



## **Minutes of the EA Board Meeting**

Held on Wednesday 23<sup>rd</sup> March 2016 at 1330

At Sport England Offices, London.

**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 1457-1520)  
Sally Hughes (SH); Steve Grainger (SG)  
Tony Shiret (TSh); (Attended from 1510)

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

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

### **1. Welcome**

PK welcomed all to the meeting.

### **2. Declaration of Interest**

None declared

### **3. Approve Draft Minutes of Previous Meeting Held on Tuesday 26<sup>th</sup> January 2016 – All**

Correction to Page 2, 'TSo advised he had developed a parent's council', should read 'Tso advised his club had developed a parent's council'.

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

- Point 7 – It was agreed at a recent Runbritain meeting Gavin Lightwood will be joining the Membership Service Team for all of their team meetings.
- HPNGB – Action Plan up-to-date.
- Commonwealth Games meeting – Denise Lewis is our point of contact and will be meeting with **CJ** during the coming weeks.
- Point 14 – Officials Strategy rejected at CEO forum – EA will contribute as part of the working party to define.
- Cherry Alexander now Managing Director 2017. Nigel Holl will continue to contribute to coordinating a strategy on officials for UKA.

### **5. Final Approval of 16-17 Operational Plan & Budget (with paper from MD)**

- MD presented and requested board approval for the 16-17 operational plan & budget.
- Discussions were held in relation to the resulting level of reserves and the reserves policy
- The 2016/17 budget was approved by the board.
- Individual budget items requiring specific approval, in line with the schedule of delegated authority, were also presented for approval

- The directors discussed each item in detail seeking clarification on the requirement for each item, their relevance to the strategy and operational plan and how they were to be funded.
  - All of the individual items of expenditure were approved
- 6. Nomination Committee Recommendations – TSo**  
KN declared a potential conflict of interest and left the meeting while this matter was discussed
- **PK** advised that both he and **WS** will not be seeking re-election at the next AGM.
  - All agreed that a statement should be issued informing the membership of PK's planned departure before role is advertised.
- 7. Remuneration 2016 Decisions – PK**
- Update given by **PK**.
- 8. SRA Voluntary Code of Good Governance – MD**
- It was agreed that EA should sign up to the SRA Voluntary Code of Good Governance and the Company Secretary was instructed to complete the process.
- 9. UK Competition Group paper for EA Board Endorsement – CJ**
- **CJ** advised that the rest of the Home Countries had signed up to this, he considered it to be very top line and advised that we would have chance to feed in and shape this strategy and the lower level detail.
  - **PK** proposed the Board endorse the continuation of the process, rather than the endorsement of the paper and advise that EA would require further input as the paper progresses.
  - It was proposed and agreed by the majority that the board endorse the continuation of the process
- 10. Relationship with UKA & Feedback from UKMC – PK/TSh**
- **TSh** updated the board on various matters relating to UKMC.
  - **SG** updated the group on London 2017.
- 11. National Council Update – Tsh**
- Notes of February meeting have been published.
  - Consultant work regarding Schools strategy, Regional Councillors found it hard to assess without further information on the strategy and whilst supporting the need for the work to continue they require further detail, likewise the facilities strategy.
  - Portfolio system reviewed and three Portfolios were agreed: Clubs, Coaches and Officials. Generic job descriptions agreed and a highlighted presence on our Website is needed to enable people within the sport to connect to the Regional Councils.
  - Consultation events discussed and all agreed that regional events were preferred.
  - Subsequent conference call conducted.
- 12. CEO Report – CJ**
- CEO report was as read. **CJ** provided a summary of the key point of the report.

13. **Financial Reports & 2016 Financial Audit Plan – MD**
- The Financial reports were taken as read
  - **SG** asked whether we should be scenario planning and **PC** advised this is already being undertaken.
  - All happy with financial reports and audit plan.
14. **Moore Stephens Audit Report – MD**
- MD briefed the board on the status of the Moore Stephens onsite audit report. The response to the management recommendations has been made and Moore Stephens is due to respond shortly.

### **Board Effectiveness Workshop**

PK took the opportunity to provide an update on the outcome of the Board Effectiveness Workshop conducted by Compass Partnership earlier in the day, before the main board meeting, to TSh and WS, who were unable to attend.

The Board agreed next steps/actions in response to the key recommendations.

### 15. **Reports from Committees / Advisory Groups – Chairs**

#### **Audit & Assurance Committee – PC**

PC referred the board to the Audit & Assurance update, confirming the main matters of the last Audit & Assurance meeting.

The audit timetable was clarified and the board alerted to the plan for approval of the statutory accounts.

#### **Governance Committee – KN**

KN confirmed the minutes of the last GWG meeting were available.

#### **Participation – SG**

Group much improved, papers being submitted, campaign driven advice being given. Track and Field must be considered whilst driving number in participation.

#### **Performance – MH**

Minutes provided to Board

#### **Commercial – SH**

Contents of meeting discussed during course of the Board meeting.

#### **Membership & Consultation – WS**

WS informed the board that the next Membership & Consultation meeting will be the last one she attends, due to her term as a director coming to an end. No further meetings have been held since the last board meeting. Minutes of the meeting have been circulated. **LS** is in receipt of details of attendees for the forthcoming consultation events.

**16. Health & Safety Report**

- Report taken as read
- Updates given by **CJ** and **PC**

**17. AOB**

- **SG** proposed that a Digital Strategy presentation be held at the next meeting

**Meeting Closed at 17:35**

**Next meeting will be held on Wednesday 11<sup>th</sup> May 2016,  
Venue: The Sport Resolutions, 1 Salisbury Square, London, EC4Y 8AE**