

# LTA OPERATIONS LIMITED

Company number 07475460  
(the “Company”)

**Minutes of a meeting of the BOARD OF DIRECTORS of the Company (the “Board”) held on Wednesday 12<sup>th</sup> February 2020 at 8.30 am in the Boardroom at The National Tennis Centre, 100 Priory Lane, Roehampton, London, SW15 5JQ**

## Present

Lord Davies of Abersoch, Rachel Baillache, Sara Bennison, Lesley Cundy, Craig Haworth, Clare Hollingsworth, Scott Lloyd, Sandi Procter, David Rawlinson, Roy Staniland, Simon Steele and Sir David Tanner

## In attendance

Richard Daish (item 7.1), Jackie Freeman (minutes), Tom Gibbins (item 7.1), Paul Guyer (item 6), David Humphrey (item 5), Caroline Lepetit (item 7.3), Chris Pollard (items 7.1 and 7.2), Julie Porter (items 6 and 7), Olly Scadgell (item 5), Pamela Woodman (Company Secretary)

## Minutes

### 1. Welcome and Declarations of Interest

Lord Davies welcomed everyone to the meeting.

In accordance with section 177 of the Companies Act 2006, each director present confirmed that they had no direct or indirect interest in any of the business to be transacted at the meeting. Otherwise, the declarations of interest were as previously recorded and Board members were reminded to continue to declare any interest which may arise during the meeting at the appropriate time.

### 2. Minutes and Matters Arising

The minutes of the meeting of the Board held on 4<sup>th</sup> December 2019 were approved as a correct record. There were no outstanding matters arising.

### 3. CEO Executive Summary

Board members had received a comprehensive summary in the Board pack. This was taken as read and Scott Lloyd provided the following updates.

- **Ticket sales:** Scott Lloyd reported that, despite committing less marketing spend, there had been a marked increase in major event ticket sales. This was largely due to the customer engagement work and a better understanding of the database.
- **Tennis Scotland:** Discussions continue to take place over one outstanding clause in the agreement but it is hoped an announcement will be made at a media briefing on 24<sup>th</sup> February 2020.

- **NTC:** Scott Lloyd informed the Board that the refurbishment works at the NTC should be completed in 2-3 weeks' time.
- **Sport England Governance:** Scott Lloyd said that the LTA had provided additional information to BDO in response to their verbal update. Rachel Baillache mentioned that she had been asked to join a Sport England Inclusion Think Tank and will share any information with the Board.
- **She Rallies:** Scott Lloyd noted that the LTA is in discussion with the Girl Guides Association.. This would be carried out by the She Rallies workforce.
- **Gambling and streaming rights in sport:** A paper was appended to the CEO Summary stating the LTA's policy of not entering into any sponsorship deals with gambling companies. This also extends to betting companies.

### 3.1 2019 Progress Overview

Following a request from the Board, Scott Lloyd had included a progress overview of activities carried out in 2019.

### 3.2 2020 Business Objectives

The Board reviewed the 2020 Business Objectives. The Board liked the new layout of the Dashboard and Scott would ask Olly Scadgell to share with Counties the Dashboard he has prepared for each region.

Lord Davies, on behalf of the Board, thanked Scott Lloyd and his Executive team for the progress achieved during 2019.

## 4. Finance

Board members had received a report from Simon Steele in the Board pack, covering finance, technology and legal, which was taken as read.

Sara Bennison asked for a more detailed report on technology going forward to understand any issues.

Simon Steele informed the Board that there has been an increase in the number of Data Subject Access Requests (DSAR).

## 5. Safeguarding Report

[Olly Scadgell and David Humphrey joined the meeting]

The report prepared by David Humphrey was noted. He also gave an update on the following:

**Cases** - The Safeguarding and Protection Committee (SPC) had heard 3 cases since the last Board meeting and none has resulted in an appeal of the outcome by either party.

**Safeguarding Standards – Coaching:** This project completed in 2019 and the objective was to ensure that all coaching activity undertaken by Level 3 and above coaches in registered venues is undertaken by coaches who are considered safe to practice under the LTA's accreditation scheme.

