



British Taekwondo Council

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ANNUAL GOVERNANCE STATEMENT 2023-24

The British Taekwondo Council is the National Governing Body (NBG) for Taekwondo in the UK which is subject to the Code for Sports Governance which sets out the levels of transparency, diversity and inclusion, accountability and integrity that are required from those organisations who seek and are in receipt of UK Government and National Lottery funding from Sport England and/or UK Sport.

The Annual Governance Statement provides the stakeholders, members, supporters and sponsors of the British Taekwondo Council with an annual report on the governance performance of the Organisation.

Purpose and Values

The purpose of the British Taekwondo Council is to continue to work with partner organisations to improve our understanding of the changing landscape of the culture of diversity and inclusion in sport, better understand the barriers in areas of deprivation, maintain Advanced Standards in Safeguarding Children and Adults in Sport; achieve the Moving to Inclusion framework through finalising and implementing our Diversity and Inclusion and People Plans.

To achieve our vision, the British Taekwondo Council aims to become more insight-driven, from Board to clubs, to implement changes which will attract more participants to competition and/or that of official roles, reflecting the fundamental purpose of the activity.

Board

The Board is collectively responsible for the long-term success of the British Taekwondo Council and is exclusively vested with the power to lead it.

The Chair is responsible for the leadership of the Board. The Board is the ultimate decision-making body and exercises all of the powers of the Organisation other than those specifically allocated to other persons under either legislation or its governing document. It is responsible for setting the strategy of the British Taekwondo Council and providing oversight of executive action but maintains a clear division between its management and oversight role and the executive's operational role.

Meetings and Key Decisions

The Board meets a minimum of 4 (four): times a year and also on an ad hoc basis where required. The table below sets out the meetings held in the Reporting Period and summarises the key decisions taken.



	Number of Meetings
J Kennedy-Reardon	4/4
T Cruxton	4/4
T Nicholls	4/4
T Humphries	5/5
K Walton	4/4
K Beddows	4/4
D Oliver	2/5
M Prewett	2/4
R Sergiew	1/4
L Heyes	2/4
M Brunger	4/5
C Davies	4/5
M Maynard	4/5
L Talbott	2/2

The Board met on 7 March 2024 to approve the annual budget, and the order of business included standing topics included under the principles within the National Code of Sports Governance, Strategy, Safeguarding, People Plan, Diversity and Inclusion Action Plan reviews and updates

General board meetings (in-person, virtual, hybrid or adhoc telephone conference).

Dates: 8 June 2023, 24 July 2023, 27 September 2023, 13 December 2023

The Board met on 8 June 2023, 27 July 2023, 27 September 2023 and 13 December 2023 and the order of business included standing topics included under the principles within the National Code of Sports Governance, the appointment of directors if relevant, and the review cycle of policies and procedures.

Annual General Meeting

Date: 27 September 2023

The Annual General Meeting (AGM) of the British Taekwondo Council was held on 27 September 2023 where the order of business included the approval of the Annual Governance Report and the financial statements.

Composition

The Board is made up of a maximum of 12 positions available; 7 filled as at the Board Meeting of 3rd March 2024, comprising of the:

Chair:	Joanne Kennedy-Reardon
Senior Independent Director:	Terry Humphries
3 Independent Directors:	Above plus Thomas Cruxton
4 Nominated Directors:	Nominated by Full Member Organisations as detailed in the Articles of Association

All appointments to the Board are made on merit in line with the skills required by the Board.

Board Evaluation

The Board, led by Chair, Joanne Kennedy-Reardon, undertook an internal evaluation of its skills and performance and of individual directors in the Reporting Period.

Remuneration

Joanne Kennedy-Reardon (Independent Chair)	£8,000 pa (£6,000 in 2023/4)
Terry Humphries (Senior Non-Executive Director)	£5,000 pa
Thomas Cruxton (Independent Director)	£3,000 pa (£2,250 in 2023/4)

Committees reporting to the Board

The Board has established the following Committees, which report directly to the Board. Each Committee has clear Terms of Reference which identify its responsibilities and any powers delegated to it by the Board.

Audit Committee

Composition: T Humphries (Chair), J Kennedy-Reardon, T Cruxton, K Beddows.

Role:

- a) it monitors BTC's financial reporting
- b) it reviews BTC's internal controls and risk management systems
- c) it oversees the selection process for, and relationship with, BTC's external auditors

Delegated Powers:

- i. procedures for detecting fraud and the reporting of the application of such procedures;
- ii. systems and controls for the prevention of bribery and should receive reports on non-compliance;
- iii. where relevant, the regular reports from the money laundering reporting officer and the adequacy and effectiveness of the organisation's anti-money laundering systems and controls; and iv. regular reports from the compliance officer and keep under review the adequacy and effectiveness of the organisation's compliance function.

Meetings in the Reporting Period

	Number of Meetings
T Humphries	3/3
T Cruxton	2/3
K Beddows	3/3
M Prewett	2/2
J Kennedy-Reardon	3/3
T Nicholls* (*attendee only)	1/1

Nominations Committee

Composition: J Kennedy-Reardon (Chair), T Humphries, T Cruxton, M Brunger, C Davies.

