



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

Held on Wednesday 21<sup>st</sup> September 2016 at 13:30

At Cambridge Suite, Great Connaught Rooms, Covent Garden, London

**Present:** Peter King (PK) Chair; Chris Jones (CJ) CEO;  
Peter Crawshaw (PC); Mike Harris (MH); Neil Costello (NC);  
Tim Soutar (TSo); Karen Neale (KN) 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**

**CJ** made a presentation to **PK** for services to the Board.  
**PK** welcomed all to the meeting.

### **2. Apologies**

Sally Hughes (SH) and Wendy Sly (WS)

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

Updates given by **NC**, **PC** and **CJ**.

### **4. Approve Draft Minutes of Previous Meeting Held on Wednesday 13<sup>th</sup> July 2016**

**PC** – requested amend to wording on the Audit & Assurance Committee update.  
No further amendments required and Minutes were approved.

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

- **4** – **SG/MN** recommend that a scoping paper is produced on each strategy and within the documents prepare recommendations for board review and approval. **TSh** suggested there needs to be intervention at UKA level as these are issues beyond the control of EA. **CJ** recommended that the Board determine the scope of the strategies and work with EA Staff in the preparation of these papers. The current strategy documents should include a status update and be marked as 'draft'. **TSh** requested that the papers are also circulated to the National Council, which was agreed.
- **11**- Scenario planning work in progress - **MD**
- **15** – Coaching numbers were included in today's Board pack. **TSh** requested a further breakdown of new coaches.
- **18** – Bad Debt Provision review included in board papers (finance update) - **MD**

- **19 – A&O Stage 2 desktop review in progress - KN**

## **6. Outstanding Capital Funding Decisions**

- Taunton approved prior to meeting. Papers included for information and ratification
- CJ clarified the background to the Wavertree facilities project.
- Capital Funding approved by Board.

## **7. Term Deposit – MD**

- Board papers for term deposits which were approved online, were presented in the pack for information and ratification.

## **8. Inspiration Programme SE Award – CJ**

- **CJ** briefed the board on the key aspects of the award

## **9. Strategy Document Communication & Future of SWG – CJ**

- **CJ** provided the board with an update to the recommendations - based on the discussions held at the Governance Committee meeting, it was proposed that the Board should provide the strategic oversight required.
- Board approval was given for the strategy document communication plan. The board requested that the Governance Committee present its proposal for the revised board sub-structure by the December board meeting.

## **10. Sport England Investment 17-21 – CJ**

- The date of next Sport England meeting is 14<sup>th</sup> October 2016 when an indication of the range of funding that may be forthcoming should be communicated.

## **11. NED Recruitment Update – MD/TSo**

- **TSo** provided an update to the board, noting that there were around 30 applications for the role, from which 5 candidates have been shortlisted for interview on Friday 23rd September.
- All interviewees have a communications or commercial background. It was noted that networking and fund-raising experience would be ideal.

## **12. Road Race Organisers Consultation - CJ**

- **CJ** summarised the background to the paper which was for information and discussion.

## **13. AGM Preparation 15<sup>th</sup> October – CJ/PK**

- **CJ** referred the board to his directors' report for the AGM.

**14. CEO Headline Report (taken as read) & HPNGB Action Plan Update – CJ**

- Taken as read.

**15. Commonwealth Games Update**

- **CJ** advised England Athletics will be taking a team to the Bahama's next year.
- Update on Gold Coast 2018 given.

**16. National Council Update - TSh**

- **TSh** provided an overview.
- Succession planning raised as a concern as there are many Councillors who have served their term next year and new applications will be required. A potential solution maybe to reduce the number of Club nominations required for each applicant?

**17. Finance Update - MD**

- This was presented by **MD**.

**18. Committees & Advisory Groups Updates**

**Audit & Assurance Committee – PC**

Clearance meeting held on the 25<sup>th</sup> July with Haysmacintyre

Self-assurance questionnaire for Sport England to be signed off by end of October.

**SG** proposed that delegated authority be given to the Audit & Assurance and Governance Committees to approve the off-line self-assurance submission - All agreed

**Governance Committee & Nominations Committee – KN**

**KN** – nothing further to add outside of items discussed earlier in the meeting.

**Participation – SG**

2017 Inspiration update given to the Board.

**Performance – MH**

Update given by **MH**.

**Commercial – SH**

No further update to discussions held within meeting.

**Membership & Consultation – WS**

No update.

**19. Health & Safety Report - CJ**

- Report taken as read
- Hammer injuries are prevalent at the moment and safety advice has been reissued.

**20. AOB - All**

- **PK** – London Marathon have decided that they no longer wish to have England Athletics as members of their Board of Trustees however, UKA will remain.
- **PK** – Attendance at the UK Members Council to be held on the 30<sup>th</sup> October will now be represented by **CJ**.

**Meeting Closed at 1642**

**Next meeting will be held on Wednesday 23<sup>rd</sup> November 2016,  
Venue: Grand Connaught Rooms, 61-65 Great Queen Street, London WC2B 5DA**