

**Outcomes of the meeting of the England Athletics LTD Board held
on 10th September 2020 via Microsoft Teams**

Present:

Members of the Board:

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)
Adetunji Akintokun (AA).

England Athletics Officers:

Michael Davis, Head of Finance (MD)
Dan Isherwood, Head of Operations (DI)
Lynette Smith, Membership Services Manager (LS)

Other Representatives:

Seamus Gillen – (SG)

1. Apologies

1.1 None

2. Declarations of Interest

2.1 CEO Report – Competition Grants - both **PC** and **TS** are connected to Clubs who have been recipients of one of these grants
Item 12 – **LB** has put herself forward for the Elected Director Position

3. Welcome and introduction of Mr Seamus Gillen

It was explained that the Board has traditionally held an evaluation review exercise every 3 years and **SG** would work with the Board to lead this internal exercise.

SG introduced himself and advised the Board that he is a Chartered Secretary working in the area of Governance and has worked with many organisations involved in sport. **SG** will engage with Directors on a one to one basis in the coming months.

4. Minutes of Previous Meetings

Minutes to be reviewed from the Board Meeting held on the 23rd July.

Resolved and Actions:

- 1.) The Board agreed that the draft minutes were an accurate record of the meetings.
- 2.) **LS** to provide copies for signature by the Chair.

5. Actions/Matters arising

- 5.1 In relation to the Compliance with the Sports Governance Code, it was reported that the establishment of a Board intranet will be positioned on SharePoint and it should be in place by November.

Resolved and Actions:

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

6. Chair's Report

Resolved and Actions:

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

7. CEO Report

- 7.1 Following the completion of our restructure, the new Organisational structure has been circulated to the Board, our Website is in the process of being updated with new roles and contact information and communication to our Clubs is planned for late September.
- 7.2 A Virtual staff conference is planned for the 6th October and a face to face conference planned on the 10th December in Loughborough, dependent upon Government restrictions at this time.

- 7.3 150 Licences have been issued for Track and Field Competitions and the Regional Council were thanked for their support in this area. Attention will shortly turn to Cross Country licencing.
- 7.4 DW Fitness First - confirmation has been received that the Administrators are looking to acknowledge creditors, possibly repaying between 50%-60% of what they are owed, and we are awaiting confirmation to see if we will receive any of the funds.
- 7.5 Relationship with the UKA management continues to be supportive. They are due to start an organisational restructure and we will be kept informed of this development.
- 7.6 National Council Conference will be held on 17th October and Jo Coates and Kelly Sotherton will be speaking at this event.
- 7.7 Member Engagement Officers and Club Support Officers will be working very closely within the organisation and an outline of the two roles was provided to the Board.
- 7.8 The CEO Forum and UKA wide strategy requires appropriate administrative support to undertake minutes, recommendations and to chart progress.

Resolved and Actions:

- 1) The Board noted the contents of the report.
- 2) A comment was received that the size of the Board pack is too large for this meeting. This will be reviewed when the new Board Secretary starts recognising that a large number of pages were due to the inclusion of the final UKA Framework agreement (for information) and the annual accounts both of which had been seen previously. In the longer term a Board digital portal may be an option and in the short-term electronic links could be included in the PDF papers to reduce the size.

8. 2019/20 Statutory Accounts: Reserves Policy and Risk Register

- 8.1 The Finance Team and haysmacintyre were thanked for their work in completing the audit remotely and seamlessly. Minor changes had been made since the last version. These included small changes in the drafting of the strategic report (involving COVID risk on the operational forecasting), and now includes the DW Fitness bad debt provision. The Exec were thanked for their efforts in this area.
- 8.2 If income falls below projections, then costs will need to be cut on our delivery (non-staff operations). The revised budget is set at 60% (i.e. 60% of the original budget for membership & affiliation fees) however, we are performing just below 70%; the Board received confirmation that the 2021/22 financial year has been set at 80%.
- 8.3 The Risk Register had been amended and COVID-19 impact has been referenced in current risk register items and updated accordingly.
- 8.4 Views were expressed regarding the following items:
Ensure that the Sources of Assurance column is correctly updated.

Regarding Commercial income, change wording to “retain and grow revenue / partners.” Confirmation was sought as to whether Audit and Assurance review the scoring after the mitigation risk.

An additional risk should be considered around the retention of staff following the restructure and the training of new/existing staff in their roles.

Resolved and Actions:

Action required:

- 1) The Board approved the accounts for signature by the CEO and noted the adjustments made to the draft statutory accounts that were previously circulated and the key items raised by haysmacintyre in their AFR.
- 2) The Board confirmed that based on its review of the cash flow forecasts and supporting information and key assumptions for 2020/21 and 2021/22, that it is appropriate that the accounts are prepared on a Going Concern basis.
- 3) The Board approved the accounts and related Letter of Representation and authorised the EA Chair and CEO to add their signatures to the documents.
- 4) The Board approved the Reserves Policy and noted the increase in the projected reserves gap.
- 5) The Board noted the contents of Risk Register (including the Mitigating Actions and Sources of Assurance) and Heat Map.

