

**ENGLAND ATHLETICS BOARD MEETING  
OUTCOMES  
Thursday 19<sup>th</sup> November 2020  
1:00pm – 4:30pm Via Microsoft Teams**

**Present:**

**Members of the Board:**

Myra Nimmo (Chair) (MN)  
Adetunji Akintokun (AA)  
Chris Jones (CJ)  
David Lodwick (DL)  
Ellie Brown (EB)  
Janyce Holmes (JH)  
Leshia Hawkins (LH)  
Lorna Boothe (LB)  
Peter Crawshaw (PC)  
Steve Grainger (SG) (absent for items 8 – 11 inclusive)  
Tim Soutar (TS)

**England Athletics Officers:**

Dan Isherwood, Head of Operations (DI)  
Michael Davis, Head of Finance (MD)  
Sam O'Shea, Board and NED Secretary (SOS)  
Emma Davenport, Head of Club Support & Participation, (items 7 & 8) (ED)

**Other Representatives:**

None

**1. Apologies**

1.1 None

**2. Declarations of Interest**

- 2.1 TS's club Blackheath & Bromley Harriers has been awarded a grant from Sport England for the redevelopment of their track.
- 2.2 CJ has been offered a non-executive director role on the Board for Welsh Rowing, subject to ratification at their AGM. *Postscript: Role was ratified*
- 2.3 DL is Chair of Leicester Running & Athletics Network which has received a competition grant.
- 2.4 SG is now a Trustee of the Middlesex Sports Foundation, a charity that distributes funds to sporting projects – likely to potentially include Athletics.

**Resolved and Actions:**

- 1.) Add declarations of interest to the Register of Interests log.

**Welcome**

Welcome, LB to her first Board meeting as full Director.

**3. Minutes of Previous Meeting**

**Resolved and Actions:**

- 1.) The Board agreed that the minutes were an accurate record of the meeting.

**4. Actions/Matters arising**

- 4.1 Racial equality: Diversity action planning has started and will be followed by additional primary research. This can be closed.
- 4.2 Board Sharepoint: Board documents should be added to the Sharepoint site from January.
- 4.3 Directors should log into Outlook 365 to retrieve the EA emails. The EA email account can also be added to a personal device. EA laptops are also available should any Director require one.
- 4.4 Size of Board pack: Keep this action open until the papers are on Sharepoint.

**Resolved and Actions:**

- 1.) All other actions can be closed.
- 2.) EA IT department to send clear guidance to the Board, relating to the setting up of the EA email on a personal device.  
*Secretary post script 9/12: Providing access to EA means EA (IT) has access only to EA emails and calendar. If a Director's personal phone was lost or stolen EA could delete the EA email account. EA cannot see anything else and does not have access to anything else on the personal device. This was communicated to Non Exec Directors.*

**5. Chair's Report**

- 5.1 The Chair's report was noted.
- 5.2 UKA update  
The Board were made aware of the progress with the UKA review report (Street Report) and presentation of the UKA Articles at the December UKA

AGM. Once UKA have issued the formal minute and have had a subsequent conversation with UK Sport, the timeline for final decisions around the future of UKMC will become clearer.

*25 Nov Postscript: UKMC have agreed that they wished to consult with the sport prior to determining who should represent our sport in terms of Corporate Membership of UKA Ltd. (articles 39.1 and 39.2). The nature and timeline of that consultation will be developed by the UKA executive for consideration by UKMC.*

**Resolved and Actions:**

1.) The Board confirmed their agreement for MN discussing daily progress with a small group comprising TS, PC, CJ, and SG. Anything substantive would be reported to the full Board.

**6. CEO Report**

The CEO Report was noted.

Premises: The Annual Shared Services agreement between EA and UKA is due to be re-signed in 2021.

**Resolved and Actions:**

None

**7. National and Regional Council Updated Documentation**

- 7.1 The Board reviewed and discussed the updated documentation which had been reviewed by National Council on 16th November and would be formally approved by NC on 25th November.
- 7.2 The only amendment suggested by NC was for the NC Terms of Reference relating to the Regional Council Chair's fee when another council member attends the National Council in the Regional Chair's absence. On 25<sup>th</sup> November, the National Council decided that the individual regional council should decide any fee split, as one size fits all is not appropriate.
- 7.3 The Terms of Reference mentions reporting, and the National Council outcomes used to be posted on the old website. This process will be reinstated.

**Resolved and Actions:**

- 1.) The Codes of Conduct should be socialised appropriately.
- 2.) Update documents to reflect the updated Strategy.
- 3.) The Board were content with the draft documentation and the amendments stated.

**8. UKA safeguarding and EA Disciplinary & grievance procedures**

This was a holding update for the Board. The full set of papers would be brought to the Board in January for formal approval.

- 8.1 UKA will fund the “My Concern” data system which will document all cases for UKA and the 4 HCAFs.
- 8.2 There is still a question around EA resource. We may require additional administration support in EA staffing but this is being considered now and will be reflected in the operational structure from April onwards.
- 8.3 The ambition is for one Disciplinary and Grievance policy for all 4 HCAFs, to ensure consistency and a unified approach.
- 8.4 EA recognised the work required of clubs to meet the requirements for infrastructure. EA were committed to providing the necessary support for clubs.

