

# LTA OPERATIONS LIMITED BOARD OF DIRECTORS

Thursday 26 April 2018 at 8.30 am in Meeting Room 2 at The National Tennis Centre

## Present

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

## In attendance

Stephen Farrow, Simon Timson (item 7.1 only) 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. 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 14 February 2018 were approved as a correct record.

#### 2.1 Item 2.1 – Relationship with The All England Club

Simon Steele confirmed that the bible of documents relating to the relationship between the LTA and the AELTC would be completed by the June Board meeting. Clare Hollingsworth agreed to liaise with Simon Steele on its contents to ensure all relevant documents were included.

#### 2.2 Item 2.2 – Board Effectiveness Review

David Gregson said that he had reviewed progress against the Board Effectiveness Review recommendations and would circulate an update before the June Board meeting.

#### 2.3 Item 3 – CEO Executive Summary

David Gregson congratulated Scott Lloyd and the Sponsorship team for the announcement that Nature Valley would be title sponsor for the pre-Wimbledon events at Eastbourne, Edgbaston and Nottingham.

### **3. CEO Executive Summary**

Board members had received a comprehensive summary in their Board pack covering the Budget, Safeguarding, Participation, Performance, Membership, Sponsorship, Digital Transformation, Engagement, Major Events and other miscellaneous items.

Scott Lloyd referred to the Participation item and said that it was becoming increasingly apparent that the visibility of tennis and the contributors to this (ie domestic and global major events, superstar global players and GB player successes) were a significant factor in driving participation. He also referred Board members to the Participation report provided in the Board pack as an appendix to the Business Update.

He added that BTM relied on club registration to drive renewal numbers and a direct relationship with our customers was vital.

Work on the Duty of Care framework was well underway and this remained a high priority.

A detailed sponsorship schedule had been included in the Board pack. Board members had also received a copy of the latest Business Dashboard. Scott Lloyd said that this was work in progress and would capture reporting on a monthly basis within each Business Objective area.

### **4. Finance**

Board members had received a report from Simon Steele, together with the Management Accounts for the three months ended 31 March 2018 and the LTA Risk Register.

Board members had also received a copy of the Finance & Governance Report for 2017.

### **5. Safeguarding Report**

The paper prepared by David Humphrey (Head of Safeguarding) included in the Board pack was noted.

It was agreed that the thanks of the Board should be passed to David Humphrey in recognition of the excellent work he was doing generally and specifically in raising awareness of Safeguarding around the country.

### **6. TBTT Update**

Scott Lloyd updated on applications under consideration for TBTT funding.

[Simon Timson joined the meeting.]

## **7. National Academy Investment Recommendations**

At its dinner the previous evening, the Board had received a presentation from Simon Timson on the National Academy (NA) Investment recommendations.

In terms of the announcement date to the centres, tennis stakeholders and the media, he believed the May deadline should be moved to allow discussions with centres to be concluded satisfactorily.

[Simon Timson left the meeting.]

## **8. Other Business**

### **8.1 ITF Rules and Davis Cup Position**

Board members had received a paper setting out the background to possible changes to the Rules of Tennis relating to on court and/or in play coaching; the no let rule; the no advantage rule; the Shot Clock; Rules on walk-on times, warm-ups, first ball hit, medical time-outs and toilet /change of attire breaks. The paper also provided the suggested LTA view on the proposals.

The paper also set out proposed changes to the Davis Cup competition.

### **8.2 Supply Contracts**

Board members had received a summary and a deal memo for two contracts which required Board approval. These were approved.

### **8.3 Subscription Fees for LTA Members and Registration Fees for Associates**

It was agreed that both subscription and registration fees for the year commencing 1 October 2018 be held at the current rates. This would be put to Council for approval at its May meeting.

