

ENGLAND ATHLETICS BOARD MEETING OUTCOMES

Thursday 9th September 2021 10:45am to 3:30pm

House of Sport, 190 Great Dover Street, London, SE1 4YB and via Microsoft Teams

Present:

Julian Starkey (JS), Chair for this meeting
Adetunji Akintokun (AA)
Lorna Boothe (LB)
Peter Crawshaw (PC)
Steve Grainger (SG) (items 5-17)
Leshia Hawkins (LH) (via TEAMS) (except item 7)
Janyce Holmes (JH) (via TEAMS)
Chris Jones (CJ) (items 1-14)
Janice Kaufman (JK)
Gary Shaughnessy, Board Chair (via TEAMS, items 1-7)
Anne Wafula-Strike (AWS) (via TEAMS)

Board Observers

David Franks (DF)

In attendance

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

Part attendance

John Devine, for Muckle Secretary Limited, Company Secretary, and Muckle LLP, legal advisers (JD) (items 1-6).
James Webb, PR and Communications Manager (JW) (item 10).
Emma Davenport, Head of Club Support & Participation (ED) (items 12 & 13).
Martin Rush, Head of Coaching and Athlete Development (MR), (item 14).

Apologies

Abdul Buhari, Board Observer (AB)
Tim Soutar (TS)

1. Introductions and welcome

- 1.1 The Board welcomed GS who joined as England Athletics Chair as from 1 September 2021.
- 1.2 As GS could only attend part of this meeting, he delegated the Chair to JS.

Resolved and Actions:

- 1.) **The Board approved JS as Chair of this meeting.**

Apologies

Abdul Buhari, Board Observer (AB)

Tim Soutar (TS)

2. Declarations of Interest

LH declared her conflict for agenda item 7, as she is a candidate for the NED role, having re-applied for the remainder of her second term.

To formally record for GS's information, JS, PC, AWS re-confirmed their connections with UKA. (JS: UKAM member; PC: UKA Board and Member of UKA Rules Review Group; AWS: on UKA Board).

Resolved and Actions:

- 1.) None.

3. Annual Report and Accounts

- 3.1 The auditors, Haysmacintyre, have confirmed they are content with the cashflow, confirming that even the worst-case scenario that was presented reflected adequate levels of cash to support a going concern basis. The Audit Findings Report had not highlighted any issues of concern.
- 3.2 Going Concern. One of the key components of future income sustainability is the athlete registration, which at the date of the meeting is reported at 146,000 registered athletes; giving added confidence that we will achieve the full year budget.
- 3.3 There was slight concern around the commercial pipeline. However, we were hopeful that the Sport England funding from April 22 to September 22 would remain the same as that confirmed for September 21 to April 22 and discussions were ongoing.
- 3.4 The Accounts will be updated to reflect that Myra Nimmo had stepped down as Chair as of 31st August 2021.

Resolved and Actions:

- 1.) **The Board noted the positive audit outcomes and thanked Audit & Assurance Committee, the Finance Team and Haysmacintyre for carrying out the virtual audit during the challenging Covid lockdown period.**

- 2.) Update the Accounts (Page 4) to reflect that Myra Nimmo has stepped down. Action: MD/PC
- 3.) The Board approved the Annual Report and Accounts subject to the above amendment.**
- 4.) CEO and PC to sign the accounts and Letter of Representation on behalf of the Board. Action: CJ/PC.

4. Reserves Policy

This policy is reflected in the accounts.

Although there was no change to the policy, PC informed the Board that there was a desire to increase the reserves in the future for further investment in the Sport.

Resolved and Actions:

- 1.) The Board approved the Reserves Policy and agreed with the ambition to increase reserves for further investment.**

5. Tim Soutar's resignation

TS was due to step down at the AGM on 23rd October at the end of his 2nd 4 year term. However, he submitted his resignation on 7th September stating it was with immediate effect.

SG arrived at the end of this discussion.

Resolved and Actions:

- 1.) The Board were grateful for TS's 8 years service and agreed to accept his resignation as of 9th September 2021. A brief statement would be added to the website.**

6. Minutes of Previous Meetings

Resolved and Actions:

- 1.) The Board approved the minutes of the July Board meeting and the 24 August extra ordinary meeting.**
- 2.) Provide a copy for the Chair's signature. Action: SO.

JD left the meeting.

7. Board appointments

7.1 Appointed Director position

LH left the meeting for this discussion as she is a candidate and therefore is conflicted.

Nominations Committee recommended that LH should be re-appointed for 3 more years (the remaining period of her 2nd term).

Resolved and Actions:

1.) The Board approved the recommendation from the Nominations Committee to re-appoint LH for 3 years.

7.2 Member Elected Director position

The Board were updated on the two nominees for Member Elected Director vacancy. The election addresses will go live on the website w/c 13 September.

Resolved and Actions:

1.) SO to inform the nominees that their election addresses will be live w/c 13 September and to remind them of the process. Action: SO

LH returned to the meeting.

GS left the meeting.

8. Actions/Matters arising

Chair appointment process / guidance [Gov Comm]: Nominations Committee should lead on this.

Resolved and Actions:

1.) None

9. CEO report

9.1 Any improvements to the Commonwealth Games team size should be announced in October.

9.2 UKAM EGM would be taking place on 17 September. EA will vote Option C (relating to UKAM members), as the Board have previously agreed.

