

ENGLAND ATHLETICS NATIONAL COUNCIL MEETING OUTCOMES

25th November 2020

11:00am – 2:00pm Via Microsoft Teams

Present:

Members of the National Council:

David Lodwick (DL) - Chair
Ellie Brown (EB)
Jon Clarke (JC)
Tim Cook (TC) (In Clive Poyner's absence)
John Deaton (JD) (In Richard Llewellyn-Eaton's absence)
Moira Gallagher (MG)
Janice Kaufman (JK)
Myra Nimmo (MN)
Stuart Paul (SP)
Julian Starkey (JS)

England Athletics Officers:

Dan Isherwood (DI), Head of Operations
Chris Jones (CJ), CEO
Sam O'Shea (SOS), Board and NED Secretary
Martin Rush, Head of Coaching and Athlete Development (Items 1 - 10)
James Webb (JW) PR and Communications Manager (Item 9)

Other Representatives:

None.

1. Apologies

Richard Llewellyn-Eaton (RLE)
Clive Poyner (CP)

2. Update Declaration of Interests

There were no declarations of interest.

3. Minutes of Previous Meeting

The Council reviewed the minutes.

Resolved and Actions:

- 1.) National Council agreed that the draft minutes were an accurate record of the meeting.
- 2.) Provide a copy of the minutes for signature by DL.

4. Actions/Matters Arising

The action log was reviewed.

Officials: National Council noted the update from Nichola Skedgel. They agreed that although the necessary information was available, it was piecemeal with partial data sets held by various individual sources e.g. COfSecs and the Leagues. They suggested that although it would be a big project for EA, having better digital tools would be extremely beneficial. DI added that improving the computer systems was included in the Digital Transformation Project. This would include the check for affiliation.

Resolved and Actions:

- 1.) Event Innovation. Action can be closed.
- 2.) 'Return' to competition [JS]: This should read 'Future'.

5. National Council Chair's report

National Council had no additional comments.

6. CEO report

The finances were looking more positive than expected, although there were still some risks. The budget would be reviewed by the Board in January and signed off in March. CJ thanked Councillors for their support with the regional awards which were currently taking place.

Areas competition funding

As most competitions were cancelled this year due to Covid-19, EA has requested information on actual competition costs incurred by the South of England (SEAA) so that this could be funded. However, this information has not been received and SEAA continue to request the full funding. The Board would like the National Council's view on the situation and partnership to help with the long-term strategy.

Office premises

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

Resolved and Actions:

- 1.) Areas funding: Produce a paper for National Council's consideration.
- 2.) Areas funding: Set up a 1-hour session with National Council to obtain their views.

7. UKA reform process update

Permission had been given to share the recent UKMC decision that they wish 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). Therefore, these Article changes would not be brought to the UKA AGM in December. The nature and timeline of that consultation will be developed by the UKA executive for consideration by UKMC.

The CEO Forum was finalising the working groups. The issue of administration resource had been raised as a risk.

Resolved and Actions:

1.) None

8. Outcomes of Whole Council Conference

Diversity

The recent survey should provide a baseline for the regional elections. There could be factors that could hinder diversity, for example a weekday day-time meeting could be a problem for some.

Another route to improving diversity, outside of the elected and co-opted members, was to invite people with specific expertise to contribute to the meeting discussions where a vote is not required.

What the role involves

Although the Terms of Reference and Role Description are useful documentation, a more user-friendly role description is needed for the elections to highlight the positives of the role. Volunteers were asked to work with the Comms team and link up with EB's comms work. (See also Item 7 Election Comms Plan).

Emphasising benefits of Council Members

National Council commented that EA clothing for Councillors would provide the opportunity to engage more meaningfully at events.

An induction process is being developed for Councillors in time for April's new starters. Suggestions on topics would be helpful as the induction content could be particular to each regional council.

National Council suggested that virtual meetings allowed more opportunity for all regional councils to meet. This could be helpful for new starter inductions. Regional councils should also work with other councils to share expertise. A National Council Skills Matrix would be helpful, as used by the Board.

Communicating to members

National Council would like support and advice from the Comms team with the setting up of channels with distinct regional identity. This would be a portal to publish local events and would help with local engagement. These points were being addressed within the Comms Task & Finish Group. Regional Councils were key to that work and so will be involved.

Email functionality

The Digital Improvement programme includes looking at this topic. The aim is to find a way for councillors to be able to email their members in a simple and GDPR compliant way.

Workload

There was some anxiety amongst councillors over the size of ask so this messaging should be clear.

With regard to portfolios, National Council's preference was for a more informal approach. Once the Skills Matrix is populated, this would help to identify a point of contact for a particular area of expertise. Some councillors were keen to have extra responsibility and this should be embraced and utilised.

Resolved and Actions:

- 1.) Diversity: Look at the structural issues which could hinder full representation.
- 2.) Work with the Comms team and EB on the election version of the role description.
- 3.) Look at the EA clothing potential for Councillors.
- 4.) Set up a Councillor induction process in time for April.
- 5.) Regional Council Chairs to feedback on what would be useful within the induction for their council.
- 6.) Set up a National Council Skills Matrix and highlight those councillors that were keen to take on extra responsibility.
- 7.) Comms Task & Finish Group – provide advice to regional councils regarding setting up of channels with distinct regional identity.
- 8.) Explore the best solution for email functionality for councillors as part of Digital Improvement programme.
- 9.) Scheduling of papers: ensure that the meeting dates align so that topics can flow between Board / National Council / RC / Clubs.

9. Regional Elections:

The comms plan includes individuals' stories "The face behind the role". Three Regional Chairs are due for either re-election or to step down in 2021. JW will start to regionalise messaging and provide extra support where some regions are losing several councillors.

There was a discussion regarding which region certain parts of the country fall into. If any changes were required, National Council and the Board could work together to finalise these.

National Council agreed there was an opportunity for award winners to be involved in delivering the national awards – whether handing out awards or

filming them. Or where we have video footage already, permission would be required to enable these videos to be shown to a wider audience.

Resolved and Actions:

- 1.) Circulate to National Council the Comms Plan slides and the “What is the role of the Regional Council” document.
- 2.) Send any suggestions to JW.

National Council formally approved the 6 council documents (National Council Terms of Reference, Regional Council Terms of Reference, National Council Code of Conduct, Regional Council Code of Conduct, National Council Chair Role Description, Regional Councillor Role Description). (These documents were previously reviewed by National Council on 16 November).

10. Strategic Plan Update

The draft EA Strategic Plan has taken into account comments from the Council Conference and previous consultation with members, Regional Council and National Council over the last 12 months. An Exec Summary, with infographic highlights, will accompany the full plan and both will be formally signed off in January by the EA Board.

As the UKA and EA strategic plans are dynamic the plan will provide clarity around roles and responsibilities as EA still receives questions from people within the sport who are unclear whether a particular issue is UKA's or EA's responsibility.

Resolved and Actions:

- 1.) Before January, inform DI if there is anything that still needs to be addressed from a National Council perspective. Action: NC

11. AOB

Regional awards

National Council thanked the EA team for hosting the virtual regional awards as they had worked extremely well. A session on the Council award process should be added to the next National Council agenda.

Resolved and Actions:

- 1.) Debrief once all the awards have finished and then feedback to National Council.
- 2.) Add the volunteer award process to the Feb National Council agenda.

Next meeting: 24th February 2021 via TEAMS

Meeting closed at 1:45pm

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Chair