

# 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 Tuesday 5 March 2024 at 8.30am at the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ**

**Present** Bridie Amos, Rachel Baillache, Sara Bennison, Sanjay Bhandari, Roy Colabawalla, Richard Cutler, Lord Davies of Abersoch, Anil Jhingan, Nigel Jordan, Scott Lloyd, Sandi Procter, Simon Steele, Sir David Tanner

**In attendance** Jack Baker (item 8.4), David Humphrey (item 7), Georgina Land-Wilkins (minutes), Caroline Lepetit (item 8.2), Julie Porter (items 8.1-8.3), Olly Scadgell (items 7 & 8.4), Ben Wiseman (item 8.3), Pamela Woodman (Company Secretary)

## 1. Welcome & Declaration of Interests

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 directors were reminded to continue to declare any interest which may arise during the meeting at the appropriate time.

## 2. Minutes

The minutes of the meeting of the Board held on 8 February 2024 were approved as a correct record.

## 3. Actions and Matters Arising

All matters arising were noted as either completed or carried forward in line with the timings indicated.

## 4. CEO Executive Summary

A comprehensive summary had been included in the Board pack, which was taken as read, and Scott Lloyd provided various supplementary updates in the meeting:

**Facility investment.** Scott Lloyd noted that the flow of requests for investment was increasing back to more typical levels, including for projects involving padel courts, covered courts and floodlights.

**Digital.** Scott Lloyd noted that the coach and official hubs would be going live over the coming days and that he would provide an update on volumes and how it was working at the next meeting.

**Investment in colleagues.** Scott Lloyd referenced the Inspire programme and support for colleagues to undertake external diplomas, highlighting the importance of the development of colleagues.

#### **4.1 2023 Progress Overview**

The paper included in the Board pack was taken as read and Scott Lloyd reminded the Board that this overview was produced each year and used for a variety of purposes.

#### **4.2 2024 Business Objectives**

Scott Lloyd confirmed that the 2024 business dashboard included in the Board pack was the final version and noted that it would be presented to the LTA leadership team and colleagues during March 2024. He also confirmed that the objectives remained the same as those presented to the Board on the February 2024 call but with some of the metrics now reinforced following the Board's feedback.

### **5. Finance Report**

The Board had received a report from Simon Steele in the Board pack covering finance, legal and LTA Tennis Foundation ("LTA TF"), which was taken as read.

### **6. Corporate Governance**

#### **6.1 LTA Rules – Amendment to Audit Committee Terms of Reference**

The paper included in the Board pack was taken as read. The Board noted that changes were proposed to the Audit Committee's terms of reference in order to incorporate the duties delegated to it by LTA TF and to cover matters relating to insurance. Upon the recommendation of the Audit Committee and after due consideration, the Board approved the amendments to the Audit Committee's terms of reference and authorised the Company Secretary to update the LTA Rules accordingly.

#### **6.2 Policy on Provision of Non-Audit Services**

The paper included in the Board pack was taken as read. The Board noted that the intention of the policy was to ensure that the independence or objectivity of the external auditors was not compromised or impaired by its conduct, including (where applicable) through the provision of non-audit services and/or tax advice. Upon the recommendation of the Audit Committee and after due consideration, the Board approved the policy on the independence and objectivity of external auditors as set out in the appendix to the paper in the Board pack.

### **7. Safeguarding & Integrity**

*[David Humphrey and Olly Scadgell joined the meeting]*

The paper included in the Board pack was taken as read and Dave Humphrey informed the Board that that LTA had been awarded the highest possible rating by The Ann Craft Trust in its review of compliance with the Safeguarding Adults in Sport Framework.

Dave Humphrey advised that the government had announced that it would introduce a legal (mandatory) requirement for anyone in regulated activity (e.g. coaches, officials, welfare officers) to report if they know a child is being sexually abused, with those who fail to do so potentially being barred from working with young people or (if they actively block reporting) facing imprisonment for up to 7 years. He noted that the detail of the threshold for

reporting was awaited and that communications to volunteers would be prepared once the detail was known.

Olly Scadgell confirmed that the annual review on anti-doping activity would be presented to the Board in May 2024.

*[David Humphrey and Olly Scadgell left the meeting]*

## **8. Key Business Areas for Discussion**

*[Julie Porter joined the meeting]*

### **8.1 Parks Investment Update**

The report included in the Board pack was taken as read.

Julie Porter updated the Board on the project. She also noted that the intention was that any local authority receiving investment would then put in place a sustainable model and commit to a sinking fund to maintain the courts in good condition such that those courts should not become unplayable or very poor again.

The Board congratulated Julie and her team on the delivery of the parks project.

### **8.2 Annual Marketing Presentation**

*[Caroline Lepetit joined the meeting]*

Caroline Lepetit presented the annual marketing plan to the Board, explaining the role of the LTA's social media channels and website and search option optimisation in this.

*[Caroline Lepetit left the meeting]*

*[Julie Porter left the meeting]*

### **8.3 Sustainability Plan Update**

*[Olly Scadgell & Jack Baker joined the meeting]*

The paper included in the Board pack was taken as read. Jack Baker highlighted the desire for the 2024-26 plan (being the first full phase of the LTA environmental sustainability plan, after its establishment phase in 2022-23) to evolve to align with the next LTA strategic cycle in order to secure a lasting future for tennis in Britain, through positive action on climate change and leadership in sustainability.

There was a discussion around some of the challenges that may exist, for example travel for elite players and teams and situations where environmentally sustainable options were more expensive when there was a cost-of-living crisis. It was suggested that engaging with enthusiastic volunteers and providing more education to clubs and member organisations may be helpful.

*[Olly Scadgell & Jack Baker left the meeting]*

## **9. Reports for Noting**

### **9.1 Business Update**

The paper included in the Board pack was noted.

### **9.2 Inclusion Update**

The paper included in the Board pack was noted. Scott Lloyd confirmed that the focus was on completing the final actions on the plan.

### **9.3 Health & Safety report**

The report included in the Board pack was noted. Scott Lloyd noted that health and safety was a constant focus and that, as the LTA events got bigger, it was important that there was continued focus on incidents which would fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and tracking them.

### **9.4 Development Tennis Advisory Group (“DTAG”) Update**

The paper included in the Board pack was noted and Nigel Jordan highlighted that two of the objectives had not been finalised when the Board last met but that they have recently been updated and progressed accordingly.

### **9.5 International Report**

The paper included in the Board pack was taken as read.

### **9.6 Draft Agenda for March Council Meeting**

The draft agenda included in the Board pack was noted.

## **10. Verbal updates from LTA Board Standing Committees**

### **10.1 Remuneration Committee**

Lord Davies noted that there were no updates.

### **10.2 Audit Committee**

Rachel Baillache noted the desire for a risk session around the three-year strategy.

### **10.3 Nomination Committee**

Lord Davies confirmed that this would be covered during the closed session.

## **11. Minutes for Noting**

The minutes of the Council meeting (20 September 2023), the Audit Committee (21 November 2023) and of two LTA TF meetings on 21 September 2023 and 30 November 2023 included in the Board pack were noted.

**12. Any Other Business**

Sandi Procter provided an update on forthcoming dates for Board members' diaries.

The Board wished Sandi Procter success in the Tennis Europe election taking place later on in March 2024 and it was noted that there were eight places available for eighteen applicants.

**13. Closed session**

Georgina Land-Wilkins, Simon Steele and Pamela Woodman left the meeting and Lord Davies held a closed session of the Board.

There being no further business the meeting closed.

Signed..... Date.....