

ENGLAND ATHLETICS BOARD MEETING OUTCOMES

Thursday 27th January 2022 10:00am to 1:40pm
via Microsoft Teams

Present:

Gary Shaughnessy, Chair
Adetunji Akintokun (items C, and 7-15)
Lorna Boothe
Peter Crawshaw
Steve Grainger
Leshia Hawkins
Janyce Holmes
Chris Jones
Janice Kaufman
Clive Poyner
Julian Starkey
Anne Wafula-Strike

In attendance

Michael Davis, Head of Finance
Tracey Francis, Participation Programme Manager (item 7)
Dan Isherwood, Head of Operations
Sam O'Shea, Board and NED Secretary
David Franks, Board Observer

Board-only session

The non Executive Board members met for the annual scheduled discussion without EA staff.

1. Apologies

None

2. Declarations of interest

- PC, AWS and JS – declared their conflict for item A (page 2) as a result of their positions on UKA Board (PC and AWS) and UKAM (JS).
- CJ informed the Board of his recent appointment as non executive director of Cambridgeshire County Cricket Board.

AA left the meeting temporarily.

Pre-Board discussion – strategic updates

A. UKA relationship

PC, AWS and JS – declared their conflict as a result of their positions on UKA Board (PC and AWS) and UKAM (JS).

The Board recently discussed the UKAM EGM which would take place on 28th January 2022. The proposal that had been put forward by UKAM with regard to the vote allocation was option 2a,

The proposal is closely aligned to Option C that was voted on at the previous EGM in late 2021 with the main difference to the proposal being that club representatives nor the road running representative would have a vote, but EA would have 3 and the other HCAFs 1 each. However, EA is structured to link clubs through to the EA Board via the councils and member elected Board members and this is an important factor to consider given the democratic governance system that exists to represent clubs across the HCAFs and in England.

EA will consult with the club representatives to ensure that their views are taken into account prior to any voting at UKAM meetings. Regular engagement between the existing 4 club representative Directors in the EA Board together with the UKAM club and road running representatives would be sensible to ensure and exchange and alignment of views.

Resolved and Actions:

- 1.) The Board agreed that EA should vote for the UKAM recommended option 2a at UKAM EGM on 28 January 2022.**
- 2.) Set up pre-UKAM meetings with club representatives. Action: GS/SO
- 3.) The Board agreed that a clear Conflict of Interest policy would need to be drawn up to provide the guidance for managing conflicts where they exist at Board and UKAM and others at UK wide working group level.**

B. Road Racing collaboration

CJ reminded the Board of the current process and structure for Road Racing and updated them on an upcoming Westminster Reception (23rd February) which will launch a running manifesto. The major event providers (MSO Group) have invited EA and UKA to an exploratory session in London to discuss the future of road racing strategy and management UK wide and to collaborate post pandemic to ensure that the future of road racing is healthy.

The Board agreed that EA should be a part of these discussions because it is important that we work together to influence and safeguard the future of road racing standards and access to road racing across the UK. CJ to provide a further update at the next meeting.

Resolved and Actions:

- 1.) **The Board noted the current situation and potential further changes and were supportive of CJ continuing to the next stage.**
- 2.) CJ will bring a paper to the March Board. Action: CJ
 - a. The Board asked that this includes further detail on the MSO Group's ambition for inclusion.

C. Board action plan

AA was present for this item.

CJ reported that a key theme is to continue to work closely with England Council and Regional Councils to develop joint working based around shared values and vision – we are therefore in a stronger position to be able to lead the sport and to support our members in a consistent and informed way.

With regard to a potential joint England Council and Board session later in the year, the Board felt that this would be beneficial to improving the connection between individual Board, Exec Team and England Council members. .

Resolved and Actions:

- 1.) **The Board noted the action plan. The overall themes should be reviewed throughout the year.**

3. Minutes of November meeting

Resolved and Actions:

- 1.) **The Board agreed the minutes were a true reflection of the meeting.**
- 2.) Provide a copy for the Chair's signature. Action: SO

4. Actions/matters arising

Resolved and Actions:

- 1.) The Board noted the actions.

