

CONFIDENTIAL DRAFT



EA Board Meeting Outcomes

Held on Wednesday 10th May 2017

At Grand Connaught Rooms, 61-65 Great Queen St, London, WC2B 5DA

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); Steve Grainger
(SG)

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

No new declarations.

4. Approve Draft Minutes of Previous Meeting Held on Wednesday 29th March 2017

- Item 7 – EA to explore the possibility of EU grants – attributed to **TSo** should be **TSh**.
- Minutes approved by all.

5. Actions/Matters Arising – All

- Item 7 (6th Feb 2017 Board meeting) – Consultation survey now live – completed.
- Item 7 (29th March Board meeting) – remove on-going status and replace with: to be reported on at the July Board meeting.
- Item 11 – now complete
- Item 13 – now complete – Board to note that all Board meetings in 2018 will be held in London with a 1:30 start time, apart from the March meeting, as the venue arrangements for the overnight stay are yet to be decided.

6. **Chair's Items**

MN updated the board:

- A meeting held with Nick Pontefract - very positive.
- Athletics Weekly – **MN** and **CJ** had a very positive meeting with Athletics Weekly. Further meetings have been planned.
- National Council Meeting – **MN** confirmed Mike Neighbour was elected as Chair of National Council. **MN** confirmed the two National Council representatives elected to sit on the EA Board.
- UKA Chair's Meeting has been scheduled on the 26th May which **MN** will attend.
- 10th June – Tony Wood has invited **MN** to the Northern Athletics Championships and **MN** will be attending the Youth Commonwealth Games at Nassau in July, at her own expense.
- **MN** contacted Kath Grainger to congratulate her on her appointment as Chair of UK Sport and will arrange to meet with her
- **MN** has requested a meeting with the Richmond Group during June/July.
- Discussion held around prospective new UKA strategy. **Action:** **MN** to propose a joint board workshop with UKA

7. **CEO Items**

- **CJ** reported on the mood of the organisation and updated the Board on the organisation structure.
- Sport England Workshop – performance measures in progress but not agreed.
- Area Competition Association discussions ongoing. Executive empowered to continued discussions and to keep board informed.

8. **Youth Task Force**

CJ summarised the details of the board paper

The recommendation to the Board was: -

- The Board is asked to acknowledge the contents of the paper and the development of this work and look to endorse the contents accordingly – Board endorsed recommendations with some amendments.

9. **Commonwealth Games Update**

- **CJ** summarised the details of the paper, confirming that the contract from CWG England was received this week.
- **Action:** **CJ** to circulate the breakdown of the itemised costs for the Commonwealth Games to all Board members.

10. **Sports Governance Code Update**

MD summarised the details of the Sports Governance Code action plan.

Discussion took place regarding the timing of the process, the main areas of non-compliance and the outcome of our challenge to SE in relation to director independence.

CONFIDENTIAL DRAFT

The recommendation to the Board was: -

- The Board to endorse the Sports Governance Code Action plan as summarised - Approved by the Board.
- The Nominations Committee to lead on the process for appointing the Senior Independent Director by July 2017 – Approved by the Board; the Board approved that **MN** is appointed as Chair of the Nominations Committee.
- The Governance Committee to lead on the implementation of the Sports Governance Code Action plan to the agreed timescales – **Action: MD** to circulate agreed timescales and dates added to the Action Plan.

11. Potential Task and Finish Groups

CJ summarised the 2017 Board Task & Finish paper.

The recommendation to the Board was:

- The Board is asked to acknowledge the contents of the paper and the development of 2 task and finish groups in these thematic areas and look to endorse the contents accordingly including the assignment of the respective NED's to work alongside the Executive – Approved by the Board and a further update on the remit and timescales for implementation would be shared at the July Board Meeting.

12. National Council Appointments to Board – 3rd May 2017

MN summarised the details of the paper.

The recommendation to the Board was: -

- In accordance with article 64, the Board is asked to ratify the appointment of the Regional Council Chairs – Approved by Board.
- That the Governance committee to work with the National Council and its Chair to ensure clarity of purpose and alignment of National and Regional Councils with the EA strategic plan, the EA governance processes and principles - Approved by Board.
- That the Governance committee to work with the National Council and its Chair to ensure the National and Regional Councils operate within the principles of the Sports Governance Code, particularly its diversity - Approved by Board
- The Governance committee to review the West Midlands Regional Council situation and make recommendations to the Board at the next board meeting – Approved by Board

CONFIDENTIAL DRAFT

- Additional recommendation by **NC** – that when reviewing the Council, care should be taken to ensure that the grassroots of the sport are clearly represented and that all the Board have this responsibility – Approved by Board
- **MN** requested that the Exec formulate a plan to inform how we might review the National Council structure and operation. PC suggested that this not be presented as a 'fait accompli' - **Action: CJ.**
- **MN** to ask the two new National Council Board Members to bring to the Board their initial thoughts on these deliverables.

13. Health & Safety & Welfare

- Discussion held around event health and safety with number of related actions for CJ ahead of next meeting.

14. AOB

- **CJ** advised Risk Management Register will be updated next Monday following EA's organisational restructure.
- **CJ** proposed pre-board meeting discussions (one hour before Board Meetings); subjects to include Off Track Clubs / Officials etc. **Action:** Approved by Board. Timings to be 1230 -1330 pre-Board discussion and Board Meetings will start at 1400.CJ to circulate a proposed timetable of events prior to the next meeting
- **KN** requested to dial in to the next Board Meeting on 26th July.
- **MN** requested that a Board evaluation session is arranged during 2017 – Approved by Board

Meeting Closed at 1637

Next meeting will be held on Wednesday 26th July 2017

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