

# LTA OPERATIONS LIMITED BOARD OF DIRECTORS

Wednesday 29 November at 8.00 am at The Richmond Hill Hotel, Richmond-upon-Thames TW10 6RW

## Present

David Gregson, Richard Baker, Martin Corrie, Craig Haworth, Clare Hollingsworth, Nicola Maskens, Sandi Procter, Dave Rawlinson and Simon Steele.

## In attendance

Rob Dearing (item 6 only), Stephen Farrow, David Humphrey (item 3 only), Scott Lloyd, Alastair Marks (items 3-6 only), James Mercer (items 3-6 only), Niall O’Keeffe (items 3-6 only), Oly Scadgell (items 3-6 only), Simon Timson (items 3-7 only), Sheila Wall (minutes) and Vicky Williams (items 3-6 only).

## Minutes

### 1. Welcome & Declarations of Interest

David Gregson welcomed everyone to the meeting. The declarations of interest were as previously recorded. Board members should continue to declare an interest at the appropriate time during the meeting.

### 2. Minutes and Matters Arising

The minutes of the meeting held on 20 September 2017 were approved as a correct record.

#### 2.1 Item 2 – Matters Arising

It was noted that the Public Affairs Strategy would be circulated shortly.

[David Humphrey, Alastair Marks, James Mercer, Niall O’Keeffe, Oly Scadgell, Simon Timson and Vicky Williams joined the meeting.]

### **3. Exec Reports**

The Exec reports (Participation, Performance, Finance, People, Governance, Safeguarding, British Tennis Membership and Major Events) and the final 2017 Dashboard which were included in the Board pack were taken as read.

#### **3.1 Participation**

Alastair Marks advised that a review of the overall offer for children and young people would be undertaken. The findings of the review would be discussed by the Tennis Development Committee.

Alastair Marks confirmed that the full operation plan (to include timings) for the implementation of the Women & Girls Strategy should be available for the February Board meeting.

#### **3.2 Safeguarding**

The Safeguarding update from David Humphrey (Head of Safeguarding) provided in the Board pack was noted.

### **4. Commercial Update**

James Mercer had circulated a paper which compared the 2017 and current 2018 sponsorship arrangements, summarised the outlook and detailed ongoing key discussions with potential partners. The paper was noted.

### **5. 2018 Budget**

The paper prepared by Simon Steele included in the Board pack was noted.

Scott Lloyd thanked the Exec team for the enormous amount of work they had put into finalising the 2018 Budget.

Simon Steele referred to the revised Investment Policy Strategy and Investment Policy Statement (as set out in appendices to the Board Finance report) which had been agreed by the Audit Committee and which were being put to the Board for approval; these were approved.

[Rob Dearing joined the meeting.]

### **6. TBTT Update**

Board members had received a paper which provided an overview of the revised TBTT Governance and Approvals Process (following feedback from the Board and other

stakeholders) and a summary of how each TBTT application would be assessed, including benchmarks and success factors.

The Board approved the approvals process as set out in the paper.

[Rob Dearing, Alastair Marks, James Mercer, Niall O’Keeffe, Olly Scadgell and Vicky Williams left the meeting.]

## **7. National Academy Investment Guide**

Board members had received a paper prepared by Simon Timson which provided an opportunity to comment on the National Academy (NA) and Regional Player Development Centre (RPDC) Investment Guide and an update on emerging themes from the small grant-funded centre reviews and the first 17 County review meetings.

A discussion took place following which Simon Timson outlined the next key steps to the process; the first being Board approval of NA investment recommendations at its meeting on 26 April. He said consideration would need to be given as to how best to present the RPDC recommendations to the Board given that the Board was not scheduled to meet around the time of the 22 May deadline for applications. He added that he would be grateful for support in achieving a common consensus within the Club & County Steering Group on county training for U8-U18 and then for help in advocating and driving the process through the Counties. It was agreed that a comprehensive communications plan would be key to the success of this process.

[Simon Timson left the meeting.]

## **8. Board Effectiveness Review**

Board members had received a paper prepared by David Gregson providing an update on the 14 recommendations which had arisen from the Board Effectiveness Review; this was noted. It was agreed to investigate moving to an electronic process for distributing future Board papers and Simon Steele agreed to look into the options.

## **9. Closed Session**

The Board met in closed session.

There being no further business, the meeting finished at 2.00 pm.

# LAWN TENNIS ASSOCIATION LIMITED

## BOARD OF DIRECTORS

Wednesday 29 November 2017 at 12.30 pm at The Richmond Hill Hotel, Richmond-upon-Thames TW10 6RW

### Present

David Gregson, Richard Baker, Martin Corrie, Craig Haworth, Clare Hollingsworth, Nicola Maskens, Sandi Procter, Dave Rawlinson and Simon Steele.

### In attendance

Stephen Farrow, Scott Lloyd and Sheila Wall (minutes).

### Minutes

#### 1. Welcome & Declarations of Interest

David Gregson welcomed everyone to the meeting. The declarations of interest were as previously recorded and Board members should continue to declare an interest at the appropriate time during the meeting.

#### 2. Minutes and Matters Arising

The minutes of the meeting held on 20 September 2017 were approved as a correct record.

##### 2.1 Item 3.4 – Tennis Performance Committee / Council Review Implementation Group

It was agreed that a statement in respect of the future of the Tennis Performance Committee would need to be made at the December Council meeting and noted that this would be discussed at the Board Nominations Committee meeting that afternoon.

David Rawlinson said that details of the outstanding items from the Council Review Implementation Group would be circulated to Board members shortly for information.

#### 3. Updates from Committees

Clare Hollingsworth and Richard Baker gave updates on the recent Audit and Remuneration Committee meetings.

Martin Corrie reported on the recent Council Nominations Committee meeting. He said that the Board Nominated Councillor positions on Council would be used to improve diversity and he was hopeful that these appointments would be confirmed by May 2018.

#### **4. International Report**

The International Report was noted.

#### **5. Committee Reports**

The minutes of the Audit Committee (2/10/17), Council Nominations Committee (17/10/17), Joint Finance Committee (3/10/17), LTA Trust (19/9/17), MERG (18/9/17) and the Tennis Development Committee (19/10/17) were available on the Board area of Netpoint and were noted. The minutes of the IAG meeting (17/10/17) would be available on Netpoint shortly. In addition, non-executive Board members had received a hard copy of the Remuneration Committee minutes from the meeting on 2 October 2017.

#### **6. December Council Meeting Agenda**

The draft agenda for the Council meeting to be held on Thursday 14 December 2017 was noted.

#### **7. Tennis Foundation Update**

The Tennis Foundation update provided in the Board pack was noted.

#### **8. Obligations under Modern Slavery Act 2015**

The report in the Board pack outlining the LTA's obligations under the Modern Slavery Act 2015 was noted.

#### **9. LTA Competition Regulations**

The proposed amendments to the Code Violation regulations in Appendix 7 of the LTA Competition Regulations were approved.

There being no further business, the meeting finished at 1.00 pm.