5. CEO report

- 5.1 The CEO report will now include the dashboard for every Board meeting and this would highlight what was going well and the risks.
- 5.2 Now that there is clarity around the SE funding, recruitment has commenced for some new positions such as an Officials Development Manager.
- 5.3 A discussion took place regarding the branding of coach education licenses to Home Country based coaches and trying to get greater clarity to the end user

in this space. At present English coaches can be confused by attending an EA organised and managed coach education course but then receive a UKA branded license. Clarity of the brand should help with this issue, and this was part of the CEO Forum discussions.

- 5.4 CJ explained to the Board that the My Confide system had been established to help people report discrimination matters more easily and to ensure that UKA/HCAFs can track the level of enquiries more efficiently. CJ said that the recent CPSU review was UK wide and that we collaborate with UKA on this.

Resolved and Actions:

- 1.) None.

6. Draft Operational Plan and budget 22-23

DI highlighted the key points to the Board. A cost of living pay increase is included in the 22-23 budget and it was proposed that the Board delegates approval to Remuneration Committee.

Resolved and Actions:

- 1.) **The Board delegated approval of the cost of living pay increase to Remuneration Committee.**
- 2.) **The Board was content with draft Plan and Budget which would come to the March meeting for approval.**

7. Funetics – revised business model

TF joined the meeting. AA re-joined the meeting.

The revised business plan had been reviewed in detail at the recent Audit & Assurance Committee meeting. The business plan was conservative and the full P&L (including system costs but excluding staff costs) now clearly shows the overall profitability of the programme.

The Board agreed that obtaining regional council's views on Funetics would be helpful.

TF left the meeting.

Resolved and Actions:

- 1.) **The Board agreed Funetics was still strategically important.**
- 2.) **They acknowledged the revised programme and implementation.**
- 3.) **funetics would be added to an England Council meeting to obtain council's views.**

8. Finance

MD reported the key points to the Board.

Resolved and Actions:

- 1.) The Board agreed the forecast was strong under difficult circumstances. They were comfortable with the current financials and mitigations.**

9. Risk Register and heat map

The risk register had been updated as per the Board's recommendations at the November meeting.

Resolved and Actions:

- 1.) The Board approved the risk register subject to a few minor amendments.**

10. Nominations Committee recommendations

The Board was asked their views on the recruitment timeline and documentation.

Resolved and Actions:

- 1.) The Board approved the draft NED role profile.**
 - a. They noted that the updated version (with the key skills required) would come back to the Board for approval, following the completion of the revised skills matrix.
- 2.) The Board gave approval for Nominations Committee to commence recruitment for the NED vacancies.**
- 3.) The Board approved the SID role profile.**
- 4.) The Board approved the revised skills matrix.**

11. Inclusion policy

Resolved and Actions:

- 1.) The Board approved the Inclusion Policy.**

12. Directors' Conflict of Interest Policy

Resolved and Actions:

- 1.) The Board approved the Director's Conflict of Interest policy.**
- 2.) They noted that the issue of cross Board conflicts with UKA / HCAFs is still a work in progress.

13. Annual rolling agenda

Resolved and Actions:

- 1.) The Board noted the annual rolling agenda.

14. Committees/Task and Finish Group updates

Resolved and Actions:

- 1.) The Board noted the minutes from:
 - a. Audit & Assurance
 - b. Nominations Committee
 - c. Remunerations Committee
 - d. Nominations Committee

15. AOB

EA charity

MD updated the Board on the progress in setting up the charity. The necessary documents are being produced and sent to Companies House and the Charity Commission.

Resolved and Actions:

- 1.) MD will set up a briefing session to update the Board. Action: MD/SO

Date of next meeting: Thursday 24th March 2022 – House of Sport

MEETING CLOSED AT 1:35pm

..... Chair