

**Minutes of the meeting of the England Athletics LTD Board
held on 31 July 2019**

Present:

Members of the Board:

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

England Athletics Officers:

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)
Ben Patel-Sadler, Board and NED Secretary (BPS)
Martin Rush, Head of Coaching and Athlete Development (MR) – For agenda item 7 only

Other Representatives:

None.

1. Apologies

1.1 Steve Grainger MBE (SG)

2. Declarations of Interest

2.1 TS declared an interest as Chair of the UKA Rules Review Group (declared in relation to agenda item 13).

2.2 PC declared an interest as a member of the UKA Rules Review Group (declared in relation to agenda item 13).

3. Minutes of the meetings held on 22 May 2019 and 25 June 2019 (teleconference)

22 May 2019:

- 3.1 It was agreed that BPS would rewrite paragraph three on page three in order that it read more clearly.
- 3.2 PC and TS would discuss how a piece of internal audit work could be completed in relation to determining if the EA Board Committees were adhering to their terms of reference (to be completed via the Governance/Audit and Assurance Committees).
- 3.3 The Board agreed that it would revert to discussing the minutes of previous meetings at the subsequent Board meeting. Draft minutes would be circulated immediately following clearance from the Chair and comments would be sent to the secretariat for collation and decision at the next Board.

Resolved and Actions:

1.) BPS to make specified amendments to the 22nd May minutes before they are signed by the Chair.

2.) Future draft Board minutes would be shared with the Chair and then shared with the Board. Any comments received from Board members would be collated under the specific agenda item they related to and would be included alongside the draft minutes for discussion at the subsequent Board meeting.

4. Actions/Matters Arising

- 4.1 The Board noted that future Actions/Matters Arising documents would identify in the final column the status of the action required. After the Board approves each of the actions as closed, they would be removed from this list.
- 4.2 DH informed the Board that in relation to Road Race Licensing (page 5), Gavin Lightwood (runbritain) had been contacted and informed of the Board's decision at its last meeting.
- 4.3 It was decided that the Governance Committee should consider the process for club affiliation and report any recommendations back to the Board.

Resolved and Actions:

1.) That the EA Governance Committee undertake a review around EA club affiliation.

2.) Further to the pre-Board session delivered in advance of this meeting, a suitable slot to be identified where the Board could undertake a collective training session around safeguarding.

5. Chair's Report

5.1 The Board noted the contents of the report – there were no further questions/comments in relation to the information contained within.

6. CEO Report

6.1 In addition to the paper, the CEO highlighted that UKA was yet to appoint a CEO.

6.2 The Board noted that UKA were aware of the impending launch of the funetics programme and were supportive.

6.3 The Athletic Nation document had now been circulated in glossy format.

6.4 The Board noted that the Under 20/23 Track and Field Championships had been streamed on the BBC website. DH informed the Board that EA had signed an agreement with the BBC to stream future events – discussions would take place around which events would be selected for coverage. The Board welcomed this development.

Resolved and Actions:

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

7. Commonwealth Games Task and Finish Group Report

7.1 The Board requested that MR raise any specific issues in addition to the report which had been circulated.

7.2 The Board requested that the recommendations within the report be amended to provide clearer justification for sending teams to the Commonwealth Youth/Commonwealth Games.

7.3 The Board noted that the recommendation to use a larger team at a home games was due to the lower costs associated with the practice. However, all Games budgets should be optimised.

7.4 After a discussion, the Board expressed a view that the EA executive should now focus on the implementation of the Commonwealth Youth and Commonwealth Games strategy. The Board noted that an internal strategy group had been set up to manage this process.

Resolved and Actions:

- 1.) A report to be submitted to Audit and Assurance to outline the costs associated with sending England teams to both the Commonwealth Youth and Commonwealth Games. Reworded recommendations to be included as part of this report.
- 2.) A revised report to be shared with National Council at their September 2019 meeting.

8. Affiliation Fees Research and Actions

- 8.1 DI introduced the report and informed the Board that they were requested to note the feedback provided by Regional Councils and National Council – a full recommendation for approval would be submitted for the Board's consideration at the September 2019 meeting.
- 8.2 The Board noted that the consultation around affiliation fees went live on 24th July and had been promoted via the EA website and social media channels. The consultation would close on 22nd August. There had been a number of responses received so far.
- 8.3 The Board expressed a view that it remained imperative that clubs remained aware as to how their affiliation fee was used by EA. The Board noted that all Regional Councils had been provided with this information via letter. A 'one sider' had also been produced (shared at the 2018 AGM) which provided this information to clubs and their members.
- 8.4 In response to a comment from 1 region, the Board noted that there would always be difficulties in relation to visible investment by EA in facilities. This was not a direct responsibility of EA – it was local authorities who owned and operated the majority of these facilities who were responsible for their upkeep.

