



## **EA Board Meeting Outcomes**

Held on Wednesday 26<sup>th</sup> July 2017

At Holborn Bars, 138-142 Holborn, London, EC1N 2NQ

**Present:** Myra Nimmo (MN) Chair; Chris Jones (CJ) CEO;  
Peter Crawshaw (PC); Neil Costello (NC); Tim Soutar (TS); Leshia  
Hawkins (LH); Sally Hughes (SH); Karen Neale (KN) (telephone); Steve  
Grainger (SG); Mike Neighbour (MNb)

**In Attendance:** Michael Davis (MD) – Company Secretary/Head of Finance &  
Governance

**Minutes:** Lynette Smith, Membership Services Manager

### **1. Welcome**

**MN** welcomed all to the meeting

### **2. Apologies**

No Apologies.

### **3. Declaration of Interest**

- **KN** - declared providing input to the SRA regarding their Principles of Good Governance policy.
- **TS** – informed the Board he has been asked to chair the UKA Rules Advisory Group.
- **SH** – advised she has resigned from Google and will be starting a new role as UK General Manager for NYC-headquartered beauty brand Glossier.

### **4. Approve Draft Minutes of Previous Meeting Held on Wednesday 10<sup>th</sup> May 2017**

- Item 6 – **TS** raised that the 4<sup>th</sup> bullet point should be re-worded to read ‘any new co-opted members on National Council will be selected in order to address any skills gap’
- Item 10 – **SH** pointed out that; the Board approved that **NM** is appointed as Chair of the Nominations Committee, should read **MN**.
- No further amendments were raised and the minutes were signed off.

### **5. Actions/Matters Arising – All**

- Item 6 – **MN** has contacted Richard Bowker regarding a joint Board workshop and is awaiting his response.
- Items 9 & 10 circulated.
- Item 11 – **LH** provided a verbal update on the Business Development & Fundraising task and finish group.

- Item 11 – **SH** provided a verbal update on the IT & Digital Projects task and finish group. The scope of the group needs to be refined and roles that are required to be co-opted into the group have been discussed.

## 6. Chair's Items

- The Home Country and UKA Chairs had recently met.
- UKMC approved the UKA Sports Governance Code action which effectively places the members council under the UKA Board.
- **MN** reported on her attendance at the Commonwealth Youth Games and conveyed that our team had a very successful competition. **MN** acknowledged the hard work of the EA support team.

## 7. CEO Items

- **CJ** –Commonwealth Youth Team great results and EA's forthcoming competitions schedule during July/August conveyed to the Board.
- Nitro Competition is likely to be late summer 2018 if at all.
- Discussion regarding National Council whole conference will take place with **CJ**, **MNb** and Dean Hardman to ensure that support of the conference is forthcoming.
- Facilities Manager – Jonathan Lee recruited to fill a skills gap in the Club Support function

## 8. Future of English Councils

**MN** referred the board to the paper on the Future of English Councils, asking the board to determine if there were sufficient questions to require the setting up of a task and finish group; also, to determine how best to proceed on the matter of the West Midlands Regional Council.

The Board was requested to approve:

- Governance Committee consider in detail the options detailed in this paper relating to the Midlands (East and West) Regional Councils. Their recommendation for this process should be reported to the Board on Wednesday 6<sup>th</sup> September in time for action and then, if necessary, consideration at the AGM – It was agreed that in the short-term, any interested parties from the West Midlands with an interest in being involved in the regional council are co-opted onto the East Midlands Council.
- A "Task and Finish" Group will be established with the remit and membership of the group to be decided upon by the Nominations Committee.

## 9. Duty of Care Report & Rule Book 2018

The Exec to proceed collaborating within the sport until Government policy has become final.

It was agreed that the executive in the interim would take this forward.

CJ clarified the process for the UKA Rule Book and briefed the Board on the proposals being submitted for the 2018 Rule Book 2018 - the Board is asked to endorse the Executive's proposals outlined in this paper – **Approved by the Board.**

## 10. Risk Register Review and Approval

**MD** summarised the paper, policy and the risk register.

- The Board asked for it to be resubmitted to the September Board meeting
- The Board confirmed the Strategic Risk Management Policy

**11. Governance Committee Recommendations for Board approval:  
Director Appointments Declaration of Good Character & DBS checks**

**KN** provided a summary of the discussions of the Governance Committee meeting in relation to director appointments

**Nominations Committee Terms of Reference  
Recommendation**

1. The Board to approve the updated Terms of Reference for the Nominations Committee – Approved by the Board.

**Board Terms of Reference  
Recommendation**

**Recommendation to change all reference from Chairman to Chair.**

1. The Board to approve the Board Terms of Reference – Approved by Board.

**Councillors' Conflict of Interest Policy  
Recommendations**

1. The Board to approve the Councillors' Conflict of Interest Policy – Approved by the Board.
2. The National Council to receive and endorse the policy; and then disseminate to the Regional Councils.

**Action** – MD to send Councillors' Conflict of Interest Policy to MNb for National Council endorsement

**The Principles of Good Governance for Sport and Recreation  
Recommendations**

The Board confirmed its view that the requirements of the Code for Sports Governance were sufficient and there was no requirement to sign up to any further governance principles

**12. Board Sub-Committees**

**MN** summarised the details of the paper.

The recommendation to the Board was: -

1. The Board to ratify the current membership of Board Sub-Committees and Task and Finish Groups – Approved by the Board. **KN** to continue to sit on the Audit & Assurance Committee until a new National Council Board member is elected.  
**Action:** MD to update and reissue the Board Sub-Committees and Task and Finish Groups matrix to include the Business Development & Fundraising task & finish group.

**13. Senior Independent Director**

**Recommendations**

1. The Board to ratify the appointment of Karen Neale as the Senior Independent Director – Approved by the Board.

2. The Board to ratify the Job Description for the Senior Independent Director – Approved by the Board.

#### 14. **Draft Statutory Accounts**

**MD** summarised the financial results detailed in the Draft Statutory Accounts and the main disclosure matters.

##### **Recommendation**

1. The Board to approve the draft statutory accounts pending completion of the Strategic Report – Approved by the Board. The Board congratulated **MD** and his team for the management of the audit and statutory accounts during a challenging year.

#### 15. **Health & Safety Report**

- Read and noted accordingly

#### 16. **AOB**

- It had been suggested that the Board “Evaluation and Training” workshop scheduled to happen on 3<sup>rd</sup> November 2017 however **LH** is unable to attend and **SG** suggested that now takes place in Spring 2018 when the new National Council member will have started – all agreed.
- Board meeting on the 6<sup>th</sup>/7<sup>th</sup> March 2018 will take place and all Board Members asked to diarise for a meeting at Birmingham University.

**Meeting Closed at 1652**

Next meeting will be held on Wednesday 6<sup>th</sup> September 2017

At De Vere Holborn Bars, 138-142 Holborn, London, EC1N 2NQ