

**ENGLAND ATHLETICS BOARD MEETING
OUTCOMES
Thursday 25th March 2021
10am – 2pm Via Microsoft Teams**

Present

Myra Nimmo (Chair) (MN)
Adetunji Akintokun (AA)
Lorna Boothe (LB)
Ellie Brown (EB)
Peter Crawshaw (PC)
Steve Grainger (SG)
Leshia Hawkins (LH)
Janyce Holmes (JH)
Chris Jones (CJ)
David Lodwick (DL)
Tim Soutar (TS)
Anne Wafula-Strike (AWS)

Board Observers

Abdul Buhari, Board Observer (AB)
David Franks, Board Observer (DF)

In attendance:

Michael Davis, Head of Finance. (MD) for main meeting only.
Dan Isherwood, Head of Operations. (DI)
Sam O'Shea, Board and NED Secretary (SO)

For Pre-Board Strategy session only:

Jim Williams, Marketing and Campaigns Manager
Tina Williamson, Marketing and Campaigns Manager
James Webb, PR and Communications Manager

Pre-Board strategy discussion: Communications

DI led a deep dive Board discussion relating to communications and the EA brand.

1. Apologies

None

2. Declarations of Interest

PC and AWS declared their membership of UKA Board. As this has already been declared and recorded, this standing membership does not need to be declared again unless there is a particular agenda item that causes a conflict.

Resolved and Actions:

None

Welcome

Welcome to Board Observers AB and DF to their first EA Board meeting.

3. Minutes of Previous Meetings

Resolved and Actions:

- 1.) The Board agreed that the January minutes were an accurate record of the meeting.
- 2.) Provide a copy for the Chair's signature.

4. Actions/Matters arising

The actions were reviewed.

Resolved and Actions:

None

5. Chair's Report

5.1 Conflict of interest –EA and UKA Boards

The Board discussed any potential issue of conflicts of interest with the UKA Board member, AWS, sitting on EA Board and vice versa for PC. This is one of the outstanding issues of the Framework Agreement and is relevant to all the HCAFs.

- 5.2 The Board suggested that, wherever possible, if and when this arose, to minimise the difficult situations for the Board member, some generic practices could be agreed.

It was acknowledged that this is a complex area and it would need further consideration in the context of directors' powers and duties.

- 5.3 It was felt that the partners should be pro-active in establishing broad principles in order to avoid any acute issues arising. Clearly each specific case would require specific action thereafter.

Resolved and Actions:

- 1.) MN will raise with the UKA Chair.
- 2.) CJ will raise at the CEO Forum.

5.4 UKA members survey update

67 responses had been received.

6. CEO Report

6.1 UKA Commercial pipeline

Concern was raised around the issue of recent delays in the commercial strategy production, valuations and joint credentials. MN and CJ will raise this again at the UKA Chairs meeting and CEO Forum respectively. Following this, PC and AWS will raise at the next UKA Board meeting.

6.2 Cross Country Consultation

This had received an excellent response. Communications on the outcomes/next steps from UKA would be going live within the next 24 hours.

6.3 CEO Forum Working Group membership

Although currently there are only a few non-exec members, the intention was to increase the non-exec numbers via co-option. The Board would like the CEO Forum to document how it sees these groups developing.

Resolved and Actions:

- 1.) Commercial Pipeline: raise the issue again at the UKA Chairs meeting,
- 2.) Request that the CEO Forum documents how they see the working groups developing.

7. Board evaluation – executive response

7.1 CJ thanked the Board for their feedback which resulted in some good suggestions particularly around reporting.

7.2 With regard to the performance dashboard, 1 (or 2) particular KPIs of concern for the Board or Exec would be brought to the Board more often to track progress.

Resolved and Actions:

None

8. Finance:

Full year forecast

8.1 The Board congratulated the Exec Team and all EA staff on the excellent work carried out since the start of the first Covid-19 lockdown which had resulted in a more positive position than was the case in January.

Operational Plan and Budget

8.2 The plan is realistic and an early warning system has been set up to track the risks and enable a quick mitigation. Budget scenarios, including worst case, had been reviewed with Audit & Assurance Committee.

- 8.3 The 10% staff pay cut would cease as from April. Remuneration Committee would be discussing the staff pay and benefits policy at their upcoming meeting.
- 8.4 EA will look into grass roots opportunities for para-athletes to return to sport and any potential funding opportunities.

Resolved and Actions:

- 1.) The Board approved the 21-22 Operational Plan and Budget.

9. Annual Governance Statement

The Executive Summary will be added to the website and going forward, will be incorporated into the statutory accounts, starting from the 20-21 accounts.

Resolved and Actions:

- 1.) The Board approved the Annual Governance Statement and Exec Summary.
- 2.) The Board gave approval for the Exec Summary to be added to the website and subsequently incorporated into the statutory accounts.

10. SEAA funding update

Further to the Board and National Council discussions in February, EA have consulted further with Muckle solicitors and on their advice have sent another letter to SEAA reiterating our offer of £35k for this year due to Covid, instead of the £56k the previous years.

Resolved and Actions:

None

11. EA Performance / KPI update

The Board congratulated DI and the executive for their work engaging so successfully with coaches, officials, volunteers, and athletes during the most difficult of years.

Resolved and Actions:

None

12. Changes to Terms of Reference

- 12.1 The recent changes to the Governance Committee and Nominations Committee Terms of Reference were presented for approval.

- 12.2 The Remuneration Committee will be discussing the draft Terms of Reference at their upcoming meeting and this will then come to the Board for approval in May with the Audit & Assurance Terms of Reference.

Resolved and Actions:

- 1.) The Board approved the changes to the Governance Committee Terms of Reference.
- 2.) The Board approved the changes to the Nominations Committee Terms of Reference.

13. Policy approval delegation

Audit & Assurance Committee recommended that three IT policies could be approved by the Committee on behalf of the Board.

Resolved and Actions:

- 1.) The Board were content to delegate approval of the 3 policies stated to Audit & Assurance Committee.

14. Draft minutes National Council

These were noted.

Resolved and Actions:

None.

15. AOB

Thank you and goodbye to DL and EB

The Board thanked DL and EB for their contribution to the Board and for aiding such a positive relationship with National and Regional Councils.

Date of next meeting: Thursday 20th May 2021

MEETING CLOSED AT 1:00pm

..... Chair