

## Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Virtual platform via TEAMS	
<b>13 September 2023</b>	Elaine Francis (EF), Catherine Roberts (CR), Martin Kitchener (MK) James Leavesley (JL), Simon Webb (SW), Parul Patel (PP) Jeffrey Nsofor (JN), Greg Garner (GG), Sarah Lloyd-Williams (SL-W)
<b>Chair</b>	MK
<b>Minute taker</b>	SL-W
Chair's Opening	
<p>MK thanked all for joining, welcomed Catherine Roberts to her first Board Meeting as CEO and thanked her for joining from annual leave, that was arranged prior to her appointment.</p> <p>On behalf of the Board, MK thanked all the WT Staff for their efforts over the recent period.</p> <p>Chair also thanked the WT Board members for their help over last few months and expressed sincere gratitude for all help received.</p> <p>Apologies for Absence: Kirsty Edwards (KE), Katy Evans, Sports Wales (KE), Luke Organ (LW), Simon Maguire (SM)</p> <p>MK advised Board that Katy Evans is the new (interim) Sports Wales Relationship Manager</p>	
Conflict of interest / Risk Register	
None received.	
Approval of minutes	
Approved	
Board Reports	
<p><b>Safeguarding/Equality Risk:</b></p> <p>EF updated from CPSU framework July meeting. WT overall rating was given as conditionally meeting the framework standards. There were no major concerns and WT's commitment to safeguarding was recognised. EF is working with AJ on an action plan and time scales. The main priority is around athlete voice. EF fully supports AJ in this work.</p>	

EF reported that there is a Level 1 case being dealt with by BTF.

WT staff (Amy Jenner and Megan Clements) are about to attend training

EF highlighted that a date is required for Board safeguarding and advised that the safeguard training is mandatory training for Board, every 2.5 years.

EF asked all to return poll by close of play on Friday 15 September 2023.

**ACTION:** All Board members to complete doodle poll with training dates by close of play Friday 15 September 2023.

MK thanked EF and for the support given to AJ.

CR advised the risk register will be brought to the next Board meeting and will be circulated in advance. Please give this some thought before next meeting.

MK highlighted that some items are missing on the risk register e.g., events being involved in open water swimming etc.

**ACTION:** CR to circulate Risk Register to Board ahead of November meeting.

#### **Actions from previous meetings**

HR process for Maternity Leave completed. 7 applications received for the maternity cover post.

External announcement of CEO appointment completed.

Reserves Policy/Governance requirement: MK has been advised on the Reserves Policy (3 months of reserves).

**ACTION:** Written confirmation to Chair from JN in one week re how much WT have got that isn't protected in reserves policy as protection.

Quarterly Management accounts to Sport Wales: CEO confirmed WT accountant is happy to prepare quarterly accounts for submission.

Ways to increase revenue and develop relationships. CR will present interim plan for revenue increase at November Board.

CR reported on a scheme being run by Urdd Gobaith Cymru where Non Stanford is attending and WT will have stand at the scheme. CR will meet Non Stanford at the event.

CR has been invited by BTF to join commercial committee. CR has detailed reports and will include information on presentation to Board.

Exit interview: conducted by SW on 4 July. GL pre-read questions before interview. Info has been shared with AJ, no issues of concern for Board.

ISV message from other NGBs: SW updated that the ISV project is stalled due to uncertainty about backing from Welsh Govt. SW will meet the project manager in November for an update.

SMT informed WT staff on ISV plans

Staff Welfare: AJ's workload has been monitored by MK and CEO is to conduct PDRs to address workload and welfare of all staff. MK has received assurance that AJ workload is ok.

### **Board Reports – taken as read**

MK thanked all authors for compiling reports.

MK noted achievements and notable performances from the Performance Team and recommended WT take opportunities to recognise fantastic results achieved from a small resource base.

## **Success**

### **Budget/Finance Report Reserves Policy**

JN reported WT is in a good place compared to the budget and listed reasons for the improved position.

JN noted that the assumption in the budget is that membership costs will increase, and numbers will go up. This is not the case; membership numbers are static.

CR responded that the team have ideas to mitigate this.

JN said he needs to have monthly meeting to keep tabs on the budget, margin for error is slim.

JN advised Reserves policy is for 3 months of operational costs. As a Board, strategic thinking is required.

MK raised for Board discussion the projected year-end surplus and advised that there is a WT post funded largely through BTF. This funding ends this year.

The post is seen as vital to the continued success of the WT team.

MK said the proposal for surplus generated is to put it towards extending this post. . The Staff senior management team have agreed that this the number 1 priority.

CR asked the Board to consider allowing the surplus being added to reserves if fund raising efforts fail to raise sufficient to fund the post as the CEO now has only a small window to connect with people for fund raising opportunities.

SW endorsed CEO's statement and the need to maintain the excellence that the Team is achieving.

Board approval given to move any surplus into reserves

### Staff Handbook

SM not available for update.

MK noted that this item is a recurring agenda item, and it is time to complete.

**ACTION:** CEO to liaise with SM and ensure completion of Handbook.

## Sustainability

### National Championships – age group Super Series

CR introduced the new age categories and explained that WT uses 10-year bands which are no longer being used by other Home Nations (HN). The proposal is to move to 5-year bands.

Board unanimously approved move to 5-year bands.

MK thanked AJ and SW for report.

### Race Pass

JL gave brief outline of the process to date and said the comms around the changes to the event organisers had been poor. It has now been passed to the Business Review Group at BTF.

