

**Minutes of the meeting of the England Athletics LTD Board
held on 22 May 2019**

Present:

Members of the Board:

Ellie Brown (EB)
Neil Costello (NC)
Peter Crawshaw (PC)
Steve Grainger MBE (SG)
Leshia Hawkins (LH)
Janyce Holmes (JH)
Chris Jones (CJ)
David Lodwick (DL)
Karen Neale (KN)
Myra Nimmo, Chair (MN)
Tim Soutar (TS)

England Athletics Officers:

Andy Anstey, Business Partnerships Manager (AA) – For agenda item 8 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 8 only
Ben Patel-Sadler, Board and NED Secretary (BPS)

Other Representatives:

None.

1. Apologies

None.

2. Welcome to newly appointed EA NC Board Directors

MN formally welcomed EB and DL to their first EA Board meeting. The Board had collectively agreed to their appointment in advance of this meeting.

Both had been appointed as EA National Council Board Directors.

3. Declarations of Interest

TS declared an interest as Chair of the UKA Rules Review Group (declared in relation to agenda item 12).

EB declared an interest as a Director of a health and wellbeing group and as a paid coach.

4. Minutes of the meeting held on 20 March 2019

MN requested Board approval to bring agenda item 16 (Draft March 2019 Full Year Management Accounts) into the 'matters for approval following discussion' section of the agenda. This was agreed.

MN reviewed the minutes with the Board page-by-page and the suggested amendments were agreed following discussion and agreed to by Directors.

The Board discussed ways in which the draft minutes from EA Board committees (included in the Board pack for information) could be circulated in advance of future Board meetings. This would ensure that minutes of these meetings had been commented on by the Chair and members of the respective committee(s) so that the versions included in future Board packs would represent the final, agreed version for noting by the Board.

Resolved and Actions:

1.) BPS to make specified amendments to the minutes before recirculating to the Board for approval.

2.) BPS to implement a revised approach in relation to how EA sub-committee minutes are shared, commented on, revised and agreed in advance of them being available to Directors.

3.) The Chair will sign the minutes at a future date.

5. Actions/Matters Arising

Members and officers reviewed the document – there were no further updates to provide in relation to the information contained in the papers.

6. Chair's Report

MN informed the meeting that both the Edinburgh Agreement and the Athletic Nation documents would be submitted for the agenda at the next meeting of the EA National Council for their information.

In relation to the Sport England and UK Sport Governance and Assurance event held on 14th March 2019, the Board noted that MN had been invited to attend in her capacity as Chair of EA. There had been a delay in the notes and slides used on the day being circulated by the event coordinators.

Resolved and Actions:

- 1.) The Edinburgh Agreement and the Athletic Nation documents to be submitted for the agenda at the 17th July 2019 EA NC meeting.
- 2.) The Governance Committee to look at all EA committees' terms of reference to ensure their compliance with the current Governance Assurance criteria.
- 3.) The Board noted the contents of the report.

7. CEO Report

In addition to the paper, the CEO highlighted that the Athletic Nation document had been updated to include additional references to disability and to finalise the look of the document. It was anticipated that the document would be launched in September 2019. Each home country had played a part in producing the document.

Directors were asked to make comments on any aspect of the CEO Report.

The Board commented that the online officials' courses programme was now live and that it had been well received.

Resolved and Actions:

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

8. Funetics Business Proposal

The Board noted that discussions held during this agenda item would focus solely on the business plan behind the funetics programme.

The relevant members of the EA executive and the EA Directors who had been involved in progressing the scheme to its current juncture were thanked. This report was seeking formal Board approval of the funetics business model. If any material changes were made to the approved business model as a result of subsequent

negotiations, then Board approval would always be sought before the project was progressed

The Board noted that negotiations continued with partners. It was reinforced that whilst we are approving a draft business model, there is always a possibility that the terms of engagement may change at any stage during negotiations for reasons out of our control.

In relation to delivery of the funetics programme in community settings, the Board noted that it was hoped the programme could begin to be delivered from September/October 2019.

The Board expressed a view that although the proposal presented an exciting opportunity, it was important to ensure that other areas of EA core business continued to function effectively.

The Board expressed a view that appropriate consultation with clubs would be key during the rollout of the programme.

The Board noted that coaches from different sports could deliver the funetics programme (level 2 qualified coaches). The programme could be delivered by teachers (both level 2 coaches and teachers would have completed the relevant DBS checks). The Board noted that all funetics coaches would be provided with ongoing training (including workshops).

Resolved and Actions:

1.) The Board approved the business mode - the executive was empowered to proceed with the necessary negotiations and deliver the programme accordingly.

9. Track and Field Research and Actions

DI introduced the report and informed the Board that consistent feedback had been provided by Regional Councils. The key areas requiring improvement had been provided to the Board in the paper. This was an area of work that EA was keen to improve.

The executive withdrew the recommendation that a Board task and finish group be established.

Resolved and Actions:

The Board agreed that:

1.) A wider communication to the sport should be provided by the executive.

2.) The National and Regional Councils to be formally informed of the outcome of the Board discussions and future plans.

3.) The National and Regional Councils would be asked to prioritise 5 of the 23 actions outlined in the report, then focus on how these priority areas could be tackled. An action plan would then be produced to monitor progress.