Resolved and Actions:

The Board agreed that:

- 1.) A further paper around affiliation fees would be considered at the September 2019 Board meeting.
- 2.) A wider communication to the sport should be provided by the executive around investment in athletics facilities.

9. Track and Field Action Plan

- 9.1 DI introduced the report and informed the Board that the five priority actions as determined collectively by Regional Councils and the National Council could now be moved forward proactively by the EA executive.
- 9.2 The Board noted that although these priorities had been determined by the Regional Councils and National Council, some were issues which had been raised consistently in the past.
- 9.3 The Board expressed a view that although competitions were not a direct responsibility of EA, there was some leverage available (via Regional Councils and other partners) to liaise with local leagues to improve competition scheduling and structure.
- 9.4 The Board noted that Regional Councils could play an important role in ensuring that the prioritised issues remained at the forefront of present and future discussions.
- 9.5 In response to a query from a Board member, DI informed the Board that EA had sought feedback through other sports (via Sport England) in relation to participant retention.

Resolved and Actions:

- 1.) The Board approved the prioritised action plan. It would be shared with National Council in August 2019 and operationalised.

10. Council Engagement

- 10.1 The Board discussed progress against the Council Engagement Plan including both views on positives and concerns to date. The Board acknowledged progress made since the elections and thanked the executive for leading this but reminded them that there is much more work to do in this space.

11. National Council Code of Conduct Approval

- 11.1 The Board acknowledged the update which had been provided in relation to the following National Council Draft Documents (specifically why they were not yet in a position to be approved by the Board):
 - 1.) Draft National Council Terms of Reference
 - 2.) Draft National Councillor Role Profile
 - 3.) Draft Regional Council Terms of Reference
 - 4.) Draft Regional Councillor Role Profile
 - 5.) Draft National Council Chair Role Profile
 - 6.) Draft Regional Council Chair Role Profile

- 11.2 The tracked documents represented 8 of the 9 Councils comments. The Board were content with these changes. The Board noted that the North West Regional Council had been asked to provide their comments in relation to the above documents by 26th July 2019. The revised document plus the comments from the NW would be considered at the National Council meeting in August.
- 11.3 National Council had approved the Code of Conduct as appended to the report at their July 2019 meeting with a typographical correction made whereby the paper referred to Board instead of Council.

Resolved and Actions:

- 1.) The Board agreed to approve the National Council Code of Conduct. BPS to circulate Code of Conduct forms to all National Council members for completion.

12. Strategy Task and Finish Group

- 12.1 The Board approved the remit, membership and budget for this task and finish group. A Chair would be appointed at the first meeting of the group which would take place in September 2019.
- 12.2 The Board suggested that the future membership of Task and Finish Groups should be determined by the Nominations Committee.

Resolved and Actions:

- 1.) The Board approved the Terms of Reference of the Strategy Task and Finish Group.
- 2.) The Board approved the anticipated budget associated with the remit of the Task and Finish Group at 3.2 of the paper.
- 3.) The Board approved the proposed membership of the Task and Finish Group at 3.3 of the paper.

13. UKA Rules for Competition 2020-2022

- 13.1 The Board noted the proposed rules revision which had been submitted by Stuart Paul (WM Regional Council Chair and on behalf of Birchfield Harriers) and agreed to support this proposal for further consideration by UKA.

Resolved and Actions:

- 1.) The Board agreed to endorse the proposal as part of the rules revision consultation.

14. Financial Report

Resolved and Actions:

- 1.) The Board noted the financial update.

15. Committee Updates

- 15.1 The Board noted the contents of the submitted report:
National Council 17th July 2019 (draft minutes)

16. Health and Safety Update

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

17. AOB/Date of Next Meeting

- 17.1 The Chair made a presentation to Karen Neale on behalf of the Board who was leaving her role as a NED after six years. The Chair thanked Karen for her contributions during her time as a NED and as Chair of the EA Governance Committee.
- 17.2 The Board noted that the next scheduled meeting would take place on 11th September 2019 at the Sport and Recreation Alliance, Holborn Tower, 137-145 High Holborn, London WC1V 6PL.

MEETING CLOSED AT 16.45PM

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Chair