

**Meeting Outcomes of the England Athletics LTD Board
held on 30 January 2019**

Present:

Members of the Board:

Neil Costello (NC)
Peter Crawshaw (PC)
Steve Grainger MBE (SG)
Leshia Hawkins (LH)
Janyce Holmes (JH)
Chris Jones (CJ)
Karen Neale (KN)
Mike Neighbour (MNe)
Myra Nimmo, Chair (MN)
Mick Shortland (MS)
Tim Soutar (TS)

England Athletics Officers:

Ben Patel-Sadler, Board and NED Secretary (BPS)
Matt Birkett, Head of Athletics and Running (MB)
Michael Davis, Head of Finance (MD)
Dean Hardman, Head of Business Partnerships and Major Events (DH)
John Roberts (UKA) (JR) – For agenda item 7 only
Martin Rush, Head of Coaching and Athlete Development (MR) – For agenda item 7 only

Other Representatives:

None.

1. Apologies

None.

2. Declarations of Interest

None.

3. Minutes of the meeting held on 07 November 2018

MN reviewed the minutes with the Board page-by-page and suggested several amendments which were discussed and then subsequently agreed to by Directors.

Resolved and Actions:

BPS to make final, agreed amendments to the minutes of the meeting held on 7th November 2018. These will be recirculated in their final form for approval prior to them being signed by the Chair at a future date.

4. Actions/Matters Arising

Members and officers reviewed the document, where the following was noted:

NOVEMBER 2018 BOARD MEETING – Year 2 6 Month Performance Update: This would be a formal agenda item at the 20th March 2019 Board meeting.

5. Chair's Report

MN informed the meeting that the Chair of UKA, Richard Bowker, had stepped down from his role. Sarah Rowell had been appointed as interim Chair and had made contact with all home country Chairs. A meeting of UKMC was scheduled for 15th February 2019.

The Board made enquiries around the appointment process for the next permanent Chair of UKA and a discussion followed.

In relation to UKMC elections, the Board noted that Roland Gibbard now represented off-road. CJ had held discussions with Nigel Holl and Jonathan Orr where it had been agreed that EA would promote future election opportunities to UKMC.

Resolved and Actions:

1.) The Board noted the contents of the report.

6. CEO Report

Directors were asked to make comments on any aspect of the tabled information.

Specific points noted by the Board were that:

- Michael Hunt had been appointed as the EA Facilities Manager. CJ had worked with Nigel Holl and Jonathan Orr to ensure that the transfer of Michael from UKA to EA caused minimal disruption. It had since been determined that this move would lead to benefits for both organisations.
- A joint EA UKA senior leadership team meeting had been scheduled for March 2019 as part of a health and safety training session.
- With Matt Birkett leaving EA in March 2019, Emma Davenport had recently been appointed as Head of Club Support and Participation reporting into the CEO.
- Athlete registration numbers continued to rise.
- The Funetics programme would be launched nationwide later in 2019.
- CJ had undertaken work on the revised version of the Athletic Nation document – all home countries had provided input to the revised document.

7. Talent Pathway Update

MR and JR provided an update to the Board in relation to the Talent Pathway.

The Board noted the key points from the presentation, including:

- This was a joint venture between EA, UKA and the other home countries which sought to ensure that progressive support is provided to both athletes and coaches (as identification of talent becomes more realistic).
- Whilst we are currently in an existing jointly funded talent plan, we would look to pilot some activity ahead of the 17-21 cycle with a joint bid to resource this work being likely from Sport England/Other Home Country Sports Councils, UK Sport and the UKA/HCAF Athletics Boards where appropriate.
- It was about ensuring that the right support was provided to coaches and athletes at the right times (physical environment, athlete and coach mentoring, appropriate competition, etc) resulting in athlete progression, retention and success.
- The offer of an Advanced Apprenticeship in Sporting Excellence would seek to retain promising athletes and provide them with a competency-based qualification throughout a designated period of training and study. England are delivering two practical days alongside the educational elements in March and October 2019. These will be based around athlete and coach work in conditioning and event specific technical skills. The AASE course focuses on developing a range of skills in the individual athlete from planning, lifestyle management, nutrition, mental strength and understanding the pathway from national to international level.
- A pilot of the proposed Talent Pathway would likely be carried out at 2 locations in England – The Board noted that existing budgets would cover the cost of piloting the scheme.

The Board sought assurance around coaching resource – specifically if sufficient resources would be in place to support the Talent Pathway. MR assured the Board that a key aspect of this work would be to ensure that volunteer coaches remained fully supported – this was why the pilot process was being carried out. Both MR and JR assured the Board that the impact of any talent strategy on the existing club and competition system was a key consideration of their work. It was important that we respected the current club system and worked with it in introducing any programme.

It was proposed that resource should be sought from all funders based on a single programme of work i.e. the Talent team should develop one pathway. The same paper should be presented to all Boards for approval and then the same paper put to all funding Councils.

The Board expressed a view that the formulation of an appropriate strategy for this area of work would be crucial and should include performance indicators which are able to identify if the Talent Pathway is performing well (increased number of medallists at world level, number of athletes within world top-ten's for example).

Resolved and Actions:

1.) An update in relation to this work would be brought to the September 2019 Board meeting.

8. Area Competition Partnerships

Following the introduction of the report and the highlighting of key points by DH, the Board noted that it was appropriate to treat each competition provider as a separate entity – they were all different. We were likely to grant aid 2 of the 3 area associations in 2019 reflective of their different circumstances and had started discussions with both the South and Midlands to explore how we could help them become more self-sufficient. It was acknowledged that Northern Athletics situation

had changed because they were now self-sufficient through their own athlete registration scheme. They no longer had need for a grant in the same way as before. We may look at still working with them through a different kind of partnership. This was being explored.

