

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Swansea and Virtual platform via TEAMS	
14 July 2023	<p>Martin Kitchener (MK), Kirsty Edwards (KE), Jessica Williams (JW), Parul Patel (PP), Luke Watson (LW), Sarah Lloyd-Williams (SL-W), Jeffrey Nsofor (JN), Simon Webb (SW)</p> <p>Virtual attendance Elaine Francis (EF), Greg Garner (GG)</p> <p>In attendance: Catherine Roberts (CR) – appointed to post of CEO but not yet taken up post</p>
Chair	MK
Minute taker	SL-W
Chair's Opening	
<p>Thanked all for attending in person and online. EF thanked for attending from annual leave.</p> <p>Apologies received: Luke Organ (LO), Simon Maguire (SM), James Leavesley (JL), Jeffrey Nsofor (JN) for late attendance.</p>	
Conflict of interest / Risk Register	
<p>Conflict of interest: None Risk Register: Not presented</p>	
Approval of minutes	
<p>8 March and 10 May 2023 minutes approved</p>	
Board Reports	
<p>Actions from previous meeting:</p> <p>March Minutes: circulated to Board 11.05.2023</p> <p>AJ action points responses submitted in writing, reported by SL-W</p>	

Safeguarding report prior to panel: Introduction to WT safeguarding meeting held with EF and MK.

EF updated that the meeting with AJ is 20 July 2023 to go through the framework prior to submission to Sport Wales. No obstacles are foreseen and EF is happy with the Standards. Performance personnel LW and VJ are to join AJ and EF at their next meeting to give performance input.

MK thanked AF and EF for their work.

Board Report Format: Chair has met with AJ.

Heads of Agreement: signed off by all Boards, 20 May 2023.

MK thanked JL and AJ for the work put in to reach its conclusion in a cordial way and he is proud of WT conduct.

ISV Plans: Plans shared in Board pack.

HR process maternity leave: To be actioned. SM to liaise with AJ and MK to speak with AJ in next couple of weeks.

Update all reports: taken as read

SW asked for Board papers to come out earlier.

MK agreed and asked for some flexibility as currently WT is without a CEO. It was noted that the Board need documents in advance to review.

Introduction of New CEO:

MK thanked CR for her generosity of time to join the meeting and talked through the selection procedure for the CEO appointment. Five applicants went through to interview. A new selection and panel format was adopted which included a staff member on each panel which brought new insights. MK reported that Board had confirmed the appointment of CR by correspondence.

MK said he has been contacted by other NGBs about the new process and is proud of the recognition of trying new processes. It was noted that staff time is required and it was recognised that the staff efforts had led to a strong process.

CR thanked MK for the introduction. CR talked through the information she presented at interview and explained that she looks forward to working with everyone and making a difference. Start date is TBC end August/September.

SW welcomed CR on behalf of the Board.

CEO announcement

Close partners to be notified 17/7/23. Others to be notified via newsletter 20/7/23.

KE to work with FS to produce press pack for external release.

JW offered to proof work for media output to FS.

ACTION: FS to email JW.

FS can contact CR if required before Thursday.

Success

Budget/Finance Report

MK said LW had taken on responsibility for the finance work from scratch, which has helped WT and MK thanked LW. JN agreed and noted it is significant work and the Board is grateful.

LW updated end of year figures. The Board report was issued close to the Board meeting. LW reported that it was planned for 12k budget deficit and ended up with 18k. Income versus planned income figures were ambitious/unrealistic. Expenditure savings on staff salaries were a heavy burden on staff.

MK asked for confirmation that:

- (a) the shortfall deficit on budget would be met by reserves and
- (b) if it will take us below committed level of reserves.

JN to check and confirm reserves policy

ACTION: JN to find out if loss covered will stay in reserves of WT governance of 3 months reserves and inform MK.

MK asked LW about experience of getting involved with Board finance work.

LW reflected that it was mixed; reality versus knowledge of ways/processes and that as an organisation WT need to be better at longer term planning.

PP commended LW's commitment to Performance, and knowledge and skill of budget.

PP asked what can be done so that the Board is assured that there is accuracy in reporting e.g., over forecasting of revenue.

JN raised the issue of assumptions on income coming in - are they legitimate? A key part is, if key stakeholders are actively involved, a truer picture is obtained.

Going forward

JW said Sport Wales receive quarterly management accounts from some NBGs and other bodies they worked with. This helps with a useful level of scrutiny.

MK asked the Board if they would like to submit quarterly management accounts to Sport Wales. It was agreed to submit to Sport Wales to benefit from improved transparency.