**Resolved and Actions:**

- 1.) The Board was content with the direction of travel.

**9. Board Diversity Champion role description**

- 9.1 The Board reviewed the role description that had been recommended by the Nominations Committee.
- 9.2 The Nominations Committee had approached Anne Wafula-Strike (AWS) to take this role from January (her term with UKA was until Dec 2022).

**Resolved and Actions:**

- 1.) The Board approved the role description and the appointment of AWS to this role.
- 2.) The Board thanked LH for her work in this area to date.

**10. Committee membership**

Further to the new Board membership, the Nominations Committee have recently looked again at the skills matrix to ensure that the Board skills are being utilised appropriately.

**Resolved and Actions:**

- 1.) The Board approved the recommendations from the Nominations Committee.

**11. Comms Task & Finish Group**

DI updated the Board on progress. A final report would be brought to the Board in March 2021.

**Resolved and Actions:**

- 1.) The Board approved the creation of the group, the membership, remit/output, and administration/timeframe.

**12. Strategy update**

DI updated the Board on the draft Strategic Plan which would be taken to the National Council on 25<sup>th</sup> November and to the Board for formal approval in January.

**Resolved and Actions:**

- 1.) The Board confirmed that the strategy and strategic plan has followed a robust process and has been developed in the interests of members.
- 2.) The Board confirmed the draft strategic plan provides a clear future direction for England Athletics that will allow the Board to oversee successful delivery moving forward.

**13. UKA & HCAF partnership**

13.1 The Board discussed progress.

13.2 Working Groups: These groups were starting to meet. The CEO Forum will decide the members.

13.3 Admin resource around CEO Forum support: this has been raised as a risk.

13.4 In the framework agreement it had been agreed that 'any additional impact (financial and/or human resource) on any of the partners would need to be referred to the respective Board'. It was suggested that this could be added to the CEO ToR.

**Resolved and Actions:**

None

**14. Policy reviews/approvals:**

14.1 These policies (Strategic Risk Management, Anti Bribery and Procedure, Zero Tolerance to Bribery, and Scheme of Delegated Authority) had already been reviewed at Audit & Assurance Committee. There had been no significant changes made.

- 14.2 Anti-Bribery Policy & procedure: EA staff and the Board were mentioned, but Councillors should also be included. .

**Resolved and Actions:**

- 1.) Anti-Bribery policy: add Councillors.
- 2.) Subject to this change, the Board approved all policies.

**15. South of England Athletic Assoc Competition Ltd (SEAA) – funding in 2020 in light of a reduced competition programme**

- 15.1 The Board reviewed the paper and discussed the situation and options.
- 15.2 The Board agreed that EA should pay for the costs incurred for the actual competition that had been provided during 20/21 as outlined in the options presented. Despite requests for the financial information this had not been forthcoming. however, it is believed that the EA funding pays for recurrent costs such as accommodation and staff payments. It is believed that the staff had not been put on furlough.
- 15.3 The Board agreed that EA should proceed quickly to a longer term solution and as part of this, it was important to understand the views of National and Regional Councils.

**Resolved and Actions:**

- 1.) The Board approved the above option
- 2.) Longer term strategy: the executive should develop a timeline for resolution with a proposal coming to the Board by March 2021.
- 3.) Seek the views of the National Council before writing to SEAA with our position

**16. Virtual Coach update**

A report of the first pilot was presented and a second stage was recommended.

**Resolved and Actions:**

- 1.) The Board gave approval to proceed with the next stage of the pilot.

**17. AOB**

**17.1 Board Observer role**

The closing date for the advert was 20 Nov. There had been wide interest in the role so far. Interviews would take place on 15<sup>th</sup> December.

**17.2 Chair recruitment**

It would be beneficial to start the recruitment for this post in January. The advertising of the independent role that LH currently holds would commence in the spring as publicised.

Since the initial lockdown, the Board had gained experience in interviewing via TEAMS and were now confident that the recruitment would not be compromised as a result.

**17.3 Government Initiatives**

The Board briefly discussed the recently announced Government support. The focus was on the loss of spectators from October 2020-March 2021. The Board agreed EA should explore the potential for EA/UKA to represent road racing in applying for funds.

**Resolved and Actions:**

- 1.) The Board approved commencing recruitment for Chair in January.
- 2.) Explore potential for a road racing application for Government bailout funds.

**Date of next meeting:** Thursday 28<sup>th</sup> January 2021

**MEETING CLOSED AT 15:45**

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**SECTION 2**

Topics discussed/agreed outside of the main meetings.

UKA Standards Ethics and Rules Committee (SERC)

Nominations were requested from the Board and National Council (NC) . On 16<sup>th</sup> October, Janice Kaufman was nominated and seconded by NC. The Board also gave their support and on 19<sup>th</sup> October Janice's nomination was put forward to UKA by the Chair.

..... Chair