

**England Athletics LTD Board Outcomes
(meeting held on 26 March 2020)**

Present:

Members of the Board:

Adetunji Akintokun (AA)
Lorna Boothe, Board Observer (LB)
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)
Myra Nimmo, Chair (MN)
Tim Soutar (TS)

England Athletics Officers:

Michael Davis, Head of Finance (MD)
Dan Isherwood, Head of Operations (DI)
Ben Patel-Sadler, Board and NED Secretary (BPS)

Other Representatives:

None.

1. Apologies

1.1 None.

2. Declarations of Interest

2.1 None.

3. Minutes of the meeting held on 30th January 2020

Resolved and Actions:

- 1.) The Board agreed that the draft minutes were an accurate record of the meeting.
- 2.) BPS to provide a copy for signature by the Chair.

4. Actions/Matters Arising

- 4.1 The Board noted the closed items on the document and agreed to their deletion.

Resolved and Actions:

1.) The Board noted the contents of the document and agreed to the deletion of the closed items.

5. Chair's Report

Resolved and Actions:

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

6. CEO Report

- 6.1 The Board acknowledged that the establishment of the EA charitable foundation would be paused and revisited over the coming weeks as revised business plans were produced.

Resolved and Actions:

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

2.) The Board noted that the establishment of the EA charitable foundation would be revisited over the coming weeks.

7. Operational Plan and Budget 2020/21

- 7.1 A view was expressed that because the submitted Operational Plan and Budget was unlikely to be achieved due to the impact of the Coronavirus pandemic, it was more appropriate for the document to be noted rather than approved.

- 7.2 An interim 3-month business plan would need to be considered and approved by the Board – this was unanimously agreed.

Resolved and Actions:

1.) The Board noted the work undertaken on the draft Operational Plan and Budget 2020/21.

2.) The Board agreed that a 3-month business plan would need to be produced by the executive and subsequently approved by the Board to cover the initial months of business operation during the pandemic.

8. Coronavirus Update

- 8.1 The Board noted that an initial piece of work had been undertaken by MD which sought to reflect some potential impact in relation to the possible effect on the EA finances due to the Coronavirus pandemic. The consideration of this and future, more detailed financial plans was to ensure that the company maintained sufficient cash flow over the coming weeks/months. The Board noted the importance of ensuring that EA's cashflow and expenditure was controlled appropriately during this uncertain period. MD informed the Board that additional measures were being evaluated, specifically consideration of the furloughing of staff and the possible early release of Sport England funding to the organisation.
- 8.2 The Board noted that Sport England would be announcing the release of further funding on Monday 30th March which would comprise a hardship fund for clubs and also as a means of supporting NGBs funded by Sport England who may otherwise experience severely challenging operating conditions/cease operating due to the pandemic. It was expected that an announcement might be made by Sport England to confirm funding for the 2021/2022 year.
- 8.3 The Board noted that there was the potential for clubs who owned their facilities to seek business rate exemption through a government scheme.
- 8.4 The Board agreed that it would be necessary to look at the entirety of the 2020/21 financial year and not just the initial quarter in relation to the pandemic.
- 8.5 The Board noted it was important to be cognisant of the external situation – the virus had not yet peaked and so further change externally, was inevitable (which would impact further on the sport and the organisation).
- 8.6 The Board acknowledged that the way in which EA would operate in the future would change. There may be a need to rely more heavily on delivering courses remotely for example and encourage people to contribute to the sport in different ways than was the case previously. The Board acknowledged that investment into the upgrade of the EA digital platform had ensured that the current online offer could be made available to the membership at this time and going forwards.
- 8.7 The Board agreed that any expenses being incurred by EA at the present time should be reduced wherever possible.

Resolved and Actions:

1.) BPS to arrange a Board videoconference for the w/c 6th April to discuss potential financial scenarios.

9. EA Strategy – Stage 1

- 9.1 The Board noted the work undertaken via the Strategy Task and Finish Group (stage 1 of the process).
- 9.2 The report would be held on file until an appropriate point whereby a further Task and Finish Group could be established to begin stage 2 of the EA Strategy process.

Resolved and Actions:

1.) The Board approved the strategic framework and agreed to sign-off the successful completion of stage 1 of the process.

10. 2019/20 12 Month Performance Review

- 10.1 With regards to officials, the Board noted that attempts were being made to reduce the bureaucracy associated with fulfilling the role. The Board noted that level 1 qualifications were now being offered online in an attempt to progress individuals through the official's qualification process.
- 10.2 The Board agreed that consideration should be given by the executive to those areas of the plan which may be at risk over the next 3-6 months due to the pandemic (specifically areas where performance was currently good which could be impacted by the Coronavirus).

Resolved and Actions:

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

11. Road Running Update

- 11.1 The Board agreed that this was a good piece of work which had originally been highlighted by DL and which provided benefit to the sport.

Resolved and Actions:

1.) The Board noted the Road Running update.

12. Chair and Independent Director Recruitment Update (verbal update)

- 12.1 SG thanked all members of the Board for their support and understanding throughout the process during what were unprecedented times.

Resolved and Actions:

1.) The appointment of MN as Chair for one further year was formally agreed by the Board. The Board further agreed that the Nominations Committee would now be convened to consider the remaining Director positions.

13. Committee Updates

Resolved and Actions:

The Board noted the contents of the submitted report:

Strategy TFG 02.03.20 (draft minutes)

AAC 13.03.20

14. Facilities Update

Resolved and Actions:

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

15. AOB/Date of Next Meeting

14.1 The Board noted that the Regional Awards were still taking place during 2020.

14.2 The Board agreed that it would be an important future consideration to ensure that the work of EA alongside RunTogether groups were maximised.

14.3 The Board acknowledged that a pre-Board discussion session around Disability should take place as part of a future meeting.

The next meeting was scheduled to take place on Thursday 21st May 2020, 14.00-16.30 (exact location tbc).

MEETING CLOSED AT 15.45PM

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Chair