ACTION: CEO to submit quarterly management accounts to Sport Wales

LW noted a couple of revisions to the budget and that this year's projection is for a zero budget. Risk of price increase in membership was identified.

MK said this year is going to be difficult for a lot of sports so parity at the end of the year is a good result and that any help from additional revenue is a priority for the year.

ACTION: Board to work with Team to look how to increase revenue

TF Heads of agreement update

LW updated discussions of membership across home nations. AJ and JL had sat in on the negotiations, MK at BTF level. CR as CEO will be involved.

MK noted discussion are in a better place than they have been.

Exit Interview

MK explained exit interviews are important and should continue but on a cost basis Board members will now need to do this. It was agreed for SW to conduct the upcoming exit interview.

EF offered to help undertake exit future interviews.

ACTION: SW to conduct GL exit interview.

Sustainability

International Sports Village (ISV)

SW updated on ISV; he has been involved in previous NGB CEO meetings to discuss this project and has attended recent meetings with AJ.

From WT staff survey it was reported that some WT office staff are not keen on the potential move. LW reported that it will have little impact on performance staff. Currently, ISV on hold again by CC and SW is requesting a new time frame.

SW said he has been approached by Welsh Cycling, and Welsh Gymnastics and to do joint letter to Cardiff Council.

ACTION: SW to manage message with other NGBs

SW clarified the benefits of the potential move.

MK suggested that if office staff are concerned about reduced capacity for working with other NGBs, SMT and Board need to reassure staff not losing relationship with other NGBs.

JW said the Grant In Aid (GIA) process is due to be looked at in the next few years. Things may change.

LW said biggest risk is losing GIA for accommodation. VJ camps are not viable without it.

Next steps.

SW said no action required now. WT want to continue to be involved until it is known whether it is a good move for WT.

JN noted that it depends on how long it takes to move. The opportunity it presents is important, as is the public access facility.

MK noted the great visibility.

KE asked where it is left with the staff. SW replied that the staff feedback has been taken on board and for now, they will go back to staff and keep them apprised where WT are on journey, and that no decision has yet been made

CR said in staff recruitment going forward inform candidates of the potential move.

ACTION: Senior management team to inform staff that their response was discussed at the Board meeting and it was agreed to continue discussions on the ISV in light of the delay.

Development Team

LW said Gwyndaf Lewis (GL), Participation Officer, last day is 19 July 2023 and the post is out to advert.

LW highlighted that GL led on the Welsh Language award, The Cynnig Cymraeg, and Welsh Triathlon are the first NGB to gain this award. GL undertakes Welsh translation for communications and has been a huge value.

MK said the Board recognises and appreciates this work and thanked Gwyndaf Lewis and noted he leaves a strong legacy.

LW said there is a need to look after the Head of Development ~~Amy Jenner~~ who has an unsustainable workload comprising three full time jobs at present for WT and asked the Board to have a welfare perspective on this.

PP said staff welfare is high on list of Board priorities.

MK replied it is minuted that the Board has been concerned about staff workload for some time and had asked for workload plan.

PP said staff in leadership roles need to inform the Board of workload stress.

LW suggestion to MK that LW to meet MK in place of AJ

ACTION: MK meeting with AJ next week and will raise issue.

Inclusion

ED&I

PP reported ED&I is stretching across every single aspect that WT are doing, and she is proud of the particularly good ED&I job WT are doing.

MK thanked the team doing this work.

JW appreciates meeting with LW and AJ to talk through safeguarding work plan. They have met twice in 5-6 weeks, now have structured workplan.

JW said it has been great to meet with WT and create a good platform for incoming CEO.

AOB

None

Action Items	Responsibility	Deadline
SM to liaise with AJ on HR process for maternity leave	SM	End of July 2023
FS to contact JW, Relationship Manager, Sport Wales for proof reading input on CEO external announcement	FS	19 July 2023
JN to update Chair re Reserves and governance requirement once budget deficit is covered	JN	End of July 2023
CEO/Senior Management Team to submit quarterly management accounts to Sport Wales	CEO/LW	Next Board meeting

Board to work with Senior Management Team on ways to increase revenue and develop relationships e.g. Non Stanford.	CEO/LW	On going
SW to conduct Gwyndaf Lewis's exit interview	SW	September Board
SW to manage message to ISV from other NGBs	SW	End of July 2023
Senior Management Team to inform staff of Board discussions re ISV	LW/VJ/AJ	End of July 2023
Staff Welfare: AJ workload MK to discuss with AJ	MK	End of July 2023
Date of Next Meeting		
13 September 2023 (Virtual)		
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.