### **8.4 Changes to LTA Rules and Standing Orders regarding the Tennis Performance Committee**

Board members had received a paper setting out the proposed changes to the LTA Rules and Standing Orders in order to effect the removal of the Tennis Performance Committee. Approval of the proposal would facilitate the recruitment of an independent Non-Executive Board member with elite performance experience and the establishment of the Performance Advisory Group (PAG).

The proposed changes to the Rules and Standing Orders were approved for ratification by Council and the AGM as appropriate.

## **8.5 Changes to Disciplinary Panel, Licensing & Registration Committee and Safeguarding & Protection Committee**

Board members had received a paper setting out proposed changes to the Standing Orders in respect of the composition of the Disciplinary Panel, Licensing & Registration Committee and Safeguarding & Protection Committee (and the processes for each) in order to achieve best practice. Stephen Farrow confirmed that the members of these groups (all of whom would be independent going forward) would be appointed by the Council Nominations Committee. He added that Board approval would be required to retain the current membership of these groups until the end of the year and there would be a transition period as the new groups were appointed.

The proposed changes to the LTA Disciplinary Code and Standing Orders were approved; the Standing Order changes would be put to Council for ratification at its May meeting.

## **8.6 Amendment to LTA Rules 36 – Eligibility for a National Championship / Changes to LTA Rules regarding Venue Registration / Changes to LTA Trust Articles**

A paper had been provided in the Board pack setting out the proposals in respect of each of the above. The Rules changes in respect of National Championship eligibility and Venue Registration were approved and would be put to Council and then to the AGM for approval. The proposed changes to Article 3.1 of the LTA Trust Articles were agreed and the approval of the Charity Commission would now be sought.

## **8.7 Approval of New Non-Executive Director**

Sara Bennison was approved as a new Board Director (with digital marketing expertise) and would attend the June Board meeting. The appointment of two further Board Directors with elite performance expertise and to chair the Audit Committee respectively was well under way.

## **8.8 Appointment of New Chair**

Clare Hollingsworth updated the Board on the Chair recruitment. Lord Mervyn Davies had been the stand-out candidate and the interview panel recommended him to the Board for approval.

The appointment of Lord Mervyn Davies as Chair was agreed; as the incumbent Chairman, David Gregson did not participate in the vote.

# **9. Reports for Noting**

## **9.1 Business Update**

The Business Update provided in the Board pack was noted.

## 9.2 Participation Review

This item had been covered under item 3 above.

## 10. Closed Session

The Board met in closed session.

There being no further business, the meeting finished at 3.00 pm.

Signed .....

Date .....

# LAWN TENNIS ASSOCIATION LIMITED BOARD OF DIRECTORS

Thursday 26 April 2018 at 12 noon in Meeting Room 2 at The National Tennis Centre

## Present

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

## In attendance

Stephen Farrow 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 14 February 2018 were approved as a correct record.

#### 2.1 Item 3 – Updates from Committees

David Rawlinson reported that Val Gooding wanted to stand down as LTA Trust Chair at the end of the year.

### 3. Updates from Committees

David Gregson updated on the recent Committee of Management meeting.

### 4. 2017 Annual Review

A copy of the 2017 Annual Review was available on the Board secure area of Netpoint for information.

### 5. Tennis Foundation Update

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

**6. Health & Safety Report and International Report**

The Health & Safety Report and the International Report were noted.

**7. Committee Reports**

The minutes of the Audit Committee (26/3/18), Council Nominations Committee (13/2/18), Joint Finance Committee (7/3/18), LTA Trust (20/2/18), MERG (12/2/18), Safeguarding & Protection Committee (27/2/18) and Tennis Development Committee (21/2/18) were available on the Board area of Netpoint and were noted. In addition, non-executive Board Directors had received a hard copy of the Remuneration Committee minutes from the meetings held on 6 December 2017, 17 January 2018 and 20 February 2018.

**8. May Council Meeting Agenda**

The draft agenda for the Council meeting to be held on Thursday 17 May 2018 was noted.

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

Signed .....

Date .....