**Safeguarding Awareness Campaign – “Safe to Play”:** David Humphrey reported that 50,000 campaign cards will be distributed to registered venues and accredited coaches. A launch event for the scheme is being arranged..

**National Academies:** David Humphrey will be working with the National Academies on their trip policies.

**Wrexham update:** The on-line training resource for Club committees is currently the only outstanding recommendation from the Wrexham report. David Humphrey is working with Sandi Procter to produce a video that can be used by venues.

[David Humphrey and Oliver Scadgell left the meeting]

## 6. Facilities Investment

[Paul Guyer and Julie Porter joined the meeting]

Paul Guyer gave an update on the facility investment projects that said that that no projects had been submitted to the Facilities Investment Panel for approval so far this year.

[Paul Guyer left the meeting]

## 7. Key business areas

### 7.1 Junior Programme

[Chris Pollard, Richard Daish and Tom Gibbins joined the meeting]

Chris Pollard gave an update and presentation on the Junior Programme. The primary schools element of the programme will be launched on 27<sup>th</sup> February 2020 at the Youth Sport Trust annual conference accompanied by an email campaign being co-ordinated by EdComms. 2021 will see the launch of the secondary school element.

Richard Daish introduced the LTA Youth brand identity connected to the Junior Programme and shared a mood film with the Board. Details of the campaign will be shared with Council on 26<sup>th</sup> February 2020.

Tom Gibbins talked about the LTA Youth schools programme and the six strands that make up the programme: PE lesson plans, teacher training, personal development, competition, cross-curricular, and school club links.

Tom Gibbins noted Sir David Tanner's comment that it was important to ensure that there is an opportunity to attract new players when they start secondary schools and to make sure there is good sign posting for parents and children.

Sandi Procter asked if tennis in nursery schools has been considered and Tom Gibbins said that a feasibility study with Loughborough University and the Pre-school Learning Alliance was carried out a few years ago and he would look at re-visiting this piece of work.

[Chris Pollard, Richard Daish and Tom Gibbins left the meeting]

### **7.3 Membership**

[Caroline Lepetit joined the meeting]

The paper provided in the Board pack was taken as read. Caroline Lepetit explained that, following consumer research and external benchmarking, a new membership proposition has been developed to improve the current proposition. The proposed recommendations were set out in the paper. Council would be informed of the proposed changes at the forthcoming meeting in February 2020.

[Caroline Lepetit left the meeting]

Lord Davies thanked everyone for their presentations.

### **7.4. Other matters - David Lloyd Leisure (“DLL”)**

Scott Lloyd declared his interest and absented himself from the discussion.

The Board were given details of a proposed VIK arrangement with DLL. Lord Davies suggested that a committee of the Board be set up to discuss this in more detail and he would report back to the wider Board with their conclusion.

The Board delegated authority to Lord Davies and the Board members selected by him to form a committee in order to consider the proposals, require such changes as they may think fit and ultimately approve any arrangement with DLL.

### **7.2 Digital Strategy and Transformation**

[Chris Pollard re-joined the meeting]

Chris Pollard gave the Board a presentation on the Digital Transformation Strategy.

[Julie Porter and Chris Pollard left the meeting]

## **8. Verbal updates from Committees**

### **Tennis Development Committee (TDC) Objectives and Work Streams**

A draft copy of the objectives and membership of the TDC work streams was included in the Board pack. Once the version is finalised, this will be circulated to Board. Scott Lloyd thanked Roy Staniland for the work that had been done to date to ensure that the objectives were so clearly laid out. The Board confirmed its support for the proposed objectives and work streams.

**9. Business update**

The Business update was noted.

Lord Davies thanked the Executive for their presentations and there being no further business, the meeting closed at 1.15 pm.

Signed .....

Date .....

