

## Introduction

1. The latest Board meeting took place over two days on the 10<sup>th</sup> and 11<sup>th</sup> December 2015 in order to allow sufficient time for in depth discussion on various strategies.

## Background

2. The meetings are split into four distinct sections:-
  - a. Regular update papers from the Chairman, Chief Executive, Head of Operations (including finance, risk and governance) and a National Council Update.
  - b. Dashboard and Decision papers – the Dashboard provides the Board with a snapshot of progress against the annual operation plan. The full operation plan is provided to the Board on a 6 monthly basis (March and September).
  - c. Discussion papers – Strategic discussion papers which help set the direction of the organisation.
  - d. Papers for Information – papers which provide background to work that is going on but not for discussion at that particular meeting. These are not presented at the meeting but any questions about these papers are fed 'off line' directly back to the author

## Regular Updates

3. **Chairman's update** – Sandra's update information on decision taken at the ETTU AGM and other relevant matters.
4. **CEO report** – The Board recorded its thanks to Rob Sinclair for his 40 years of service and wished him well for his retirement. Colin Wilson's resignations as director was confirmed and SS reported that the vacancy would not be filled immediately but we would wait to see the direction of the new Government, Sport England and UK Sports priorities and see if they created skills gaps within the Board. Colin's contribution and hard work were recorded.
5. The Board noted and discussed the outcome of the Comprehensive Spending Review and congratulated the staff on the successful bid for £138,600 additional funding for Talent Development.
6. **Head of Operations report** – Key governance reports were provided in respect of finance, governance, risk, safeguarding and ethics and complaints. The Board were informed that a small re-structure had taken place within the organisation, including the creation of a new Workforce department.
7. **National Council Update** – A full report of the October National Council meeting was made along with a number of the issues raised. The voting discussion would be covered and discussed in a later paper (item 11 on this paper).

## Dashboard and Decision papers

8. **Dashboard** – An update of the Dashboard was provided. It was highlighted that a recent discussion had taken place around prioritising key outcomes of the operation plan. Following the discussion, 6 key objectives had been identified which would take priority in the next 6 months. The Board confirmed that they were comfortable with these priorities although not to the exclusion of other business.
9. **Network Review Group** – A long discussion took place around the independent review completed on organisation procurement and contracts which also covered the role of Trade Committee. These recommendations are agreed. -

Procurement Policy

The Procurement Policy should be:

- a) Extended and strengthened,
- b) Formally considered and approved by the Board
- c) Published on the website
- d) All staff relevant should have training on procurement

Procurement Overview

- a) Procurement should come under the oversight of a specific standing group of the Board, such as the “Finance, Operations and Risk Group”.
- b) The standing group, or a member of the standing group, or an individual adviser appointed by the standing group, should be involved in procurement by tenders for all areas, not just trade. This is because poor cost effectiveness or allegations of favouritism could occur in other areas of procurement.
- c) These arrangements should replace the Trade Committee.
- d) In addition arrangements should be made for a person, not otherwise involved in procurement, to spot check procurement on a regular basis (as a low key internal audit process) to ensure that the Procurement Policy is being followed. This could be a staff member, director, or volunteer.

Before agreeing to these recommendations Board took into account Article 20.1, relating to individuals connected to the Trade not being allowed to be directors as well as the acceptance of the Portas review which led to staff being responsible for executive matters including procurement and the transformation of the committee system which defined roles for committees and advisers according to staff responsibilities. Additionally it was noted that Sport England had been consulted and agreed with the recommendations in respect of the dissolution of the Trade Committee. Board thanked existing and previous Trade Committee members for their contribution.

10. **Huntingdonshire application for County Re-instatement** – Having reviewed the application and supporting information - in line with regulations the Board declined the request for the re-instatement of Huntingdonshire based on the majority of local leagues in the county area not supporting the application.
11. **Voting Review** – The discussion held at National Council was held and the comments and proposition votes noted. However it was felt that based on the responses to the Voting Review paper from members and Board member discussions with the general membership at various events that further investigation would be beneficial. It is

therefore planned to canvass the members directly in the near future to both obtain their views and measure the response rate.

12. **Regulations** –It was agreed that with effect from January 1<sup>st</sup> all references within the regulations to General Secretary should be replaced by Head of Operations.

