

Board Meeting Minutes 24 March 2023



PRESENT

Location: Conference Room, David Ross Sports Village, University of Nottingham

Meeting: 10am – 3pm

Board Members: Sandra Deaton (SD) Chairman, Adrian Christy (AC), Steve Kemish (SK) Priya Samuel (PS) Emma Vickers (EV) Ritchie Venner (RV) Susie Venner (SV), Ray James (RJ), Don Parker (DP), Richard Ayers (RA), Jos Kelly (JK), Kwadjo Adjepong (KA)

Invited: Craig Giles (Bird & Bird)

Staff Attendees: Sue Wressell (SW)

Part Attendees: Joanna Keay-Blyth (JKB), Sam Garey (SGarey), Andy Wilesmith (AW), Keely Armitt (KeA)

Minutes : Sue Wressell (SW)

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p>Welcome</p> <p>SD (Chair) welcomed everyone to the meeting and noted there were no apologies.</p>			
2	23.03.1	<p>Update on actions and decisions made since previous meeting held on 8 September 2022</p> <p>No questions were raised on the actions.</p> <p>Minutes were approved by the Board on 9 January 2023.</p>			
3	233.2	<p>Major Event Strategy</p> <p>The Board received the paper from AC which proposed the development of a Major Event Strategy, governed by the establishment of a NewCo. Craig Giles, a partner from the legal company, Bird and Bird who have been advising Table Tennis England, joined the meeting. His company had helped to produce a short form Heads of Terms for Table Tennis England to start</p>			

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	<p>discussions with the International Table Tennis Federation (ITTF) around their support for the Strategy. The following comments were noted:</p> <ul style="list-style-type: none">• The strategy is considered to be a key commercial pillar for TTE as well as providing opportunities to increase engagement with our members, fans, and broadcasters and to provide home advantage for our players.• The strategy would see TTE host a minimum of one annual WTT event in England.• External financial support would be necessary to realise any aspiration of hosting major events in England by TTE.• UK Sport was keen to assist the bid for the 2026 World Team Championships but would require an underwrite. UK Sport had provided financial assistance to contract Bird and Bird to assist with the contracts and discussions with the ITTF.• To ensure that any major event plans minimised the financial risk to TTE, it was proposed that a new company be set up.• There were two plans being discussed with the ITTF:<ul style="list-style-type: none">○ Plan A – a strategy that would see TTE host a minimum of one annual WTT event in England plus the 2026 World Team Championships○ Plan B – a strategy that would see TTE host a minimum of one annual WTT event in England but without the 2026 World Team Championships• TTE’s proportion of surplus from the events would be invested back into <i>Table Tennis United</i>.• AC was due to fly to Singapore to meet with the CEO and CFO of the ITTF to talk over both plans.• The Board were asked to approve AC to continue discussions re the Major Event Strategy			
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		<ul style="list-style-type: none"> It was acknowledged that without the financial model of a NewCo, the dynamics of TTE's commercial strategy would change hugely. The Board understood the low risk to Table Tennis England within the proposal and approved AC to continue discussions with the ITTF. AC would keep the Board fully updated. 	<p>Decision: The Board approved discussions to continue re the major event strategy</p>		
4		<p>Competition Review</p> <ul style="list-style-type: none"> It had been agreed by the Board that the Competition Review and the points raised at the National Council in January 2023 would be reviewed by the new Competitions Committee to finalise the outcomes for final Board approval. The members of the Competition Committee were confirmed, following the recent interviews and this would be noted in the item at AoB. Gavin Evans would be invited to the first meeting of the Committee to provide his input into the competitions necessary for the Performance Pathway. Discussion was held on how to bring back tournament organisers into supporting the sport and how they could feel part of the Table Tennis England family. It was recognised that the work of the Area Managers would help to facilitate this, and they could help to support and encourage tournaments at a local level. 			
5	23.3.3	<p>UK Anti-Doping</p> <p>JKB was leading the UKAD Assurance Framework to ensure continued compliance. She updated the Board on the work undertaken over the past three months.</p> <p>The annual submission and update of the framework had been undertaken, together with the update of documents. Thanks were given to EV and Neil Rogers for their help with this. All the documents had been submitted.</p> <p>It was noted that training for different groups, i.e. coaches, was being planned and would come under the People Plan, to be produced by the new Head of People.</p>	<p>Action: To agree a new Board Rep for Anti-Doping</p>		

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		A new Board representative would need to be sought for this area of work once EV had left the post.			
6	23.3.4	<p>Safeguarding</p> <p>The Board received the Safeguarding Paper and noted the work that had been undertaken.</p> <p>Naomi Thompson (NT) had recently joined the staff to provide full time assistance to Judy Rogers, Safeguarding and Disciplinary Manager. This meant that the team could be more proactive with this support in place.</p> <p>SV asked if there was anything the Board should be aware of. It was confirmed that there was currently nothing of concern.</p> <p>The Board were asked to approve the Safeguarding Policy and were happy to do so.</p> <p>A new Board representative for Safeguarding would need to be sought, due to EV's departure from the Board.</p>	<p>Decision: The Board approved the Safeguarding Policy</p> <p>Action: To agree a new Board Rep for Safeguarding</p>	Board	June 2023
7	23.3.5	<p>Table Tennis United</p> <p>The Implementation Plan and budget for 2023/24 was received and the following comments were noted:</p> <ul style="list-style-type: none"> • This was a one-year plan and one year budget, connecting objectives to key audiences. • SLT had been working hard together to produce the plan and budget. They had attended an awayday in January and another was planned for early July. • AC continues to liaise with Sport England and UK Sport to support our respective strategies. • Work on cross-NGB support for safeguarding was still ongoing. 			