DH stressed the importance of meeting with all competition providers, ideally together, to agree a competition structure which was reflected across all areas of England.

Resolved and Actions:

- 1.) DH would undertake work outside of the Board meeting to produce 3/4 key principles for the Board to consider and agree upon in relation to future partnership working and funding (competitions).
- 2.) The recommendations in the Area Competition paper were approved.

9. Pay and Grading Review

The Board noted that this had been a 9-month review process – the Board thanked the Remuneration Committee for the work that they had undertaken in relation to the Pay and Grading Review.

Resolved and Action:

- 1.) The Board agreed to approve the Pay Grade structure

10. EA Council Reforms & Plans for General Meeting & Elections

A discussion was held ahead of the General Meeting taking place later that evening. The Regional Council election process would commence tomorrow irrespective of the result. If the reforms are not passed, then the following would apply

- Elections to the existing Regional structure would be published after the result of the vote was confirmed.

- We would remain with one South East Regional Council (on the recommendation of the existing SE Regional Chair)
- The West Midlands should be re-established as a standalone Regional Council, subject to the minimum number of elected Regional Councillors being appointed (3).
- National Council would be provided with an opportunity to discuss the potential training and development programme for Regional Council members.
- We would retain the existing meeting schedule to ensure continuity between RCs, NC and the Board.
- National Council opinions would be sought on the draft JDs and TOR for Forum members and if these should be adopted by Councils as it was felt these were strong and helpful.
- National Council opinions would be sought on the thematic approach to consultation in line with the recommended themes.
- Further work should be undertaken to review the whole process leading up to the general meeting.
- A breakdown of the votes would be provided after the result had been announced – single votes for and against, for %, against % and weighted for % and weighted against %.

Resolved and Actions:

1.) A meeting of the England Athletics Governance Committee would be convened to begin the process of completing a 'lessons learned' exercise.

11. England Team Participation at Future European Championships

A discussion was held by Directors relating to the feasibility of England competing in future European Championships should the current policy of GB teams competing ever change.

The Board expressed a view that because of the lack of information available at this stage, no action could be taken by EA. The Board also noted the specific increased resources required to undertake any task of this nature.

Resolved and Actions:

1.) The Board would look at the practicalities associated with this area of business and would take a decision on how to progress should more information become available. DH requested to continue to explore this and to report back as and when further information was available.

12. Annual Board Costs

The Board acknowledged that the Haysmcintyre benchmarking exercise had been useful in terms of comparing where EA remuneration sat compared with similar organisations.

The Board agreed that meetings taken to locations around the country (in an attempt to provide members/clubs with an opportunity to meet with the Board) were costly.

In an attempt to engage further with participants and volunteers, the Board expressed a view that Directors and staff should be visible at major championship events throughout the year.

The benchmarking analysis identified that 24% of the NGBs remunerate their Independent NEDs (as determined by the Code for Sports Governance), with 60% paying between £1,000 and £5,000, and 40% paying more than £5,000. The analysis also identified that 10% of NGBs remunerated their Representative NEDs.

Chair and NED remuneration within NGBs has come under the benchmarking spotlight over the last few years, with more NGBs choosing to reduce or remove NED remuneration.

Resolved and Actions:

1.) Directors would be added to the VIP guest lists for all major championships.

2.) Cost savings would be achieved going forwards by hosting Board meetings at the Sport and Recreation Alliance offices in central London.

3.) One Board meeting in 2019 could be held at the EA Head Office in Birmingham. A comparison of costs vs hosting meetings in London should be carried out.

4.) In line with the Haysmacintyre comparators where only 4 NGBs remunerated their Chair above £15k, the EA Chair's remuneration to be reduced accordingly.

5.) NED pay would be considered by the Remuneration Committee for presentation to Board at a future date.

6.) Any Budget requirements for Board appointed Task and Finish Groups should be determined before work is commenced.

13. Audit & Assurance Committee: Matters for Board Attention

PC introduced the report which highlighted matters previously considered by the Audit & Assurance Committee which had then been brought to the Board's attention.

Specific items had been tabled for Board approval with other items being included for the Board's attention only.

Specific points noted by the Board included:

- The SE carry forward spend will be spent by the end of the year.
- Additional costs incurred during the previous Commonwealth Games would be considered at the next meeting of the Audit and Assurance Committee.

The Board discussed the matter of both EA and UKA being allocated the same audit partner and whether this was appropriate.

Resolved and Actions:

- 1.) That Haysmacintyre be contacted to discuss the audit provision for EA.**
- 2.) That the Schedule of Delegated Authority (SODA) be further updated**

14. IAAF Cage Compliance Update

The Board noted the IAAF Cage Compliance Update.

15. Social Membership Progress Update

The Board noted the contents of the Social Membership Update.

16. Draft Financial Statements

The Board noted the contents of the draft financial statements.

17. Committees Update

The Board noted the contents of the draft minutes included in the Board pack:

- Governance Committee – 30th November 2018
- Audit and Assurance Committee – 12th December 2018
- Remuneration Committee – 17th December 2018

18. Health and Safety Update

The Board noted the contents of the Health and Safety Update.

19. AOB/Date of Next Meeting

The Committee noted that the next scheduled meeting would take place on 20th March 2019 at the Sport and Recreation Alliance, Holborn Tower, 137-145 High Holborn, London WC1V 6PL.

MEETING CLOSED AT 17.50PM

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Chair