### **Papers for Discussion**

13. **Club Strategy Review** – An updated club strategy including both an affiliation and accreditation model was discussed.

Examples of club support would be provided through:-

- i) Flexible access to support and resources
- ii) Access to useful information – case studies
- iii) Targeted offers and initiatives
- iv) Workforce development
- v) Club management tool (connected to our CRM system)

Initially the focus would be on the traditional club which then sparked a discussion around Premier Clubs and the role of Clubmark as an important standard or a barrier. The Clubs Focus Group would meet again before the strategy was finalised. A comprehensive communication plan was required for all types of clubs.

14. **European Youth Top 10** – Following the submission of the expression of interest to host this event Table Tennis England had been invited to present its bid to the ETTU EB in February. A draft budget was presented to and challenged by the Board. The Board agreed to proceed with the bid to host the event.

15. **Children & Young People Strategy** – ES provided overview of strategy. ES went on to describe the priorities for the 2015-17 period.

- Meet the equipment needs of both primary and secondary schools and help them overcome barriers to participation such as space and storage. New programmes were being developed to develop these strategies and would be launched early in the New Year.
- Create a communication plan with young people, schools and providers. This was an issue highlighted at National Council. Several suggestions were made to help including creating links with CSPs and explore with YST and ESTTA what databases they could share.

It was noted that existing teacher training resources were out of date and would be referred to the Head of Workforce. School - club links were also highlighted as a great way to create sustainable delivery and provide a pathway in to regular and more committed table tennis. Discussions also mentioned targeting the Primary School Premium.

16. **Membership Strategy Review**—A detailed discussion took place as to proposed changes to membership categories and benefits for various categories. Affiliation fees would

need to be addressed separately. Various comments would be reflected in the next draft.

## DAY 2

17. **Draft Coach License Proposal** – It was noted that the proposal was being held back temporarily to allow the new Head of Workforce to input before being finalised. In the meantime Board provided its comments on the draft proposal which it is hoped will reverse the recent trend of a number of coaches choosing not to be licensed. There was discussion about the number of people taking coaching courses and then not becoming active licensed coaches. This was a similar issue with umpires, for every course which has 12 people on it is estimated 10 do not follow up. This will be referred to the Head of Workforce.
18. **Performance Plan Rio** - SM emphasised how important it was to get Liam Pitchford and Paul Drinkhall qualified for Rio, it would be an important development to establish new credibility as as no British player had qualified as of right since Sydney 2000. No financial support was forthcoming from either Sport England or UK Sport.  
SM presented a budget request identifying a programme and costs that would provide the best opportunity for Paul and Liam to qualify for Rio. This was then checked and challenged with questions being asked about where savings could be made and identifying how other funding could be accessed.  
The specific budget to Rio qualification was approved in principle.
19. **Senior British League** – The paper regarding the proposal to move to home and away games for Senior Premier was discussed in detail. A number of lengthy debates were held including criteria for ‘bursary’, how to ensure club development would be central to home and away, reservations over players committing to 14 weekends per season and sufficient umpires of right standard. The Board confirmed its support of the proposal in principle, the bursary scheme (and criteria) for the first year and the need for an open and detailed review before confirming what level of financial contribution may be available after Year 1. This would be communicated to the BL Committee by Susie and Amanda at the next BL Committee meeting.
20. **Ranking Changes** - A Ranking Review Strategy Group had taken place with varying opinions on the feasibility and desirability of a one list national system. The Board confirmed that it wanted this work to continue and that any systems had it be simple to understand and encouraged players to play.
21. **Website** - The Board received a presentation from Jamie Gordon on the new website which should be launched late January 2016.
22. **Associate Membership plan update** - Following Board’s decision to make associate membership free this season, it was pleased to note that there were almost 3000 associate members registered compared to 1669 last year. The plan to continue to

attract new associate members was presented which included contacting lapsed members, liaising with OIGS and former OIGS and an easier registration page on TT365 requiring less information for associate members.

## **AOB**

23. New Company members were agreed.
24. A facilities award was agreed by the Board
25. Gateshead and Tyneside playing boundaries were moved from Northumberland to Durham from 2016/17 season