Role:

- a. Plan: ensure plans are in place for orderly succession to both the board and senior management positions and oversee the development of a diverse pipeline for succession;
- b. Identify: lead the process for determining board and executive appointments
Evaluate: undertake or oversee regular evaluations of the board and its committees
- c. Train: ensure induction and ongoing training is in place for directors/board members, executives and committee members

Delegated Powers:

- i. it leads the recruitment process of the Chair, CEO and Board Directors;
- ii. it oversees and monitors British Taekwondo Council's board membership; and
- iii. it determines the remuneration of Senior Executive Team members and provides guidance on annual increments for British Taekwondo Council staff.

Meetings in the Reporting Period:

	Number of Meetings
J Kennedy-Reardon	1/1
T Humphries	1/1
T Cruxton	1/1
M Prewett	0/1
L Heyes	0/1
M Brunger	1/1

Strategy

The Board sets the strategy of the British Taekwondo Council. The current 4-year strategy is for the period from 1 April 2023 to 31 March 2027 and was published in April 2023.

Risk Management

The organisation has agreed a Risk Management Policy to ensure that effective processes are in place to track and report on existing and emerging risks which could affect the Organisation's ability to meet its Strategic Objectives and/or cause damage to the organisation or its stakeholders. The objective is to support better decision making and management of risk through a comprehensive understanding of risks and their likely impact.

The respective responsibilities in the policy are:

Executive Management Team

Responsibilities:

- a) Facilitating the safe delivery of Taekwondo, safeguarding - education (participants, parents/carers, instructors, club welfare officers, association safeguarding officers, NGB safeguarding leads),

communications, Children and Adult frameworks compliance, case management of all safeguarding concerns raised b) Reporting participation, budgets and finance, stakeholder engagement
c) Engagement with Member Organisations

Audit/Risk committee

Responsibilities:

- a) monitor British Taekwondo Council's financial reporting
- b) reviews British Taekwondo Council's internal controls and risk management systems
- c) oversees the selection process for, and relationship with, British Taekwondo Council's external auditors
- d) receives regular reports from the compliance officer and keep under review the adequacy and effectiveness of the organisation's compliance function

Board

In the Reporting Period the Audit Committee reviewed the Risk Register at each of its meetings to consider new risks and review existing and identified risks. The Risk Management Policy and Strategic Risk Register are reviewed on an annual basis by the Board. In the Reporting Period this took place on 26 March 2024.

CEO/Executive Team

The CEO is responsible for the operational implementation of the strategy and manages the executive team.

In the Reporting Period the following total Remuneration was paid to the Senior Management Team: £85,000.

Staff Survey

The Board acknowledges its duties to employees both under the Companies Act and the Code for Sports Governance. A Staff Survey will be undertaken in the next reporting year.

Governance Framework

The Organisation is committed to the Code for Sports Governance and having achieved compliance with the Code on 29 January 2024, has put in place an ongoing governance development programme to ensure that it continues to develop its governance practices and procedures. At its Board meeting on 13 December 2023 the Board reviewed the British Taekwondo Council's compliance with the Code for Sports Governance in the Reporting Period. The Board has communicated openly with Sport England Throughout the Reporting Period and is of the opinion that The Organisation was compliant in the Reporting Period Tier 3 2023-24.

Details of any current requirements of A Code for Sports Governance which requires action: On-going monitoring.

Details of any Governance development actioned within the Reporting Period:

- UK Anti-Doping Framework
- Moving to Inclusion Framework
- On-going compliance with Safeguarding Children (NSPCC/CPSU)
- On-going compliance with Safeguarding Adult Frameworks (ACT)

- Board evaluation (internal)
- Board training and education (Sports Governance Academy)
- ESG policy

Review of governance practices and procedures

In compliance with the Code the following practices and procedures were reviewed and approved by the Board in the Reporting Period.

Practice/procedure reviewed	Code requirement	Last reviewed	Review in reporting period
Directors' Code	Every 4 years	Mar 2024	Mar 2027
Terms of reference	Every 4 years	Dec 2023	Dec 2027
Policies	Every 4 years	2023	2024
Financial policies and procedures	Every 2 years	Sep 2023	Sep 2024
Financial Forecast	4 year minimum	Sep 2023	Sep 2024
Risk management and internal control	Every year	Sep 2023	Sep 2024
Stakeholder Strategy	At least annually	Nov 2023	Nov 2024

Complaints/Whistleblowing

In the Reporting Period there were no complaints to the BTC, and no reports of wrongdoing (whistleblowing).

Diversity

The Organisation is fully committed to the principles of equality of opportunity and to creating a diverse environment. We work with our members and partners to enable Taekwondo to be an accessible and inclusive sport that provides opportunities for enjoyment and achievement for all.

Trevor Nicholls, CEO, has been identified as the strategic lead for equality and diversity.

The Organisation has undertaken the following activities in the Reporting Period to increase diversity: Recruitment of Nominated and Independent NEDs, including and Independent NEC; appointment of strategic leads in the areas of Governance, ESG, Welfare and Safety, and EDI

The British Taekwondo Councils' target is to maintain a position where a minimum of 30% of Board members are from each gender whilst working towards gender parity.

The current composition of the board is as follows:

2 Female and 5 Male; 3 Independent NEDs; 4 Nominated NEDs.

The British Taekwondo Council is committed to increasing the diversity of staff, volunteers (including Board and committee members), participants and coaches and will carry out initiatives to encourage more women, people with disabilities and people from underrepresented minorities to become more actively involved in all aspects of activities.

Approved by the Board on: 24th June 2024
and signed by the Chair on behalf of the Board