Table Tennis England (the trading name of English Table Tennis Association Ltd)

provision of an

**Independent Chair to lead a Review of Table Tennis England’s governance and structure**

Invitation To Tender



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Table Tennis England is a trading name of English Table Tennis Association Limited,

registered in England at Norfolk House, 88 Saxon Gate West, Milton Keynes, Buckinghamshire, MK9 2DL,

company number 4268058,

VAT No. GB 166 938 713

# Introduction and Confidentiality

Table Tennis England (the trading name of English Table Tennis Association Ltd) wishes to invite quotes from individuals or organisations to provide the chairmanship of an Independent Review Panel to lead a governance review.

Your quote must be submitted in accordance with the instructions contained in this document. Tenders not complying with these instructions may be rejected by Table Tennis England, whose decision in the matter will be final.

Any contract resulting from the bidding process will be with the Table Tennis England and will be governed and interpreted in all respects by English Law.

The terms and expressions in this Invitation to Tender shall bear the same meaning as those set out in the Conditions of Contract.

The following document sets out the background, aims, objectives and outline methods, as well as timescales, reporting requirements, management arrangements and bidding details for those organisations invited to do so. The brief provides a general framework as a guide in preparing quotes. Organisations should not feel constrained by this brief and should feel free to add any points they think relevant to the execution of the work.

All information contained in this invitation to quote is confidential. Likewise, all information included by bidders in their proposals will be treated in confidence.

Bidders must treat as strictly confidential all information which may be derived from or obtained in the course of the contract or which may come into the possession of the bidder, employee, servant or agent of the bidder as a result of or in connection with the contract. Bidders must agree to take all necessary precautions to ensure that their employees, servants or agents treat all such information as confidential.

**2 Background to Table Tennis England**

Table Tennis England is the national governing body of table tennis in England responsible for representing, co-ordinating, administering, marketing and developing the sport in close co-operation with related bodies such as and British Para Table Tennis.

**Our Purpose**

Table Tennis England exists to create and support opportunities for everyone to enjoy and achieve in table tennis.

**Our Mission**

Working in partnership to create an increasing number of outstanding and exciting opportunities for everyone to enjoy and achieve in table tennis.

**Our Vision**

**Everyone is talking about table tennis.**

Table Tennis England aspires to be recognised as a world leading National Governing Body, delivering a diverse and dynamic sport that transforms lives, connects communities, achieves excellence and inspires medal-winning performances.

**Our Role**

1. To be the strategic lead for the development of table tennis in England.
2. To provide advice, support and knowledge to our members, customers and partners.
3. To inform, influence and persuade public opinion and key decision-makers in sport of the benefits to society from participation and investment in table tennis.

**3 Scope of the Review**

Table Tennis England has achieved compliance with the Code of Sports Governance (EGM August 2017).

During the AGM and EGM process some voting members expressed concerns about some the changes that were required by the Code. Whilst voting to accept the changes, in order to safeguard the public funding awarded to Table Tennis England, a commitment was made to deliver an independently led Review is to provide an opportunity for any concerns to be aired and considered and where appropriate for recommendations to be made.

The overriding purpose of the Review is to undertake a wide ranging and thorough review into the governance and structures of Table Tennis England to achieve a modernised, professional, transparent organisation that balances the need for democracy and good governance with volunteers at its heart. These elements should be reflected in the Review’s recommendations.

Compliance with the Code for Sports Governance is mandatory in order to receive public funding. Therefore all recommendations coming from the review must be Code compliant. Sport England will also be consulted as part of the process.

It has been determined that the review will take place in two phases. The first phase will be a ‘root and branch’ review of the structure and underpinning governance framework of the National Governing Body, Table Tennis England. The second phase will consider specific areas of governance.

The Phase 1 report should include an executive summary with recommendations and should cover the following elements (not exclusively):

Phase 1 (October 2017- summer 2018)

1 Role, purpose and composition of the Board (including selection process for directors)

2 Role, purpose and composition of National Council

3 Role, purpose and composition of Regional Committees and Regional Forum

4 Role, purpose and composition of County Associations

5 Role, purpose and composition of Local Leagues.

6 Role and purpose of clubs

When considering the above it is about their role, purpose and composition in so far as they play a part in the current and/or future governance structure of Table Tennis England.

Some of the recommendations in Phase 1 are likely to require article changes and so may be more difficult or take longer to implement than those which do not. The summary should distinguish between the two and indicate how far they are interdependent and how far those which do not require article changes could, if desired, be implemented separately pending approval of those that do.

Phase 2 (late 2018-mid 2019)

It is intended that Phase 2 of the Review will consider aspects such as Committees, Network Adviser Group, Voting Membership categories and weighted voting and affiliation model (club, leagues, counties and individual membership). It is likely that Phase 1 will identify some other areas that would fit into Phase 2 and therefore the scope of Phase 2 will not be finally determined until the end of Phase 1.

# 4    Process for the Review

It is intended that an Independent Review Panel (IRP) will be recruited shortly after the appointment of the Chair of the Panel. The IRP will include individuals whose skill set will encompass legal, governance, communication, membership organisation, other NGB and table tennis knowledge. The Chair and most members of the IRP will be independent from table tennis however it is also fully expected that one or more members of the Panel will include knowledge and experience of table tennis.