JL felt BTF had not been bold enough selling the ideas around the changes and he has offered his time to help BTF on the project of Mandatory membership. It was noted that Ben Cummings has renewed enthusiasm for mandatory membership project.

CR asked if the next stage is workshops with event organisers.

CR stated it is important to get it right in Wales for event organisers; the expertise lies with James and Simon and requested positive suggestions from WT.

JL said include Ben Cummings in dialogue.

**ACTION:** CR to liaise with Welsh Event organisers.

### **Board Director Terms**

MK advised that his term ended in September, and that this has been discussed informally with some Board members. A decision was made to delay discussion of this issue until CEO appointed.

MK said, following discussion with new CEO, he has put himself forward to serve a second term of 3 years but noted there is no process/procedure to follow in the Handbook. Therefore, if there are any concerns or worries with MK taking on a second term, Board members are to go to the Governance Director. Board approval is required for a second term. If there is not unanimous support, the Board will need to address.

The Board agreed with the proposed process.

**ACTION:** Any concerns to be submitted to Simon Maguire by Friday 22 September 2023.

### **Development Team**

CR updated on the appointment of the new Participation Officer, Rhian Williams. Maternity leave cover for the Events Officer will be appointed. With these two appointments there will be no gaps in the Development team.

## **Inclusion**

### **ED&I Update**

PP said there is nothing from a WT perspective but advised there has been no ED&I meeting at BTF with the Home Nations this year.

PP has pushed for a meeting, nothing yet has come through. The BTF Inclusivity post is vacant after the appointed person resigned following a short period in post. There is no back fill.

PP reported she has had access to the insights from the Membership survey to gauge members awareness on BTF values and said she would like to have the raw data shared with WT to match it against WT 's own membership survey to find out what WT needs to do moving forward.

**ACTION – CR will seek date for BTF ED&I meeting**

### **Female Category Competition Procedure**

CR said BTF document sets out procedure if a concern is raised and Board approval is required for WT to adopt it. CR cautioned that if complaint had to be investigated it is likely to be costly and requested clarity on the procedure; WT need to take questions to BTF for clarification.

JL said appeal costs will be shared 50:50 between appellant and HN, costs sit with HN and not BTF.

PP advised costing is not clear, no explanation of how costing will be shared out.

PP ran through various scenarios to give costings examples and said the appeals process is a lot clearer, appeal done by one assessor, costs for one day, additional work would be additional charges and that cost will be split between appellant and HN.

PP advised that it would be beneficial if BTF put a cap on investigation costs.

MK stated that WT Board is not in position to approve without these issues being clarified.

**ACTION:** CEO to investigate further with BTF and update on progress at next Board.

MK suggested exploring possibilities at a Wales level.

**ACTION:** CR to pick up with CEO of swimming and cycling for information gathering

## **AOB**

### **Safeguarding Training**

Addressed under Standard Agenda items.

SL-W highlighted mandatory training requires Directors to attend two 1.5 hour sessions. EF confirmed that all Directors are required to undertake this mandatory training, there are no exemptions for previous safeguarding training.

### **Age Group Events**

CR said the Board Report outlines the potential dates for next year's events. Dates have not been shared with EOs and it is for the Board to look at dates and approve dates. CR confirmed there is no conflict of interest from Welsh EO on Board and said the work of Amy Jenner and Simon Webb has enabled WT to get World and European qualifier events in Wales.

Board approved schedule of events. SW abstained from Board vote.

### **Thanks to Chair**

JL proposed on behalf of Board recognition for the Chair's workload and support given to the Team.

Board formally recognised Chair's input and thanked MK.

### **HYBRID WT Board Meetings**

MK announced that going forward Board meetings will take a hybrid format; Board meetings will take place in Sport Wales with CEO and Chair present and Board members who wish to attend in person are warmly invited to join them. Teams links will continue to go out for remote attendance.

### **AGM**

Date proposed is Tuesday 14<sup>th</sup> November 2023

PP asked for AGM report to be ready for one week before Board meeting.

**ACTION:** CEO to circulate AGM report to Board by 1 November 2023.

<b>Action Items</b>	<b>Responsibility</b>	<b>Deadline</b>
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Completion of Safeguard Training doodle poll dates	<b>All Board</b>	<b>15 September 2023</b>
Circulate Risk Register to Board ahead of November meeting.	<b>CEO</b>	<b>End of October 2023</b>
Written confirmation to Chair re how much WT have got that isn't protected in reserves policy as protection.	<b>JN</b>	<b>22 September 2023</b>
CEO to liaise with SM and ensure completion of Handbook.	<b>CEO &amp; SM</b>	<b>ASAP</b>
Liaison work with Welsh Event organisers on workshops for Race Pass/Mandatory membership	<b>CEO</b>	<b>Ongoing</b>
Concerns to be submitted to Governance Director re second term appointment of WT Chair	<b>SM</b>	<b>22 September 2023</b>
Female Category competition procedure: Investigate further with BTF	<b>CEO</b>	<b>November Board</b>
All Wales approach: pick up with CEO of swimming and cycling for information gathering	<b>CEO</b>	<b>November Board</b>
WT 2023 AGM report for Board circulation in advance of next meeting	<b>CEO</b>	<b>1 November 2023</b>

**Date of Next Meeting**

**8 November 2023 – hybrid format**

**Chair close and thank you**

**OUR PURPOSE**

To develop a triathlon community that enhances the well-being of current and future generations in Wales.



**EIN PWRPAS**

Datblygu cymuned triathlon sy'n gwella les cenedlaethau heddiw ac yfory yng Nghymru.