

**Meeting Outcomes of the England Athletics LTD Board
held on 20 March 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:

Andy Anstey, Business Partnerships Manager (AA) – For agenda item 11 only
Michael Davis, Head of Finance (MD)
Dean Hardman, Head of Business Partnerships and Major Events (DH)
Dan Isherwood, Head of Insight and Performance Management (DI)
Dan Parkinson, Head of Participation Programmes (DP) – For agenda item 11 only
Ben Patel-Sadler, Board and NED Secretary (BPS)

Other Representatives:

None.

1. Apologies

None.

2. Declarations of Interest

None.

3. Minutes of the meeting held on 30 January 2019

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

The Board noted that an update in relation to the previous Commonwealth Games overspend would be discussed during agenda item 8. The overspend was confirmed to be £10k. The matter was discussed and clarified at the A&AC 4th March meeting where the executive was asked to ensure project and cost centre budgets are fully aligned in future.

Resolved and Actions:

The Chair will sign the minutes at a future date.

4. Actions/Matters Arising

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

The Board requested that a report be brought to the July 2019 meeting to provide an update on the EA Safeguarding Policy. Further discussions would be held to determine if the Board were required to undertake any specific safeguarding training.

MN encouraged Board members to submit any topics for discussion during pre-Board sessions.

5. Chair's Report

Report taken as read and the job description for the position of UKA Chair had been shared widely.

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:

- Athlete registration numbers continued to rise. There was continuing growth in relation to road racing and cross-country participation and events, although participation in track and field was not currently increasing.
- The EA indoor championships had taken place recently.

- EA Regional Council elections were underway in those areas where ballots were required.
- EA had formally signed a kit supply deal with Kukri.
- EA was sponsoring the 5th BEDSA Awards (6th April at the Hilton Hotel, Heathrow).
- UK Sport had indicated that there would be 3 levels of funding type available for performance going forwards. The new 3rd level of funding focuses further down the talent chain on progression which could mean closer dialogue within the home countries. More information is required, but we are working closely with UKA and the HCs on this matter.
- CJ (and the Board agreed) that it would be important to look in detail at the potential future EA strategy towards the end of this year (given that the current SE funding cycle would end in 2021). We need to reflect on our headline priorities, mission and so on. We need to prepare ahead of the next cycle and ahead of Sport England announcing their future priorities for “core market” investment.
- Work was underway to risk mitigate where we can ahead of Brexit. There is much work being done on this subject by the SRA. The exec will discuss this at their April meeting
- EA has engaged with the Sports Minister again recently relating to school sport. This has been done in conjunction with Sport England and other NGBs ahead of the government announcing its new school sport action plan.
- DI would be producing a paper for discussion at Regional Council level in relation to the completed research on track and field drop-out. This would be completed in April in readiness for the first meetings of the newly constituted Regional Councils. CSMs would attend the April Regional Council meetings to answer any questions arising from the tabled information.

Resolved and Actions:

- 1.) A paper would be submitted to the May 2019 Board meeting which would provide suggestions on the potential terms of reference and membership of a task and finish group to look at the current and future EA strategy.
- 2.) EA competition staff to contact athletes so that they are aware if there are any passport implications related to Brexit – specifically that they have enough time on passports to travel and compete in overseas events.

7. Year 2 11 Month Performance Update (April 2018-February 2019)

DI introduced the report, with the Board noting the key points as highlighted.

The Board were assured that the terminology 'coaches and leaders' encompassed all coaches.

It was suggested that a further sub-division was required to cover the different levels of qualification and their focus. The Board were assured that SP1 'coaches' would be achieved. DI informed the Board that during 2019/20, a recruitment drive aimed at increasing the number of licenced officials would take place with the aim of providing a further 800 officials. The Board noted that the current figure of licenced officials was an aggregated picture – it included people who had recently held a licence (which may have now lapsed). Positive feedback had been received in relation to the officials' mentoring scheme.

The Board expressed a view that it would be helpful for areas of operational performance flagged as red to be discussed further rather than going through each KPT in detail – specifically what plans were in place to remedy these areas and how effective they were likely to be.

The Board noted that the issue of under-17 athlete drop-out was a deep-rooted problem. The recently completed research in this area would be considered by Regional Councils in April 2019. Comments and views received would be brought back to the 22nd May 2019 Board meeting

The Board noted that the funetics programme would be discussed in more detail later during the meeting – it was hoped that the style and approach of the funetics programme would lead to benefits for both younger athletes and then help to influence what happens beyond U11 and for older age athletes.

The Board thanked Dan for his work on monitoring performance during 18-19.

Resolved and Actions:

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

8. Proposed 2019/20 Operational Plan and Budget

DI introduced the operational plan and informed the Board that the operational planning and budget setting process for 2019/20 had been rigorous in its approach – this was an aligned process whereby all EA projects had been scrutinised. There was now a greater level of accountability for project owners.

The Board expressed a view that that all EA ambitions should be smart, i.e. they should be measurable to determine if they had been achieved.

Resolved and Actions:

- 1.) The 19-20 Operational Plan and Budget was approved by the Board with guidance points taken on board for consideration with future application by the exec.
- 2.) For the 2020/21 budget setting process, a draft would be considered by the Board at its January 2020 meeting. It would then be considered further by a meeting of the Audit and Assurance Committee (early March 2020) before the final version would be submitted for Board approval at the March 2020 meeting.

9. Company Cars Lease Renewal

The Board noted that the recommendation was to approve a 2-year lease deal which would tie in with the end of the current 4-year funding cycle.

