

ENGLAND ATHLETICS BOARD MEETING OUTCOMES

Thursday 7th September 2023

London and via Teams

Present:

Gary Shaughnessy, Board Chair (GS)
Adetunji Akintokun (AA)
Lorna Boothe (LB)
Matthew Dalton (MDal), via Teams
Leshia Hawkins (LH)
Janyce Holmes (JH), via Teams
Chris Jones (CJ)
Janice Kaufman (JK)
Helen Kendall (HK)
Clive Poyner (CP)

In attendance

Sarah Benson, Head of Talent Development (SB), via Teams
Emma Davenport, Head of Club Support & Participation, via Teams
Michael Davis, Head of Finance and Governance (MD)
Dan Isherwood, Head of Operations (DI)
Harry Lane, Board Observer (HL)
Sam O'Shea, Board & NED Secretary (SO)

Gill Jones, HR & People Development Manager (Item 11 only) (GJ), via Teams
Mark Lawrie, Personal Best Foundation Chair (item 10 only) (ML)
Chris Mallender, Workforce Development Manager (Item 13 only) (CM), via Teams
Harry Stow, EDI & Sustainability Manager (Item 12 only) (HS), via Teams
Amy Weaver-Tyler, Personal Best Foundation Manager (Item 10 only) (AW)
James Webb, PR & Comms Manager (Item 9 only) (JW), via Teams

Apologies

Jim Buckle (JB)
Marilyn Okoro (MO)
Laura Mason, Board Observer (LM)

- 1. Welcome and Apologies**
- 2. Declarations of interest**
There were none.
- 3. Draft minutes of the July meeting**

Resolved and Actions:

- 1.) The Board agreed the minutes were a true reflection of the meeting.**

4. Actions/matters arising

The Board noted the actions and their progress.

5. *Focussed Discussion Topic: Affiliation Fees 2024-25*

- 5.1 In addition to the options discussed at the July Board, an additional option was also considered by Council. This option was also supported by Audit & Assurance committee. This option would provide additional revenue for increased investment into the sport. Communications were planned to highlight the benefits of affiliation, value for money and EA's investment in the sport.
- 5.2 The Board reflected on the operational issue in the North, with athletes incurring competition restrictions and the requirement for them to pay an additional fee to Northern Athletics. The Board would like to look at ways that EA could improve this situation for our athletes in time for any 25-26 membership fee decisions.
- 5.3 The Board also considered strategic membership opportunities that could generate additional sustainable income for further investment in the sport. A Membership Task & Finish Group could assist with looking at opportunities. In addition to staff, the group will include representatives from the Board and England Council.
- 5.4 Recently a suggestion had been made for EA to cover the cost of safeguarding training for Officials and offer them free courses. This will be looked into as it was agreed that it would be a welcome gesture to our valued volunteers.

Resolved and Actions:

- 1.) The Board approved the recommended club affiliation and athlete registration fee level for 2024/25.**

6. Dashboard and CEO report

CJ highlighted the key points from the paper circulated.

- 6.1 Director engagement: a proposal was raised for non-Executive Directors to work within designated geographical areas and liaise closely with a regional council to hear the views from the sport.

This approach would not detract from the, already established, structure between regional councils, England Council and the Board. MDal offered to raise this with England Council.

6.2 Health & Safety update

The Board was updated on H&S incidents, including the concern around the increase in incidents relating to throws. Further consideration will be given to increasing the frequency of the relevant H&S training for officials.

6.3 Board Priorities update

Progress updates were documented in the paper, against the, previously agreed, Board Priorities. Updates will be brought to the Board at every meeting.

7. **Audit and Annual Report & Financial Statement**

In addition to the review of the Accounts by the Audit & Assurance Committee at our auditors' offices, JH added that she had also had a positive meeting with the audit partner.

Resolved and Actions:

- 1.) **The Board approved the Accounts and related Letter of Representation.**

8. **Policy audit and approvals**

Resolved and Actions:

- 1.) **The Board approved the:**

- **Whistleblowing Policy (external)**
- **Whistleblowing Policy (internal)**
- **Disciplinary Policy**
- **UKA Adult Safeguarding Policy**
- **UKA Child Safeguarding Procedures**
- **UKA Adult Safeguarding Procedures**
- **UKA Safeguarding Regulations**
- **UKA Safeguarding Codes of Conduct**

- 2.) **The Board noted and provided feedback on the draft Complaints and Concerns schematic.**

9. **AGM draft documentation**

JW joined the meeting.

Resolved and Actions:

- 1.) **The Board noted the comms and the documents that will be posted on the website.**

JW left the meeting.

10. Personal Best Foundation – 1 year on

AW and ML joined the meeting.

AW and ML shared slides and updated the Board on progress, including partnerships, and strategic priorities going forward, including legacies. MD confirmed that EA had budgeted to support PBF and this would be reviewed as the charity grows its own income streams.

AW and ML left the meeting.

11. Equality, Diversity & Inclusion Policy (employee)

GJ joined the meeting.

Resolved and Actions:

1.) The Board approved the policy.

GJ left the meeting.

12. Equality, Diversity & Inclusion update

HS joined the meeting.

12.1 ED&I Integrity Task & Finish Group

The Board noted the Terms of Reference. The group will report back to the Board.

12.2 Transgender

Further FAQs will be added to EA's website. Although the statement will not be reversed, UKA plans to tender to find a partner to lead on a consultation, within the confines of the statement, as to what could be done to help accessibility.

Resolved and Actions:

1.) The Board noted the ED&I Integrity Task & Finish Group Terms of Reference

2.) The Board approved the Inclusion Policy.

HS left the meeting.

13. Coaches & Officials transfer update

CM joined the meeting.

CM updated the Board on the % of coaches and officials who had accepted EA's Terms and Conditions so far. Another reminder will be sent on 11th September along with further support from regional councils.

CM left the meeting.

14. Committee / England Council minutes

Resolved and Actions:

1.) The Board noted the recent and upcoming Committee and Council meetings.

15. AOB

UKA update

GS updated the Board on our recent engagement with UKA and the Board debated this in the context of stakeholder management but also our risk register. This will continue to be prioritised in the coming period as we work to influence, challenge, and support UKA