4.) DI to formulate wording to outline how the prioritised actions are progressed once agreed by the National and Regional Councils.

10. National and Regional Council Engagement

In addition to the paper, the Board were informed that all nine EA Regional Councils were now operational. Engagement with Regional Councils was ongoing with a great deal of activity and communication taking place. Welcome letters had been sent to all new Regional Councillors – this included relevant EA financial information for their consideration.

The Board noted that the Regional Council elections had resulted in a number of new Councillors having been appointed which was a positive step. The existing National Council had held its first meeting on 8th May – the new group was balanced and knowledgeable. The existing expertise present on the National Council would reduce the need for co-options. EB agreed that the first meeting of National Council had gone well. DL and EB agreed that there was lots of work to do. EB thanked PC for all the work he had undertaken in his role as Chair of the London Council.

The Board noted that Affiliation Fees would be the consultation topic considered by Regional Councils at their meetings held in June 2019.

The Board were aware that the Chair of the existing National Council was not currently a member of the EA Board – this was a new situation for the Board and the National Council. Because of the importance of communication between the Board and the National Council, it was proposed that those Board Directors who also served on National Council should ensure that as soon after the Board as possible that the Chair was informed of the relevant discussions of the Board.

Resolved and Actions:

1.) MN to contact EA National Council Chair, to set up an initial meeting (teleconference) between MN, AJW, EB and DL to ensure effective communication between the Board and the National Council.

11. Strategy Task and Finish Group: Proposed Terms of Reference

The Board agreed that the timing for the proposed Strategy Task and Finish Group was appropriate given the current position within the 2017-2021 Strategy. The focus

of this group would be to assist in the future planning for the organisation as part of the 2021-2025 cycle.

Specific points made by the Board included:

- Task and Finish Group to convene for the first time in September 2019.
- Work to be split into 2 distinct parts. First, the group will focus on refreshing/revisiting the strategic mission, vision, values, priorities and underpinning enablers to see how these should evolve since they were drawn up in 2016. These would be checked and challenged internally and externally and a process for doing this should be undertaken – agreed by the T&F group but led by the executive operationally.
- The terms of reference would need to be discussed/shortened and refined by MN and CJ.
- The Board had previously decided that all terms of reference for task and finish groups would identify an expected budget amount.
- A further discussion on this item would be required in July 2019.

Resolved and Actions:

- 1.) A final terms of reference document for the group would be submitted for Board consideration at the 31st July 2019 meeting. This would include the proposed membership of the group and would take into account all of the points raised by the Board as above.

12. 2020 Rules Revision Process

The report which updated the Board on the process for updating the UKA Rules for Competition was presented.

Resolved and Actions:

- 1.) The Board noted the contents of the paper and approved the communication to Regional Councils.

13. Road Race Licensing

The Board noted that commercial entities and charities pay a licence fee that is calculated based on the number of entries to the race. This can be up to £17500 for races with over 35000 entrants. EA affiliated clubs pay £30 regardless of the number of entrants. This is a key member benefit to member clubs, allowing them to generate revenue for reinvestment into the sport at a local level. Clubs are permitted

to apply for 10 club licences, after which any further licence applications are considered at the commercial rate.

The Board noted that it would represent good practice at intervals to be agreed, how the affiliation process is going, what trends are being seen in club affiliations and what challenges are arising with the process.

Resolved and Actions:

- 1.) DH to undertake the necessary planning for a review into how clubs are established and then operated (as small clubs, commercial entities, etc).
- 2.) The Governance Committee to review the processes around club affiliation (via the completion of a quality assurance exercise).

14. Board Ratification of Sub-Committee Appointments

The following recommendations were provided by the Nominations Committee for Board approval:

- 1.) Peter Crawshaw steps down from the Governance Committee with immediate effect.
- 2.) Janyce Holmes be appointed to serve on the Governance Committee.
- 3.) Tim Soutar becomes Chair of the Governance Committee following the departure of Karen Neale on 31st July 2019.
- 4.) Steve Grainger to be appointed to serve on the Remuneration Committee (to replace Karen Neale).
- 5.) Steve Grainger to be formally appointed as the SID (to replace Karen Neale)

Resolved and Actions:

- 1.) The Board agreed to recommendations 1-5 as outlined in the tabled report and above. Steve Grainger was formally appointed as the SID.

15. EA Staff Proposed Cost of Living Increase

The Board held a discussion around how potential and future cost of living increases would be considered.

16. Draft March 2019 Full Year Management Accounts.

The Board noted that income and costs were down – the improvement of £8.9k against the full year forecast would not have a material impact on the budget.

17. Committees Update

The Board noted the contents of the submitted report:

Nominations Committee 2nd April 2019 (draft minutes)

Governance Committee 3rd April 2019 (draft minutes)

Remuneration Committee 4th April 2019 (draft minutes)

Remuneration Committee 12th April 2019 (draft minutes)

National Council 8th May 2019 (draft minutes)

Note provided by AAC - funetics (considered as part of agenda item 8)

18. AOB/Date of Next Meeting

The Board had delegated to the AAC the responsibility for determining the audit scope and associated fees.

The Board noted that a good working relationship had been established with the newly appointed EA audit partner.

The Committee noted that the next scheduled meeting would take place on 31st July 2019 at Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE.

MEETING CLOSED AT 16.35PM

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Chair