The Board noted that the reserves requirement assumed a 2-year car lease term.

JH informed the meeting that it might be appropriate for the Remuneration Committee to look at EA staff benefits (including company cars) so that the value of benefits could be considered alongside basic salary costs. This would assist in the future when benchmarking exercises were undertaken to compare EA staff costs to those of similar organisations.

Resolved and Actions:

- 1.) The car lease proposal was approved by the Board
- 2.) The Remuneration Committee would consider a report detailing EA staff benefits.

10. An Athletic Nation – UK Wide Strategic Framework

MN informed the meeting that any material changes to the document proposed by the Board would result in the document having to be tabled further at other HC Board meetings in order to ratify the changes. MN thanked CJ for his work in driving the production of the document. It was agreed that all comments received from the EA Board would be included in feedback from CJ to the other parties, but we would hopefully sign off the document without it needing to come back for formal approval. The document was subsequently tabled for EA Board comments which were:

- There was no mention of disability within the document. The phrase 'pull on trainers or spikes' was not appropriate given that some disabled athletes might not use/be able to use trainers or spikes. To be reviewed again.
- Simplify the language and shorten the sentence in the 1st bullet under commercial working.
- The number of bullet points within the document should perhaps be reduced (via merging the existing content).

None of these suggestions should prevent the document being approved. The Board noted that the next step would be for the revised document to be considered at UKMC. This document would then be used by UKA and the other HCAFs to directly inform the focus of future discussions and indeed detailed strategies for each organisation. Thematic UK wide strategies in areas such as coaching and commercial partnerships would need to be developed in accordance with the principles of this document.

Resolved and Actions:

- 1.) CJ to ensure that the points raised by the EA Board are raised with the other athletics and running NGBs but there was agreement to approve the Athletic Nation Document.
- 2.) CJ to produce a draft TOR for the EA Strategy T&F group for consideration at the May 2019 Board meeting.

11. Funetics Update

DH introduced the tabled report which provided the Board with all the essential information in relation to the funetics programme. The following points were noted by the Board during the presentation:

- Funetics broadly equates to the 'Athletics 365 Academies' which appear in the EA Strategic Plan 2016-
- The aim of the programme was to increase participation in the sport amongst 4-11-year olds, to boost athletics provision in schools and to help clubs reduce waiting lists. The programme would also provide a ready-made product to mitigate differing standards of delivery and could help EA and other suppliers of activity to generate revenues that could then be invested back into the sport.
- Funetics was based on 3 key elements namely; competency, competition and reward/recognition.
- It represented a consistent way of ensuring that athletics for young people was delivered consistently across the country.

- Pilots of the programme had taken place across the UK with a variety of age groups. UKA is supportive of this programme.
- A key aspect of the funetics programme would be the recruitment and training of licensed providers of the scheme. Support for providers would include a designated website, apps, marketing and a designated support team.

Resolved and Actions:

- 1.) The Board sanctioned the exec to progress this work, but final ratification of this model would come back to Board in May relating to the following:
 - a. Working with a small group of Board members to help check and challenge the partnership opportunity
 - b. Further clarity and understanding of the proposed business model and another number of suggestions were made on matters requiring clarity.

12. The Proposed Council Reforms and Council Elections Update

KN introduced the paper with the Board immediately discussing the recommendations from the Governance Committee.

The Board noted that the Governance Committee had met without any of the EA executive present in order to discuss the 'lessons learned' following the General Meeting on 30th January 2019.

The ensuing discussions resulted in the following points being made by the Board:

- The Regional Councils and the National Council should be asked to draft their own Code of Conduct for review by the EA Board.
- Regional Councils and the National Council should be provided with the opportunity to put the final shape on their respective TOR and job descriptions.
- A clear engagement strategy should be produced by EA to ensure that the relationship between Councils, Staff and Board can be further enhanced.

A number of other related actions were taken by the Board relating to this matter and were documented for action and would be relayed to National Council.

13. EA Board and Councillors Expenses Policy

Resolved and Actions:

- 1.) The Board agreed to approve the Board and Councillors Expenses Policy.

14. Social Running Membership Update

The Board noted that two separate papers should have been produced (one to provide an update on the Social Running Membership and another to provide an update around the Charitable Fundraising). The proposal to reestablish the activity in this area was withdrawn.

Resolved and Actions:

1.) A paper in relation to charitable status to be brought to a future Board meeting (July 2019).

15. March 2019 Year to Date Financial Report

The Board noted the contents of the submitted report.

16. Committees Update

The Board noted the contents of the submitted report:

Audit and Assurance Committee update, and the draft minutes of the National Council meeting held on 6th March 2019

17. Health and Safety Update

The Board noted the contents of the submitted report:

18. AOB/Date of Next Meeting

MN wished to place on record her thanks to MNe and MS for all the work and valuable contributions they had provided to the Board during their service.

MN indicated that she would be happy to receive all future Board paperwork electronically.

KN informed the Board that her last meeting would be on the 31st July.

The Committee noted that the next scheduled meeting would take place on 22nd May 2019 at the Sport and Recreation Alliance, Holborn Tower, 137-145 High Holborn, London, WC1V 6PL.

Resolved and Actions:

- 1.) BPS to canvass the Board to determine their own preferences for receiving paperwork in the future.
- 2.) BPS to coordinate the distribution of Kukri coats and soft-shell jackets to Board Directors and Regional Council Chairs.

MEETING CLOSED AT 17.40PM

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Chair