# LAWN TENNIS ASSOCIATION LIMITED

Company number 07459469  
(the “Company”)

**Minutes of a meeting of the BOARD OF DIRECTORS of the Company (the “Board”) held on Wednesday 12 February 2020 at 8.30 am in the Boardroom at The National Tennis Centre, 100 Priory Lane, Roehampton, London, SW15 5JQ**

## Present

Lord Davies of Abersoch, Rachel Baillache, Sara Bennison, Lesley Cundy, Craig Haworth, Clare Hollingsworth, Scott Lloyd, Sandi Procter, David Rawlinson, Roy Staniland, Simon Steele and Sir David Tanner

## In attendance

Jackie Freeman (minutes), Pamela Woodman (Company Secretary)

## Minutes

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In accordance with section 177 of the Companies Act 2006, each director present confirmed that they had no direct or indirect interest in any of the business to be transacted at the meeting. Otherwise, the declarations of interest were as previously recorded and Board members were reminded to continue to declare any interest which may arise during the meeting at the appropriate time.

### 2. Minutes and Matters Arising

The minutes of the meeting of the Board held on 4 December 2019 were approved as a correct record and there were no outstanding matters arising.

### 3. CEO Executive Summary

Board members had received a comprehensive summary in the Board pack. This was taken as read and Scott Lloyd supplemented his summary with a verbal update on a variety of operational and other matters.

### 4. Finance

Board members had received a report from Simon Steele in the Board pack which was taken as read.

### 5. Corporate Governance approvals

#### 5.1 Amendment of LTA Rules – venue registration

In advance of the Board meeting, the Board had considered the changes to the LTA Rules in relation to venue registration as set out in the Appendix to the paper included in the Board pack and noted that, in order to provide the requisite notice of the general meeting, a

decision to call a general meeting had been required in advance of the Board meeting and had been made. The Board affirmed that previous decision instructing the Company Secretary to call a general meeting of the Members of the Company in February 2020 to approve the changes.

## **5.2 Amendment of LTA Disciplinary Code – Anti-Doping Regulation update**

The Board approved the amendments to Appendix One to the LTA Disciplinary Code (the LTA Tennis Anti-Doping Programme) as set out in Appendix 2 to the paper in the Board pack.

Scott Lloyd informed the Board that Sir David Tanner had accepted to be the Board lead for Anti-Doping.

## **5.3 Recommendations from Council Nominations Committee**

### Appointment of new members of the Safeguarding and Protection Committee

The Board noted the paper included in the Board pack. Having received the recommendation from the Council Nominations Committee and after due consideration, the Board approved the appointment of the following new chairs and members of the Safeguarding and Protection Committee:

Chairs: Cameron Brown, Christopher Saad, Victoria Duncan

Committee Members: Tracie Linehan, Sally Halls, Christina Oshodi, Robyn Gennari

### Appointments to Committees of The Championships

The Board noted the paper included in the Board pack. Having received the recommendation from the Board Nominations Committee and after due consideration, the Board approved the appointment of the proposed appointees to the Committees of The Championships.

## **5.4 Annual General Meeting**

The Board instructed the Company Secretary to call an Annual General Meeting of the Company in May 2020.

## **6. Health & Safety Report**

The Health & Safety report provided in the Board pack was noted.

## **7. International Report**

The International Report provided in the Board pack was noted.

## **8. Draft agenda for February Council meeting**

The agenda was noted. Scott Lloyd would check that relevant Board papers were also included in the Council packs.

## 9. Committee Reports

The following reports and draft minutes were noted:

- Audit Committee (26/11/19)
- Council Minutes (12/12/19)

## 10. Any Other Business

### 10.1 Meritorious Service Awards

Upon the recommendation of the Council Nominations Committee, the Board decided that Meritorious Service Awards should be awarded to the following recipients:

1. Denis Costelloe (Kent)
2. Rod Danes (Sussex)
3. Lt Col (Retd) William Herlihy MBE (UK Armed Forces)
4. Robert Higgins (Shropshire)
5. Steve Hitch (Devon)
6. Karen Mitchell (Yorkshire)
7. John Sabberton (Lincolnshire)
8. Derek Waterfield (Cheshire)

### 10.2 David Rawlinson

David Rawlinson informed the Board that he would be standing down as Chairman of Bedfordshire County with immediate effect in order to avoid any potential conflicts of interest as President of the LTA.

There being no further business, the meeting was closed.

Signed .....

Date .....