

ENGLAND ATHLETICS BOARD MEETING OUTCOMES

Thursday 18th November 2021 10:00am to 1:00pm

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

Present:

Gary Shaughnessy, Chair
Adetunji Akintokun
Lorna Boothe (via TEAMS)
Peter Crawshaw
Steve Grainger
Leshia Hawkins
Janyce Holmes (via TEAMS)
Chris Jones
Janice Kaufman
Clive Poyner
Julian Starkey
Anne Wafula-Strike (via TEAMS)

In attendance

Abdul Buhari, Board Observer (via TEAMS)
Michael Davis, Head of Finance.
Dan Isherwood, Head of Operations.)
Sam O'Shea, Board and NED Secretary
David Franks, Board Observer

Apologies

None

1. Welcome

The Chair welcomed CP to his first Board meeting.

2. Declarations of interest

There were none.

3. Minutes of September meeting

Resolved and Actions:

- 1.) The Club conference took place in May, not June as stated on page 10.
Action: SO
- 2.) Subject to the above amendment, the Board agreed the minutes were a true reflection of the meeting.**
- 3.) Provide a copy for the Chair's signature. Action: SO

4. **Actions/matters arising**

- Domestic calendar [CJ]: CJ expressed thanks to Nichola Skedgel and Martin Rush for their work on this. This action can be closed.
- Board evaluation action plan [CJ]: The facilitated session is the start of this process. This action can be closed.
- Professionalising coaching [LB]: LB has spoken to Mark Munro and the aim is to work across the UK, not just England, and to include coaches of all levels. A meeting is taking place on 8 December. As this is a work in progress, the update will be incorporated into the CEO report. This action can be closed.
- Clubs and grant support [MD]: noted by the Board. This can be closed.
- Performance/KPIs for CEO report [DI]: a draft was shared, and this will be incorporated within the January meeting papers. This can be closed.

Resolved and Actions:

- 1.) **The Board agreed with all closed actions being moved to the closed tab, which is held by the Board & NED Secretary.**

5. **CEO report**

- CJ reported that the environment was looking positive and added that Council had played a big part in getting through the challenges as a result of Covid-19.
- The regional awards have commenced.
- There have been significant investments in T&F since the last meeting. However, T&F has not yet returned to the 2020 levels, particularly for the teenage years.
- The Commonwealth Games legacy webinar for clubs highlighted two key themes – conversion of coaching qualifications into licenses and increasing the T&F numbers. These issues will be taken into account within the Operational Plan.
- The draft 22-23 Operational Plan will come to the Board in January for comments. This will include the Funetics revised business plan.
- The advert for the National Competition Lead is now live.
- In December, SLT will discuss whether EA has capacity to hold the Manchester International and whether it is feasible to deliver this event to a high quality given the pressures on the competition team with the CGs taking place at that time and other national EA events.

5.1 Draft dashboard:

- The dashboard will be updated and included within the CEO report from the January Board meeting. DI will confirm which areas will be included and feedback is welcomed from the Board on whether they feel the measurements and level of granularity are correct.

5.2 Equality, Diversity & Inclusion:

- The Inclusion Manager is working on an update to ensure that EA is doing all that it can with regard to EDI. CJ will share this with the Board.
- EA will be working with UKA and the other HCAFs to create an improved logging/complaints system for people to raise complaints or concerns relating to alleged discrimination in our sport called myconfide.
- Although the disciplinary processes were signed off in September, UKA remain responsible for safeguarding. EA is receiving a large number of enquiries and some live cases.

Resolved and Actions:

- 1.) Provide feedback to DI on the CEO dashboard for January. Do these feel like the right measurements and is the level of granularity correct? Action: Board
- 2.) Share the EDI update with the Board. Action: CJ

6. **Board Observer role**

The Board had previously supported the extension of AB and DF as Board Observers. AB subsequently confirmed that he would not have capacity to continue for a further year. The Board thanked AB and wished him well.

Resolved and Actions:

- 1.) **The Board gave their approval to extend DF as Board Observer for a further year, from March 2022 to February 2023.**

7. **Future of Governance Committee**

7.1 An outcome of the 2020 Board evaluation was to re-consider the necessity for a Governance Committee as this is not mandated by the Code for Sports Governance. The Governance Committee's recommendation is that it should be retained, but to be called upon when the Board requires deep dive support for a particular topic. This recommendation is endorsed by Company Secretary, Muckle.

7.2 The Board reviewed the analysis of topics previously discussed by Governance Committee.

- Of the policies listed, those that were previously dealt with by the Governance Committee, will be reviewed by SLT and Muckle.

