

**ENGLAND ATHLETICS BOARD MEETING
OUTCOMES**

Thursday 20th May 2021

11am – 2pm Via Microsoft Teams

Present:

Myra Nimmo (Chair) (MN)
Adetunji Akintokun (AA)
Lorna Boothe (LB)
Peter Crawshaw (PC)
Steve Grainger (SG) (*from item 7*)
Leshia Hawkins (LH)
Janyce Holmes (JH)
Chris Jones (CJ)
Janice Kaufman (JK)
Tim Soutar (TS)
Julian Starkey (JS)

Board Observers

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

In attendance

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

1. Apologies

Anne Wafula-Strike (AWS)

The Chair welcomed the new National Council representatives, JS and JK, to their first EA Board meeting.

2. Declarations of Interest

JS – UKAM – England's Club Representative (relevant to item 11)
TS – Chair of UKA Rules Committee
AA – his employer has recently made an agreement with Commonwealth Games. AA is partly involved in this work.

Resolved and Actions:

1.) Log declarations of interest. Action: SO

3. Board ratifications

SO confirmed that all signed codes of conduct had been returned.

Resolved and Actions:

The Board ratified:

- 1.) the Regional Council Chairs
- 2.) Julian Starkey as National Council Chair
- 3.) Julian Starkey and Janice Kaufman as National Council Board representatives

4. Minutes of Previous Meetings

Resolved and Actions:

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

5. Actions/Matters arising

- 5.1 These were reviewed and closed where applicable.

Resolved and Actions:

- 1.) None.

6. Chair Report

The report was noted.

Resolved and Actions:

- 1.) None.

7. CEO Report

- 7.1 The APPG for running will take place in on 6 July by zoom attendance. The invitations will go to MPs/Lords and members of key running bodies and the group will be chaired by Andrew Bowie MP, deputy chair of the Conservative Party.
- 7.2 The Sport England 2022- funding discussions will begin in the two months. CJ was meeting with the CEO today.
- 7.3 Health & Safety
The Board noted the health and safety report.
- 7.4 Safeguarding policies
The content was signed off by EA Board in January (other HCAFs have also approved) subject to final formatting by UKA. However, it is understood that the policies are still being reviewed by UKA and there could potentially be

further content changes which would, if confirmed, result in the policies needing to come back to the HCAFs for approval.

SG joined the meeting.

Resolved and Actions:

1.) None

8. Draft YE financial performance

8.1 The current reserves were in line with the budgeted requirement. This figure could improve further as a result of any PO accrual adjustments. The two key areas which had contributed significantly to the positive results were members affiliation and coach education. The Board was pleased to note this positive outcome.

Resolved and Actions:

1.) None

9. Sponsorship: Kukri

9.1 This proposal should provide assurance to 2025 and continuity for Commonwealth Games 2022 and Commonwealth Youth Games in 2023.

9.2 Haysmacintyre were content that no changes were required as a result of the VAT / balance in kind.

Resolved and Actions:

1.) The Board approved renewing the partnership with Kukri, which would run until to 31st May 2025.

10. Sponsorship: Europcar

Europcar

10.1 This potential sponsorship would provide the opportunity for shared services across EA and UKA. EA has specified that the car fleet should be as green as possible, and diesel would definitely not be considered. In addition, the Board agreed that hybrids should be the starting point. Fully electric cars could also be considered, but the charging infrastructure at staff homes could be an issue.

Longer term car provision in general

10.2 A discussion took place regarding the long term strategy for staff car provision. Staff views would be collected at the upcoming staff conference.

Resolved and Actions:

1.) The Board were content for negotiations to continue with Europcar, subject to some further clarification.

Secretary postscript: This agreement did not proceed.

- 2.) The longer term solutions as to which cars were needed by staff and which were part of the remuneration package should be considered by Remunerations Committee and brought back to the Board.

11. UKAM consultation update

- 11.1 Option C appeared to be the most likely one which could be supported by all partners.
- 11.2 The Board agreed that Option C should be pursued with our NGB partners and UKAM. They believed it was essential to have clarity particularly for members of UKAM to have a paper explaining the issue of conflict.
- 11.3 A discussion is still required between the HCAFs and UKAM as to who the additional representatives should be on UKA members under option C.
- 11.4 The Board agreed that finalising the roles and responsibilities of the HCAFs versus UKA is essential. CJ confirmed Schedule 2 would come to the July Board and any changes would be finalised by September.

Resolved and Actions:

- 1.) The Board agreed that Option C should be pursued with our NGB partners and UKAM.

12. Funetics programme update

AB left the meeting during this item.

- 12.1 EA was confident that licensed sales and free distribution through clubs was the right model.
- 12.2 It is the responsibility for the licenced providers to ensure that the people involved meet the safeguarding requirements.
- 12.3 The programme has been re-baselined to a more conservative plan. EA would also be looking at funding opportunities as funetics aligns well with the Government's strategy.

Resolved and Actions:

- 1.) None

13. Risk Register and Heat Map

- 13.1 The biennial review will be discussed and reviewed by Senior Leadership Team and Audit & Assurance Committee before being brought back to the Board.
- 13.2 Welfare and safeguarding mitigations should be reflected as a high priority in the review.
- 13.3 Cyber security: an external IT consultancy had been contracted to validate EA's systems to achieve a cyber credentials accreditation.

Resolved and Actions:

- 1.) None

14. Code for Sports Governance and check list

Resolved and Actions:

- 1.) The Board approved the check list and noted EA's compliance with the code.

15. Equality, Diversity & Inclusion Policy

Resolved and Actions:

- 1.) The Board approved the updated policy.

16. Nominations Committee recommendations

Resolved and Actions:

- 1.) The Board approved the recommendations:
 - a. Approval of Janice Kaufman and Julian Starkey to join Nominations Committee and Governance Committee respectively.
 - b. Approval for the independent role and member elected roles to go live at the beginning of July.

17. Committee Terms of Reference

Resolved and Actions:

- 1.) The Board approved the updated Audit & Assurance Terms of Reference.
- 2.) The Board approved the updated Remuneration Committee Terms of Reference, subject to clarification around succession planning for Directors.

For information

18. Additional Draft minutes

18.1 The National Council and Audit & Assurance Committee draft minutes were noted.

Resolved and Actions:

1.) None

19. Chair recruitment update

19.1 The Senior Independent Director updated the Board on the progress. Perrett Laver had been contracted to assist with the process. Interviews would be taking place mid July and the panel will include a senior representative from Sport England and Commonwealth Games England.

Resolved and Actions:

1.) An update would be provided at the July meeting.

20. AOB

None

Date of next meeting: Thursday 22 July 2021

MEETING CLOSED AT 2:00pm

..... Chair