9. Club Affiliation Case Review

- 9.1 **CJ** and **TS** provided an overview of an internal case review relating to a club affiliation application, how this was administered and our existing processes

Resolved and Actions:

- 1) There is no requirement to take any further action relating to individuals involved in this matter
- 2) There is no requirement to revisit the application and process
- 3) A code of Conduct for Regional Councillors/Chairs and a review of disciplinary processes specific to Councillors to be discussed and developed with National Council for agreement and implementation
- 4) The Chair of Governance Committee, Head of Club Support and CEO will arrange to meet those involved in the review to discuss the findings and recommendations

10. 2020/21 Performance Update

- 10.1 **DI** provided an overview of Year 4 and provided a 5-month performance update. Over 96% of clubs have reaffiliated and those not affiliating are mainly ‘Tri’ Clubs which have suffered during COVID from lack of competition. Under 17 area is still an issue for EA, registrations in this area are down by 50%.

Additional lockdowns may have any impact on our predictions for the rest of the year however, mitigations are in place in areas especially regarding education whereby online courses have been developed. Commercial income is a risk and predicted to be lower than where we had wished it to be mainly down to the DW Fitness debt however, we are looking at further commercial partnerships to mitigate this risk. Webinars and online solutions will continue to develop to provide value to our membership base.

- 10.2 A view was expressed regarding the ability to teach coaching practises online and achieve licenced coaching qualifications. The Board were reassured that quality assurance has been front and centre of the online offering and Coaching Assistant is a blended course with some practical needed and the LiRF course entails video uploads and classroom engagement as well as online learning.
- 10.3 The Board noted that the revised targets for Officials and U17's were agreed at the March Board meeting and EA SLT team have revised other targets according to the situation as it has unfolded during COVID conditions.

Resolved and Actions:

1.) The Board noted the report on performance and commented on the key activities planned for Q3/Q4.

11. Strategy Update

- 11.1 DI updated the Board on the key points of the task and finish group meeting with specific focus on the UK wide Strategy to reaffirm how it aligns with our own strategy.

Resolved and Actions:

1) The Board were happy with the direction of travel of the draft UK Wide Strategy ahead of submission to UK Sport on 30th September. The Board confirmed that they would like to see the document again prior to wider publication.

12. Directly Elected Director Update

- 12.1 The Board was advised that the three candidates who have submitted their completed Nomination Forms have been asked to submit their election address.

The candidates are: -

Lorna Boothe – Sutton & District

Jon Clarke – West Cheshire AC

Abdul Buhari – Newham & Essex Beagles AC

Their election addresses will be collated, and these will be published with the AGM paperwork.

- 12.2 Confirmation was forthcoming that the successful nominee will be the candidate who has the most votes.

Resolved and Actions:

1.) That the Board noted the update in relation to the Elected Director Election process.

13. 2020 AGM Arrangements

- 13.1 The Board noted the arrangements for the AGM which will be held on 10th October.
- 13.2 Full AGM paperwork will be available on the 18th September and a pre-AGM Board webinar will be held on Tuesday 15th September.

Resolved and Actions:

1.) That the Board noted the update in relation to the facilitation of the 2020 EA AGM.

14. UKA and EA Board Representation

- 14.1 UKA and EA Board representation has been sought and the protocol, role and requirements of this representation is yet to be forthcoming however, it has been agreed that **PC** will serve on the UKA Board as the EA representative.
- 14.2 UKA have put forward suggested representatives to serve on the EA Board as the UKA representative. It was agreed that **MN** should continue conversations regarding the likelihood of Anne Wafula-Strike joining the EA Board.
- 14.3 There was no one forthcoming from the Board to serve as an EA representative on the UK Standard, Ethics and Rules Committee (SERC). However, the National Council has representatives that have the requisite experience, skill set and knowledge of the sport to be a representative of EA and the Board were content that matter was taken forward by the Chair, CEO, DL, EB.
- 14.4 It was clarified that **TS**, in his role Chair of the Rules Review Group would also serve on the SERC Committee and this position was independent from the EA nomination.

15. Board Observer Documentation

- 15.1 **MN** provided an overview of the Board Observer role and profile.
- 15.2 A view was expressed querying why the profile contained the requirement that the role should be fulfilled by someone 'recently retired from competition'. It was requested that this is removed and if a nominee came forward who was

still competing, we would handle this as a normal conflict of interest question during the recruitment process.

Resolved and Actions:

1.) The Board approved the Board Observer position being taken forward by **MN** and **CJ** and to review the wording and appropriate timing for this opportunity to be advertised.

16. AOB

16.1 **MN** – This Board meeting is **NC**'s last meeting on the Board and **NM** acknowledged his integrity, knowledge and enthusiasm for the sport and formally thanked him on behalf of all Board Members for all his hard work.

17. Date and time of next meeting: 1100 on 19th November 2020

MEETING CLOSED AT 1330

..... Chair