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		<ul style="list-style-type: none"> The appointment of a company to help with the commercial strategy was expected within the next week. The budget included a 3% increase for staff salaries, and an additional non-consolidated amount, to be given monthly, to support the continued cost of living challenge. <p>The Board approved the Implementation Plan and Budget for 2023/24</p>	<p>Decision: The Board approved the Implementation Plan and Budget for 2023/24</p>		
8	23.3.6	<p>Reimagine Membership</p> <p>The Board received the update with proposed affiliation fees for the coming year and the following comments were noted:</p> <ul style="list-style-type: none"> KeA was in discussion with other sports who were undergoing a similar review and update of their membership systems. Work was being undertaken to create a simple on boarding platform that can be used for regular players in the community who aren't members, offering a more flexible solution. This work was moving ahead well. Conversations had started with Sport80 about the current platform to establish Direct Debit payments – this was seen as efficient for both members and TTE. We are aware the cost of living crisis continues to impact the table tennis community, and while TTE has its own rising costs, it was proposed that the fees for 2023/24 should be frozen. The Board approved the paper and the following recommendations: <ol style="list-style-type: none"> Continue to scope the new membership scheme for approval ahead of the 2024/25 membership year. Freeze membership fees for the 2023/24 season. Subject to the successful testing of technology, Direct Debit payment to be established as the default membership payment from the 2023/24 season. Continue to develop a new platform to test a different type of subscription-based product with a new audience 	<p>Decision The Board approved the four recommendations</p>		

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9	23.3.7	<p>Q3 Management Report</p> <p>The Board received the Q3 Management Report, and the following points were noted:</p> <ul style="list-style-type: none"> • AC was very pleased with the work that had been undertaken by the team this year, particularly given the transition and change programme that had taken place. • The work on EDI and its impact would be stepped up when the new Head of People was on board. • The Chair roles for the Local Organising Groups in the areas were going to advert on 3 April and the new Southwest Area Manager had been appointed – Stephen Bourke. • A greater data focus of each of the areas would be presented at the June Board meeting. • SG would discuss with the auditors re how best to manage the outstanding regional funds. • SK asked whether there was anything the Board could start/stop or continue to do to assist the Senior Leadership Team. AC will continue to consider. • AC reported that Neil Rogers had agreed a document with RV (Competition Committee Chair) which highlighted the operational work and responsibilities of the executive staff and the strategic attention required of the Committee. This could be something that other Chairs could agree with the executive staff on their committee that would help greatly. 			
10	23.3.8	<p>Finance</p> <p>The Board noted the Q3 Finance Report, and no additional points were made.</p>	<p><u>Decision:</u> The Board approved the Q3 Report</p>		
11		<p>Honorariums</p> <p>[REDACTED]</p>	<p><u>Decision:</u> The Board approved the</p>		

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		<p>A full discussion was held about some Directors receiving an Honorarium.</p> <p>It was noted that some organisations, i.e. Sport England and UK Sport provided an allowance for each main Board meeting that their directors attend, and AC would seek information from them about this payment and how it was made.</p> <p>Following the discussion, the Board unanimously agreed to remove the current Honorariums with immediate effect. In addition, with effect from 1 April 2023, it was agreed that all Directors would be offered £150 per Board meeting for their attendance, subject to AC's discussion with lawyers to ensure this practice would pose no future risk to TTE</p>	<p>removal of Honorariums with immediate effect.</p> <p>Decision: The Board approved an 'Attendance Allowance' of £150 per Director for each Board meeting attended, subject to legal discussions.</p>		
12	Aob23.3.1	<p>AOB</p> <p>Code for Sports Governance</p> <p>TTE were currently compliant with the Code, except for one article which states that should the Chair not be available at a Board meeting, the Deputy Chair would take over. The Code requires the Chair to be recruited through an open process; this is not how our current Deputy Chair is recruited to the position.</p> <p>It was confirmed that it would be usual for the Senior Independent Director would assume the chair in the absence of the Chair.</p> <p>It was acknowledged that this reform was needed, and the current article would need to be changed. There will be an Action Plan for the revised Code in April with actions needing to be in place by December. The action to defer the article change to 2024 would be included in this Plan.</p> <p>The Board agreed with this course of action.</p>	<p>Decision: The Board agreed that an article change re the Deputy Chair would be added in the Governance Action Plan for 2024.</p>		

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Decisions
<p>Major Event Strategy:</p> <p>The Board approved discussions to continue re the major event strategy.</p>
<p>Safeguarding Policy</p> <p>The Board approved the Safeguarding Policy</p>
<p>Table Tennis United</p> <p>The Board approved the Implementation Plan and Budget for 2023/24</p>
<p>Reimagine Membership</p> <p>The Board approved:</p> <ol style="list-style-type: none">1. Continue to scope the new membership scheme for approval ahead of the 2024/25 membership year.2. Freeze membership fees for the 2023/24 season.3. Subject to the successful testing of technology, Direct Debit payment to be established as the default membership payment from the 2023/24 season.4. Continue to develop a new platform to test a different type of subscription-based product with a new audience.
<p>Finance</p> <p>The Board approved the Q3 Finance Report</p>
<p>Honorariums</p> <p>The Board approved the removal of the Honorariums with immediate effect.</p>

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The Board approved an 'Attendance Allowance' of £150 per Director for each Board meeting attended, subject to legal discussions.

AOB

Code for Sports Governance

The Board agreed that an article change re the Deputy Chair would be added in the Governance Action Plan for 2024.

Advisory Committee Members

The Board agreed the new members of the Advisory Committees