

**Outcomes of the meeting of the England Athletics LTD
Board held on 21st May 2020 via Microsoft Teams**

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)
Lynette Smith, Membership Services Manager (LS)

Other Representatives:

Jo Coates – CEO UKA part attended 1500-1607

1. Apologies

1.1 None.

2. Declarations of Interest

2.1 **TS** has been appointed on to the Board for the Centre for Sport and Human Rights, which is a UK Charity.

3. Minutes of the meeting held on 26th March 2020

Resolved and Actions:

- 1.) The Board agreed that the draft minutes were an accurate record of the meeting.
- 2.) LS 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 noted that EA had reacted well to the initial phase of COVID-19, with regular crisis meetings, furlough of staff, online webinars and courses, financial integrity, financial planning and joining up with other sports regarding the guidance provided to the sport.

- 6.2 The National Council and Regional Councils have been meeting regularly and they have played an active role in the online Regional Club Forums.

- 6.3 **CJ** requested that the Board consider fast tracking the formation of the Strategy Group to take forward Phase Two of the Strategy Plan and suggested that this should start in **July 2020**.

Resolved and Actions:

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

2.) The Board agreed to initiate Phase two of the Strategy Plan and asked the Exec to take forward the work in this area to the Nominations Committee, to enable a review of continuity from stage one to two to be maintained and enable feedback to be forthcoming for the next Board.

7. ANNUAL AUDIT 2020 PROCESS AND 19-20 YEAR END OUTTURN

- 7.1 Statutory Accounts will be presented to the Board as a draft in July for final sign off in September.
- 7.2 Draft Management Accounts have been completed, with some more work to be carried out before the Audit.

Resolved and Actions

- 1.) The Board noted arrangements for external audit that have been agreed by A&AC and the key dates and actions that will require engagement by the full Board.
- 2.) The Board noted A&AC's review of the March Management Accounts and the key items highlighted therein.
- 3.) The Board agreed A&AC's recommendation and approved the amended Treasury Management & Investment and Anti-Fraud & Corruption policies.
- 4.) The Board agreed the upcoming items from A&AC (and Governance Committee) for agreement / approval at the July Board meeting, covering the Reserves policy and compliance with the Sports Governance Code.

8. NOMINATIONS COMMITTEE PROPOSALS

- 8.1 It was noted that the Elected Director position is a direct representative of the sport and so it was important to ensure that an election could be facilitated.
- 8.2 The critical difference between the election process and the appointments (that had been extended) was that the election didn't involve an interview procedure and in those circumstances there seemed to be no reason to depart from the established governance process.

Resolved and Actions:

- 1.) The Board agreed to extend **LH** tenure for 1 year and her service expiry would be October 2021. If **LH** was successful in retaining her position, her new appointment would be for 3 years, taking into consideration her initial 5-year service as an Independent Director.
- 2.) The Board agreed to confirm the proposal made from the Nominations Committee and approve an election this year for the Elected Director position and **NC** will step down from his position in October 2020.
- 3.) The Board agreed that the Exec should put in place the necessary arrangements for an election to take place and advertise the Elected Director position. As much of this procedure should be converted to on-line capability.
- 4.) The Board agreed that **LB**'s tenure be extended for one further year and for the observer position on the Board to become a formalised position.

9. CV-19 PLANNING 20-21 UPDATE & PROPOSALS

- 9.1 **Section B. Membership and Affiliation** – the Exec reported that the organisation is performing well against the revised forecast.
- 9.2 Athlete registrations, currently at 50,940 as at 12th May and Club and member body affiliations at 1,132.
- 9.3 Club webinars starting mid-June involving CJ, UKA's CEO Jo Coates and representation from the National Council will help engagement.
- 9.4 **Section C – improved Ways of Working** – CJ confirmed EA is continuing to push more content through alternative platforms and this will be a continued way of working by the organisation post COVID-19.
- 9.5 A social running coaching product is being piloted at present with a view to a wider roll out in September/October 2020. It is based on the similar principles to the initial social running membership scheme that was investigated in 2018. This will return to the Board for full sign off should this be required prior to implementation.
- 9.6 **Section D Mitigations Update** - Furloughing of staff within the organisation continues and may extend into July / August.
- 9.7 Q3/Q4 - in assessing the opportunity for further cost savings during Q3 and Q4; the following assumptions have been made:
- Continued relaxation of the Sport England grant award conditions
 - Income streams reviewed to assess likelihood of achievement; and expenditure aligned to income adjustments
 - Contracted or essential expenditure maintained to support delivery of key activities
 - Reduction of staff travel, and meetings will only be held for what is deemed to be essential.
- 9.8 **Section E – Possibility of Re-Structure** – a 24 headcount reduction is proposed with a view that additional individual roles within the organisation may be reduced to enable new positions to be created.
- 9.9 £13k will be saved when a 10% pay cut for SLT begins in June, with further savings following a 10% pay cut for all staff who continue to be part of the new organisational restructure from October, affective for 6 months.
- 9.10 During Q3 – Q4 the Exec have taken a pragmatic view regarding income and will revisit these forecasts as the year progresses.

Resolved and Actions

- 1.) The Board noted the affiliation and registration position detailed in the membership and affiliation update.
- 2.) The Board noted the on-going monitoring of the impact of coronavirus and the new activities that have been implemented in response to the current crisis.

3.) The Board agreed for the Exec to progress its pilot activities around the revised Social Running Coaching product, which will be presented to Board for full sign off should this be required prior to implementation.

4) The Board noted the additional Q3 and Q4 2020/21 cost savings identified from the board paper presented at the 1st May extraordinary Board meeting.

5) The Board approved the continued work on the proposed restructure and timescales.

6) The Board approved the proposed 10% pay cuts to SLT staff in June and for all remaining staff post re-structure from the 1st October for a period of 6 months.

10. UKA REVIEW - CEO UKA JO COATES

10.1 Jo Coates gave a presentation on progress on the actions from the UKS Change Plan Slides presented would be shared with all Board members in confidence, following the meeting.

10.2 The writing of a Framework Agreement has commenced, and it will provide the basis of the collaborative working of the 5 partners when it has been signed by all Home Countries in July.

Resolved and Actions:

1.) The Board agreed that **CJ** would liaise with **JC** and provide the Board's feedback on their suggested amendments to enable a redraft of the Joint Commitment document to take place.

11. FINANCE UPDATE

Resolved and Actions:

1.) The Board noted the contents of the report

12. SUMMARY OF 1:1 DISCUSSIONS

Resolved and Actions:

1.) The Board noted the contents of the report

13. COMMITTEE UPDATES

Resolved and Actions:

1.) The Board noted the contents of the report

14. AOB / DATE OF NEXT MEETING

Next Meeting Date: Thursday 23rd July, via Microsoft Teams, 1400-1630

MEETING CLOSED AT 17.40 PM

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Chair

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