Resolved and Actions:

- 1.) **The Board approved the recommendation that Governance Committee should remain but be called upon as and when required by the Board.**
- 2.) **When Governance Committee is called upon, the Board should look at whether external expertise could fill any gaps (e.g., Muckle or other expertise).**

- 3.) The Governance Committee Terms of Reference should be amended to reflect this new status. **Action: Governance Committee/Muckle**
- 4.) **The Board approved the suggested topic approval routes.**

8. **Board and Committee membership**

At their recent meeting, Nominations Committee reviewed the skills matrix and considered which skills were deemed most important. They decided that membership should have a complete refresh, taking into account skills and director preferences.

Noms also agreed that the SID role should be recruited from the pool of existing directors and should complement the Chair and fill in any gaps.

Resolved and Actions:

- 1.) **The Board agreed that the skills listed in the matrix should be reviewed – some may need to change, whilst still aligning to the Code for Sports Governance. More granularity / guidance would be helpful.** DF offered his help with this. Action: Nominations Committee.
- 2.) The Board should register their interest/preference for a particular committee with SO. Action: all Board members
- 3.) Noms should bring their recommendations for the composition of committees and skills matrix to the January Board meeting. Action: Noms.

9. **Schedule of Delegated Authority (SODA)**

Resolved and Actions:

- 1.) **The Board approved the Schedule of Delegated Authority.**

10. **Delegation (non financial)– additional schedules**

Resolved and Actions:

- 1.) **The Board approved the additional schedule of authority for committees.**
- 2.) **The Board approved the policy approval log.**

11. **Board Terms of Reference**

The ToR is reviewed every 4 years, but it is brought to the Board (and each Committee) at the first meeting after the AGM, as a reminder. The Board reviewed the ToR and proposed changes.

Resolved and Actions:

- 1.) **The Board approved the changes within the draft ToR.**

12. Risk

- 12.1 As a result of the Biennial Risk Review workshop, the register has been updated. Pre-mitigation scores were provided for the initial Audit & Assurance review. The Board discussed the updated register.

Resolved and Actions:

- 1.) **The Board approved the Strategic Risk Management Policy.**
- 2.) **The Board approved the Risk Register and Heat map subject to some additional work/amendments.**
- 3.) Make the amendments and bring back to Audit & Assurance and the Board in January for information. Action: MD

13. UKAD Assurance Framework / Clean Sport Champion

UKAD has released a new code which recommends all Boards appoint a Clean Sport Champion. JK has been identified as having the ideal experience and she has agreed to take on this role.

Secretary postscript: [UKAD webinar training information shared with Board](#) .

Resolved and Actions:

- 1.) **The Board approved JK being appointed as the Board Clean Sport Champion.**

14. Half year financial summary

This summary was previously reviewed by Audit & Assurance Committee. The budget position was looking positive, but the forecast in January will provide confirmation.

Resolved and Actions:

- 1.) **The Board noted the Q2 2021/22 YTD financial performance.**

15. Stakeholder Management Plan

DI updated the Board on the work completed on this priority area, including a recent marcomms team restructure.

CJ reported that ideas had been put forward to increase engagement at the AGM. These include moving the AGM to the afternoon to link it more closely to the Hall of Fame, making the proxy form more user friendly and revisiting the annual consultation process/road show.

The Chair added that the Hall of Fame event was exceptional, and he asked that his thanks and congratulations were passed on to the team.

Resolved and Actions:

1.) None.

16. Anti-fraud and corruption policy

Resolved and Actions:

1.) **The Board approved the Anti-Fraud and Corruption Policy**

17. Expenses Policy – Board and Councillors

MD updated the Board that all directors will be trained on the finance system so that expenses can be input directly.

Resolved and Actions:

1.) **The Board approved the Board and Councillor expenses policy.**

18. Committees/Task and Finish Groups

LB left the meeting during this discussion.

Sustainability Task & Finish Group

JH updated the Board on progress following two meetings. The outcome is to develop a framework that can be reflected in our strategy. We are in communication with a number of potential corporate partners. The T&F group is looking at what can be done in areas where we have direct control, e.g., road racing water bottles and recycling bins, plus where EA can influence.

The Board asked that disability is factored in at the outset of all event planning.

Resolved and Actions:

1.) **The Board noted the A&A and England Council minutes.**

19. AOB

England Council Diversity Champion – JS informed the Board that Devonte Casely-Hayford has been confirmed. He has also been co-opted to London Regional Council and England Council.

Sport England funding – CJ reported that confirmation of the funding amount was expected in December. The Talent funding would be confirmed a little later, in January.

Resolved and Actions:

1.) None.

Date of next meeting: Thursday 27th January 2022 – London venue tbc

MEETING CLOSED AT 1:00pm

..... Chair