- 9.3 The Board discussed the panel for the pre-AGM webinar which would take place on 6th October. The Panel will comprise the Senior Leadership Team, PC and JK. GS will also be asked.

Resolved and Actions:

- 1.) The Board was content for CJ to represent EA Board at the UKAM EGM and vote for Option C.**

Secretary postscript: GS submitted EA's proxy vote (including Option C) to UKAM on 15/9. CJ will attend the EGM virtually to represent EA and to hear the discussion.

10. AGM comms

- 10.1 SO summarised the timeline for the proposed comms as dictated by EA Articles.

The Board agreed it would be preferable for all documents to be communicated and added to the website as soon as possible and by Thursday 16th September. The comms would include the positive amendments proposed to the Articles.

- 10.2 The Board queried the possibility of a hybrid approach to the AGM to widen participation. The webinar on 6th October would help in part, but CJ and DI will look at cost effective options and whether something can be actioned for next year.

Resolved and Actions:

- 1.) Aim to post all AGM information and documents on the website by Thursday 16th September. Action: SO/JW
2.) Look at options for a hybrid AGM Action: DI

11. Affiliation fees 22-23

Regional Councils had confirmed they were supportive of the increase to £16 for athletes and £150 for clubs – Option 2. This will be communicated at the end of September.

Resolved and Actions:

- 1.) The Board approved Option 2.**

12. External facing disciplinary and related policy updates

- 12.1 Disciplinary policy

This is a refreshed policy to provide clarity for clubs. Additional support and guidance are also in place. The number of disciplinary cases is increasing and the policy will be tested when looking into these cases. The policy will be

reviewed every 2 years, but as a result of testing on live cases, changes may be required sooner.

The independent complaints panel has members across the UK which have a range of skills that can be called upon quickly if needed.

12.2 Whistleblowing policy (external)

The Board suggested that “Adult at risk” was a more suitable term than “vulnerable adult”.

12.3 Board Safeguarding Champion role description

LB had previously been suggested as the Board member to fill this role and LB had accepted, subject to the Board’s agreement.

Resolved and Actions:

Disciplinary policy:

1.) The Board approved the Disciplinary policy.

Whistleblowing policy:

2.) Amendment: “Adult at risk” rather than “vulnerable adult”. Action: ED

3.) The Board approved the External Whistleblowing Policy.

Board Safeguarding Champion

4.) The Board approved LB being appointed as Board Safeguarding Champion.

13. Clubs – supporting our clubs to recover post lockdown

13.1 The Board commented that a lack of volunteers was often a real problem for a number of clubs, particularly when it comes to completing applications for much needed funding. Although the financial requirements were being streamlined, ED will look at what else can be done to help clubs with this issue.

13.2 The Board suggested that clubs should work together and share best practice, especially around coaching and disability. Clubs could be recognised for what they do well. The Club Conference in May helped with the sharing of best practice.

The Board questioned whether a Task & Finish Group could help in identifying EA’s collective focus to support clubs. England Council’s views would help to determine what 3-4 things EA could do?

ED informed the Board of the UK wide development group which will be discussing club frameworks and clubs’ individual ethics and values.

- 13.3 ED confirmed that a programme was in place with regard to Club Standards and Safeguarding. Clubs will be required to sign up to the Code of Conduct.
- 13.4 With regard to professionalising coaching, there was a potential issue if clubs hadn't recorded the necessary information with HMRC therefore guidance will be provided for clubs.

Resolved and Actions:

- 1.) Look at ways to help clubs which lack resource to fulfil grant requirements.
Action: ED
- 2.) Add to England Council agenda – sharing best practice and working together with regard to coaching and disability. What 3-4 things could EA do to support clubs? Action: SO

14. Talent Pathway and hub updates

14.1 Talent hubs

MR informed the Board that EA currently has 2 pilots. The Sport England Talent bid will incorporate funding for the talent pathway which will potentially support a further 2 more hubs. The Sport England funding for talent will likely be confirmed at the end of December.

CJ left the meeting.

MR reported that some clubs still feel the hubs are a threat. However, EA is continuing to explain and promote the benefits of the talent hubs and how they can benefit clubs, and the overall view was becoming more positive.

14.2 Commonwealth Games

MR updated the Board on the CWG including a, hoped for, potential change of team size.

Resolved and Actions:

- 1.) None

MR left the meeting.

15. Performance / KPI update

- 15.1 DI informed the Board that the KPI dashboard would be incorporated into the CEO report from November, and the adjusted schematic would show trends and flag any high-risk areas to the Board.

15.2 Funetics was reviewed regularly by the Senior Leadership Team, twice a year by Audit & Assurance and annually by the Board. However, DI acknowledged that a wider discussion could be beneficial.

15.3 The Board was pleased to note the Friday Pulse staff wellbeing tool was now included.

Resolved and Actions:

- 1.) The KPI report should be added to the beginning of the CEO report to Board. This should include trends, and the schematic for the November meeting. Action: DI
- 2.) Consider the potential for a wider discussion on Funetics. Action: DI

16. Draft minutes (for information)

- Remuneration Committee – July
- Nominations Committee – August
- England Council - August

Resolved and Actions:

- 1.) None

17. AOB

17.1 Timing of November Board meeting

The Board's preference was an earlier start and finish.

Resolved and Actions:

- 1.) Obtain GS's view on Board meeting timing. Action: SO

Date of next meeting: Thursday 18 November 2021

MEETING CLOSED AT 4:00pm

..... Chair