

**England Athletics LTD Board Outcomes
(meeting held on 30 January 2020)**

Present:

Members of the Board:

Adetunji Akintokun (AA)
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)
Dean Hardman, Head of Business Partnerships and Major Events (DH)
Dan Isherwood, Head of Operations (DI)
Ben Patel-Sadler, Board and NED Secretary (BPS)

Other Representatives:

None.

1. Apologies

1.1 Lorna Boothe (LB)

2. Declarations of Interest

2.1 None.

3. Minutes of the meeting held on 20th November 2019

3.1 The Board noted that TS had proposed some amendments to the wording associated with the Charitable Foundation section of the previous minutes. The wording had been amended and circulated in advance of this meeting.

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

- 5.1 The Board noted that Julian Starkey (Chair of the EA South East Regional Council and member of the EA National Council) had been appointed as the new UKMC Club Rep. Arwel Williams had been appointed as the new Officials Rep.
- 5.2 UKA, in partnership with the HCAFs has commissioned a welfare and safeguarding review to ensure current policies, procedures, resourcing and practice is as good as it can be. The TOR for this review had been jointly developed and agreed.
- 5.3 The Board noted that discussions in relation to domestic competitions alongside the other home countries were continuing. DH informed the Board that at a recent competitions meeting, it was agreed that all of the home countries would work together to ensure that the future domestic competitions structure was appropriate for the sport. The Board noted that a report would be submitted for consideration at the National Council meeting on 26th February 2020 where an update on the current situation regarding domestic competitions would be summarised.

Resolved and Actions:

- 1.) The Board noted the contents of the report.
- 2.) The Board noted that a report would be considered at the 26th February EA National Council meeting in relation to domestic competitions.

6. CEO Report

- 6.1 The Board noted that EA had appointed a Competitions Partnerships & Innovation Manager (Nichola Skedgel) to assume some of Dean Hardman`s work as he was leaving to join the Association of Colleges. Kelly Sotherton had been appointed as the EA Commonwealth Games Team Leader.
- 6.2 The Board noted that the affiliation numbers continued to rise.
- 6.3 The Board were informed that EA had signed up around 200 people to complete the LIRF course at the recent Running Show held at the NEC in Birmingham.
- 6.4 The Board noted that the first indoor competition of 2020 had taken place in Sheffield in early January.

Resolved and Actions:

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

7. Operational Plan and Budget 2020/21

- 7.1 The Board noted that the proposed Operational Plan and Budget 2020/21 had been produced for consideration at the January 2020 meeting so that the Board could comment on it before it was submitted for Board approval at the March 2020 meeting.
- 7.2 The Board noted that all projects had been aligned to the Strategy.
- 7.3 PC informed the Board that the Audit and Assurance Committee had considered the draft Operational Plan and Budget as part of the meeting held on 14th January 2020 – it was the view of the Committee that the process completed with regards to the production of the Operational Plan and Budget had been robust.
- 7.4 The Board noted that whilst the plan was ambitious, the proposed targets were achievable.
- 7.5 The Board expressed a view that the inclusion of SMART targets would be helpful to provide context in terms of how and why certain figures had been included in the Operational Plan and Budget.

Resolved and Actions:

- 1.) The Board noted the draft Operational Plan and Budget 2020/21.

8. Charitable Foundation Proposal:

- 8.1 The Board noted that a primary aim of the charitable foundation would be to address growth and retention around track and field whilst also seeking to address the challenges associated with marginalised and disadvantaged young people (specifically that the charitable foundation would focus on providing children and young people from disadvantaged backgrounds and communities with the opportunity to participate and reach their full potential in athletics and running).
- 8.2 The Board noted that the Audit and Assurance Committee had also considered the charitable foundation proposal at its meeting on 14th January 2020.
- 8.3 The Board noted that the establishment of a charitable foundation would provide a vehicle which would ensure that further investment to the sport could be made.

Resolved and Actions:

1.) The Board approved that the EA executive progresses with the establishment of a new charitable foundation as per the processes, procedures and structures outlined within the appended proposal.

9. Pay and Benefits Strategy and Associated Pay Policy and Performance Review Policy

- 9.1 The Board noted that the proposed Policy had been previously considered at a meeting of the Remuneration Committee which took place in October 2019. Input to the draft Policy had been provided at this meeting – the appended document reflected this feedback.

Resolved and Actions:

1.) The Board approved the implementation of the new Pay and Benefits Strategy.

10. EA Risk Register

- 10.1 The Board were made aware of the three risks currently sitting outside of the tolerable risk zone (whilst these risks sat outside of the tolerable risk zone, safeguards were in place to ensure that they were appropriately mitigated).
- 10.2 The Board noted that the SLT reviewed risks on a regular basis – the Audit and Assurance Committee also reviews the Risk Register twice per annum.

- 10.3 The Board agreed that the Risk Register would be submitted for Board consideration twice per annum (whilst acknowledging that the Audit and Assurance Committee also reviewed the document twice per annum and conducted deep-dive exercises on some risks).

Resolved and Actions:

- 1.) The Board approved the risk register with the comments from the Board included
- 2.) The EA Risk Register would be submitted for Board consideration twice per annum.

11. Finance Update – Full Year Forecast and Dec 2019 YTD

Resolved and Actions:

- 1.) The Board noted the Financial Report.

12. Committee Updates

Resolved and Actions:

The Board noted the contents of the submitted report:

Strategy TFG 20.11.19 (draft minutes)

RemCo 04.12.19 (draft minutes)

AAC 14.01.20 (draft minutes)

13. Facilities Update

Resolved and Actions:

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

14. AOB/Date of Next Meeting

- 14.1 The Board wished to place on record their thanks to DH who would be leaving the organisation in late February 2020 to take up a position elsewhere. The Board thanked DH for all of the guidance and support he had provided during his service with EA. DH wished to place on record his thanks to the Board for their support over previous years.

The next meeting would take place on 26th March 2020, 14.00-16.30 at the SRA, London.

Resolved and Actions:

1.) BPS to facilitate a meeting of the NOMS Committee to take place during February 2020.

2.) BPS to facilitate the election process to appoint a members' representative to serve on the EA Board from October 2020.

MEETING CLOSED AT 16.15PM

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Chair