularly AJ. MK stated this was a testament to how WT was maintaining and improving its standards with regards Safeguarding.

Deputy Chair Appointment

No candidates stepped forward so will be discussed at a later date.

Board reports taken as read.

Question to BL prior to meeting from JL regarding the new 20mph limit in Wales. BL answered Welsh Cycling had led on a joint cycling/triathlon letter to Welsh Government requesting exemption for cycle races. No reply received as yet but reply promised. May take some time to implement an exemption.

Success

Finance Report

All board members had sight of the financial report, no comments forward to BL prior to meeting.

LO asked about the additional technology solution cost.
JL said Cyber-duck brought in to replace Seven League who were unable to implement the technology solution, as requested to analyse cost increases and solutions. Expectation is BTF will spread the costs through the next three years if there is a significant increase.
SW asked if we should make an accrual now?

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JN agreed and will discuss with BL.

ACTION: BL and JN to liaise to put accrue costs.

In a question to BL prior to the meeting JL asked about the successes behind the membership growth compared with the other HN's. There were a number of reasons including campaigns and latent demand due to slow return of events. BL to review and feed into future campaigns.

Commercial Update

LO confirmed agreement for BTF to return to new deal with Yellow Jersey after due diligence had been done with another bike and travel insurance company. Only a slight 15% increase in benefit.

LO also agreed partnership which is also a membership benefit for Riixo.

Technology Road Map Update

Covered in Finance discussion.

CWG Update

No update other than everything going to plan currently, and no concerns raised.

MK and JL attending and both meeting the rest of the BTF/HN Boards at the joint Dinner on the Saturday.

MK stated concern over support for board members at events. Board members at the Strategy Launch have received Polo shirts and CLW has requested sizes to order polo shirts for others. PP/SW noted the level of work put in by staff at events.

Action: Board engagement at events will be considered by the Events Team.

When looking for a new kit sponsor BL will need to factor in increased kit for Board members.

Action: Source Board kit for CWG and event attendance.

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Performance Centre Aspirations

MK asked for this to be covered after a discussion with LR whilst BL was on leave.

Louis had explained that the requirements of the Welsh Triathlon NTPCW in its aspiration to become a BTF World class Programme (WCP) centre.

- 1) to have WCP athlete – potentially possible in the next year or two
- 2) access to WCP level support science practitioners.

The former is talent dependant, the later after discussion with Sport Wales it has been confirmed we will have through the National Centre when we have a programme athlete. BTF have already recognised the centre as working to and potential to reach this aspiration in funding a Centre Coaching role to work alongside LW.

Sustainability

Board Evaluation Update

SM has now received the survey results and will present the Board Evaluation Survey data to MK and BL.

MK will follow up with the Directors 121's to discuss in detail.

ACTION: MK to complete Board evaluation 121's Directors.

Sustainability – Wellbeing discussion

This referred to the LH research report and the Committee meeting at which how to measure wellbeing impact was discussed. Results to be brought back to the sustainability committee.

Staff Proposal

BL had answered pre meeting questions by email from BM and JL on Board Papers as requested in case she was still unwell. MK went through these questions.

ACTION: BL to share workstream capacity plan for next six months with the Board

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The comms role is a set 12-week contract so no notice period. For now, BL keen to get the post filled and if the person fits well then, we won't need to advertise which is what the scheme is set up for. We are interviewing two candidates on Monday. If we think we do not have the right person, we can go to advert when appropriate.

LO in the meeting asked about recruitment and why not go for a permanent position and a more senior position sooner. PP confirmed that the nature of the 12-week contract is to bring a new graduate in to the work place to obtain a FT role.

JL also felt that having an intern is not sustainable and highlights how comms and marketing is essential for retention of memberships.

DM recognises that Sport Wales have resources and training options to help with Comms and Marketing skills. The right candidate will be able to receive significant support.

SW highlights the difficult to recruit mid-season.

- Can we have some more detail regarding the feedback from staff who are leaving the business?

MK & BL have talked about exit interviews being a priority. In the past these were done by Board Directors but MK wants these to be independent of Board and Sport Wales. The HR consultant himself can't do them in the time frame requested -they are not stipulated as an item in the contract.

PP in the meeting also raised concerns about the resignations and need for Exit interviews.

MK has found a provider which the Board are happy to take up.

ACTION: MK to request formal proposal from HR source

Have the views of the remaining staff been sought in relation to the proposal (and where any pinch points are likely to be felt in the short term)?

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SMT are supportive. GE is already working to get AJ up to speed as even if the proposal is not approved we will need his work supported until we get a new HoD in post.

JL stated that AJ, and BL, are critical as the backbone of the organisation. AJ should be supported as a priority.

LO and JL emphasised the importance of covering the income streams membership, events and coach education whilst the changes are taking place.

An important point regarding moving activity and programmes to an income generating position was discussed and DM will support BL in this area. DM to meet with SW to discuss.

The Board gave APPROVAL in principle to the Staff Proposal with assurances from BL of work capacity (and what can be postponed/dropped from workload) and a look at the pay.

The Board would like succession and the ability for a number 2 staff member to address the Board meetings if like today the CEO is absent.

SW asked that the board thank the leavers for the hard work they completed at their time at Welsh Triathlon.

Mileage Proposal

JL questioned mileage rates but after receiving answers from BL prior to meeting happy to go ahead with proposal

APPROVAL: An increase from 25p per mile, to 30p per mile, in line with BTF mileage.

Inclusion

Transgender Policy Update

The board are happy they are up to speed.

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AOB

Update of Welsh Triathlon Policies

The Board have unanimously approved the below Policies.

Approved: WTDOC0011 Register of Business Interests.

Approved: WTDOC0012 Customer Charter.

Approved: WTPOL0003 Equality and Diversity Policy.

Approved: WTPOL0004 Disciplinary Policy.

Approved: WTPOL0011 Whistleblowing Policy.

Approved: WTPOL0016 Conflict and Register of Business Interests.

Approved: WTPOL0021 Car Allowance Scheme Policy.

Approved: WTPOL0022 Welsh Language Policy.

Approved: WTSH0001 Staff Expense Policy.

Request to look at the customer standards are they achievable.

Note that the ED&I policy was the result of Professional expertise

Concern that the Register of Interest and Conflict of Interest overlaps

The Staff Handbook will be reviewed with its policies in October by the HR consultant.

Any comments on the BTF Disciplinary Policy to go to BL by the end of the week – if no comments this will be approved for BTF (changes were minimal relating to Sport Integrity Commitment)

ACTION: Director to feedback on BTF Disciplinary Policy

JL asked about support provided to CEO. MK meeting weekly

Action Items	Responsibility	Deadline
Membership survey to be sent out to ensure good capture of data.	BL	14 th September 2022

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BL and JN to liaise to put an accrual in place for Technology Solution.	BL	14 th September 2022
MK to complete Board Evaluation 121's with Directors once Survey data reviewed.	MK	14 th September 2022
BL to share workstream capacity plan for next six months with the Board	BL	14 th September 2022
Source Board Kit for CWG and event attendance	CLW	28 th July 2022was
Board engagement at events – provide a plan and ensure kit	BL/ZJ	14 th September 2022
Request formal proposal for Hr service to complete 5-6 exit interviews	MK	14 th September
Directors to feedback on BTF disciplinary policy	All	15 th July 2022
Date of next meeting		
14th September 2022 F2F and preceded by staff Board workshop.		
Chair Close and Thank you		