



Minutes of the EA Board Meeting

Held on Wednesday 13th July 2016 at 13:30

At Sport Resolutions, 1 Salisbury Square,
London, EC4Y 8AE2

Present: Peter King (PK) Chair; Chris Jones (CJ) CEO;
Wendy Sly (WS); Peter Crawshaw (PC);
Mike Harris (MHa); Neil Costello (NC);
Tim Soutar (TSo); Karen Neale (KN) (left meeting 1629-1636);
Sally Hughes (SH); Steve Grainger (SG);
Tony Shiret (TSh)

In Attendance: Michael Davis (MD) – Company Secretary/Head of Finance &
Governance, Myra Nimmo (Chair elect)

Minutes: Lynette Smith, Membership Services Manager

1. Welcome

PK welcomed all to the meeting with a particular welcome and introduction to Myra Nimmo as chair elect.

2. Apologies

No apologies.

3. Declaration of Interest

None declared

4. Approve Draft Minutes of Previous Meeting Held on Wednesday 11th May 2016.

Page 2, Item 7 CEO report, to clarify the Welsh representative is not from Welsh Athletics and at this moment in time the position has still not been appointed.

Page 5 paragraph relating to UK steering group should read that we are not being invited anymore – **TSh** to supply rewording of paragraph.

TSo supplied feedback on previous minutes before meeting which have been amended.

5. Actions/Matters Arising – All

- 4 – Schools Strategy: conference call regarding Schools strategy to take place week commencing 20th July
- 14 – UK Officials Strategy: completed; detailed operational plans to be developed at HCAF level
- 17 – Digital Strategy update: agenda item
- 6 – EA Strategic Plan: agenda item
- 7 – Commercial Option: agenda item

- 10 – Treasury management, Anti-Fraud & Anti-Bribery policies: agenda items

6. EA Strategy for Board Approval

NC summarised the main points of the EA strategic plan:

- Clarifying EA's role (para 2 of the foreword) – we are the membership development body for grass roots...
- Strategic Priority 2 – clarified includes RunTogether
- Clarified process for the document – a guide for board/EA and is a living document; next step is to accompany presentation to Sport England (associated with bids for funds), and should also go to regional council members, club secretaries and on the EA website
- The board's attention should be given to the risks detailed in the board paper. The board needs to be aligned to the plan and **NC** proposed the Governance Committee considers the need to align any new advisory groups to the strategic plan

NC in reference to appendix 4 stated the degree of scope will depend on SE discussion as to the level of operational delivery in line with the plan

CJ stated the SE meeting on Friday 15th July is the start of the process where SE ascertain the scope of our relationship with them and our ability to meet their objectives. EA will provide an overview of our top priorities. There is no expectation of any discussion regarding money at this stage.

NC confirmed there were some corrections to be made to the document

TSh stated he has some reservations about the document.

TSh stated his appreciation of the work done so far, but stated more time is required for input.

NC advised SP1 is focussed on volunteers and we are committed to making the life of volunteers better and believes that Strategic Priority 1 will absolutely help make volunteers' lives simpler and more rewarding.

WS identified key issue in relation to volunteers is retention, stating the document alludes to it, but we have a key opportunity to flag and address this issue, suggesting we should utilise London 2017 to assist with the recruitment of volunteers into our sport.

CJ said case studies show we have made mistakes but have recognised these mistakes. There has been considerable on-going consultation over the past several years, with specific focus on the EA strategic priorities document during the 2016 spring consultation, where attendees were asked to identify specific opportunities and challenges faced by the sport and suggest ways in which EA might address them. We have used references like 'our sport' so people feel part of the family. He hoped that at this stage the Board will endorse this strategy.

Discussions took place regarding the length of the document with the suggestion that a succinct executive summary is drafted for inclusion at the beginning of the document and some items moved to the appendices. It was agreed that structural changes should be made to the document.