An open consultation process will take place to include meetings (possible town hall style and/or smaller workshops), and online questionnaires. The exact detail of the consultation process will be agreed with the Chair of the IRP once appointed.

The proposed timetable for Phase 1 is attached as Appendix A. The detail and timing of interim progress reports will be agreed by the GRG with the IRP Chair.

# 5 Assessment of Quotes

Please provide a detailed response to the ‘Requirements’ above on how you propose to provide the required services. Your response will be evaluated against the criteria listed below;

|  |  |  |
| --- | --- | --- |
|  | **CRITERIA FOR APPOINTMENT** | **WEIGHTINGS** |
| Quality of proposed approach | * Detail and quality of proposed approach * Project plan demonstrates that the activity will be delivered within the time constraints * Proposal demonstrates added-value approach | 40% |
| Chairman | * Quality, experience and expertise of person proposed to be the chair   + relevant experience and expertise   + ability to influence and positively challenge at a senior level | 25% |
| Phase 2 | * Whilst this tender is focused on delivery of phase 1 what proposals/actions would you consider to deliver phase two effectively. | 10% |
| Costs | * The proposal demonstrates value for money | 25% |

The successful quote will be the one who, in the opinion of Table Tennis England offers the Most Economically Advantageous Offer to Table Tennis England having regard to both the Quality and commercial award criteria.

# 6      Timescale

The contract is initially of a duration of phase 1 to July/August 2018 with the potential of expanding the role to phase 2 (July 2019 AGM)

One email copy of the quote with Governance Review in the subject line to [tenders@tabletennisengland.co.uk](mailto:tenders@tabletennisengland.co.uk) **between 9am and 12 noon on the Monday 9th October 2017** and one hard copy for the above work by **12 noon 9th October 2017** submitted to:

Jonathan Bruck

Governance Review

Tender Table Tennis England

Norfolk House,

88 Saxon Gate West,

Milton Keynes,

Buckinghamshire, MK9 2DL

Following a full review of the quotes, a decision will be made to appoint the successful bidder or invite a shortlist of suppliers to be invited to make a formal presentation of their proposal at which time a selection panel from Table Tennis England may have further questions to which they will require answers. This process will take place 12/13th October. Please clearly state in your response which day you would prefer should you be successful. We will endeavour to provide you with your first choice but please be flexible.

It is anticipated that the successful organisation will be advised and appointed by Friday 20th October.

# 7     Management

The Board of Table Tennis England has established a Governance Review Group (chaired by the Senior Independent Director Mark Quartermaine and including the Chairman Sandra Deaton, CEO Sara Sutcliffe, Chair of National Council Tony Catt and a representative of Rules Committee Estyn Williams) to oversee this contract. Day to day management will also be supported by The Head of Operations Jonathan Bruck with other support as appropriate for the consultation process.

# 8   Quotes

Table Tennis England retains the right to reject all tenders and/or annul the tender process without incurring any liability to the relevant tenders.

All queries relating to the content or requirements of this tender should be made to Jonathan Bruck ([jonathan.bruck@tabletennisengland.co.uk](mailto:jonathan.bruck@tabletennisengland.co.uk) 01908 208862) A compilation of these emails will be then forwarded to all those indicating they are bidding.

APPENDIX A

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The timeline is provisional and a working document, it will be refined and more detail added in consultation with the IRP Chair once appointed. | | | | | | | |
| Governance Review Group (GRG) | | | | | | | |
| August | September | Oct- Dec | January | Feb-Mar | Apr | May-June | July |
| 2017 | 2017 | 2017 | 2018 | 2018 | 2018 | 2018 | 2018 |
| **EGM:** Achieve Code compliance and secure Sport England funding  Drafting of Terms of Reference and identifying membership of Governance Review Group (GRG)  Board agrees GRG Terms of Reference   Communications to stakeholders re membership and  Terms of Ref of GRG | **7 September  Board meeting  8 September** First GRG meeting to consider scope and draft Terms of Reference for IRP.  IRP draft scope published for consultation | **October**  Short listing for independent Chair of IRP  Update on progress to National Council   IRP scope and TOR published.    Other members of IRP recruited and/or appointed  **30th November Board** | GRG reports progress to Board and National Council for debate | Membership consultation on proposals   **2nd March**  **Board** | GRG presents final proposals to National Council | Board member and staff attendance at League and County AGMs to present and consult | **AGM or EGM shortly afterwards:** Consider Article changes whilst ensuring Code Compliance and best practice to deliver a sustainable governance structure |
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| Independent Review Panel (IRP) | | | | | | | |
| August | September | Oct-Dec | January | Feb-Mar | Apr | May-June | July |
| 2017 | 2017 | 2017 | 2018 | 2018 | 2018 | 2018 | 2018 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Independently led Governance Review announced | **8th September**   GRG to consider draft IRP scope and TOR and IRP recruitment  IRP draft scope published for consultation | Independent Chair of IRP appointed  IRP scope and TOR published.  Other members of IRP recruited and/or appointed  **30th November Board**  Public consultation opened before end of the year |  | **2nd March**  **Board** |  |  | **AGM or EGM shortly afterwards:**  Consider Article changes whilst ensuring Code Compliance and best practice to deliver a sustainable governance structure |