7. Consultation Report & Registration Fees for 2017/18

- **CJ** gave overview of consultation survey, including views from survey regarding registration fee increase for which a £1 a year increase for the next 4 years is proposed to provide clarity and an element of certainty as well as enable better planning for EA and the membership. The club affiliation fee remains at £100, but this is to be considered for future discussion and review.
- Discussions were held in relation to the risk of committing to fee increases for four years considering the uncertainty of the financial climate and the lack of clarity around Sport England funding arrangements.
- **PK** reviewed the comments of the Board and proposed a £1 increase for next year with a recommendation that we review again next year.
- An increase of £1 for 2017/18 was agreed

8. Treasury Management & Investment Policy & Additional Banking Arrangements

- Treasury Management and Investment policy and additional banking arrangements approved

9. Anti-Bribery Policy; Anti-Fraud & Corruption Policy

- Anti-Fraud and Anti-Bribery policy approved

10. Commercial Partnerships Proposal

- **CJ** summarised the main points of the board paper
- It was agreed that conversations should be held with UKA to explore how any renewed partnership around commercial opportunities might be of benefit to both parties

11. Sport England Investments 17-21

- **CJ** briefed Board on discussions so far, it is believed but not confirmed, that a submission will be needed in September (on-line). As Board not meeting again until September, interim updates will be provided as and when there is anything important to report
- **TSh** asked for clarification when it is available for different levels of funding and the ring fenced numbers that we will be requesting.

12. Chair Appointment & Induction Process

- **TSo** chaired the process which is now concluded. Myra Nimmo now appointed as next chair and will be given a full induction programme, which is to be carried out in consultation with Myra Nimmo.
- **Board** thanked **TSo** for his leadership in this process.

13. Good Governance Code

- Survey provided to EA for completion from UK Sport which **KN** will complete.
- The document provided to the Board is the Charter for the Governance Code, which is yet to be published.

14. Digital Strategy - CJ

CJ presented the document supplied to Board which detailed challenges facing our organisation

15. CEO Headline Report (taken as read) & HPNGB Action Plan Update - CJ

- **CJ** provided an overview of his report.
- Sport England financial returns submitted yesterday and we have spent all of the money allocated to us.
- **TSh** asked for coach qualifications numbers to be included in next report. Comments regarding participation targets being hit is a massive success and we should be promoting this more than we have. There was no mention of the London Run programme and participation in this area has been successful and it should be given a higher profile.

16. Commonwealth Games Update - MH

- Paper for information only
- **TSo** asked for the selection policy to be shared with him before the selection criteria goes public, due to his role on the Appeals Board.

17. National Council Update - TSh

- No National Council meeting held since last Board meeting.
- Attempting to get the portfolio system up and working
- Online hosting communication on website moving forward slowly.
- Communication from staff to NC/RC members needs to be improved.
- Whole Council conference will be held on the 15th October after the AGM.

18. Draft Statutory Accounts & Finance Update - MD

- **MD** provided the board with a summary of the current draft position, detailing the movement from the year end management accounts.
- The final accounts will be circulated for board approval at the end of August

19. Committees & Advisory Groups Updates

Audit & Assurance Committee – PC

PC - final drafts of audited accounts are now available to directors.

Governance Committee – KN

KN – clarified details of the survey which will be sent out to all Board committee and advisory group members from **MD**. The results of the survey will be reviewed by the Governance Committee on 12th September, which will inform the recommendations to be made to the board for future Committee / Advisory Groups structure and make-up.

KN referred to the Allen & Overy stage 2 review. The terms of reference had been updated in response to comments from **TSh**, which now require final agreement from **TSh** who confirmed further discussions are to be held with National Council before final agreement.

Nominations Committee – KN

Member representative director election papers will be sent out by **MD** by 15th July, detailing the nomination and election process.

The appointed director role being vacated by **WS** will be filled by selection process led by the Nominations Committee. The board skills matrix is being used to inform the skills and experience requirement.

It was agreed that **KN** be proposed for re-appointment at the AGM

Participation – SG

Update given and discussed.

Performance – MH

Competitions have been majority of focus since last Board meeting however group would be meeting again tomorrow.

Nigel Holl & UKA have requested their meeting is held at the same venue as the Performance group. Whilst they will still be separate meetings, this will allow an overlap of the groups during break times.

Manchester international plans progressing well.

Commercial – SH

Commercial options discussed as an agenda item. No additional update

Membership & Consultation – WS

No update

20. Health & Safety Report - CJ

- Report taken as read
- Hammer injuries –existing code of practise has been reiterated.

21. AOB

- **WS** asked for an update on the EA Ambassadors, **CJ** clarified the current position and acknowledged that a higher profile needs to be given to them and a relaunch of their role is being planned.

Meeting Closed at 1702

**Next meeting will be held on Wednesday 21st September 2016,
Venue: Grand Connaught Rooms, 61-65 Great Queen Street, London WC2B 5DA**