

Minutes of a UKA Board Meeting Held through Teams meeting on Wednesday 13 May 2020

Attendees: Nic Coward (NC) – Chair
Jo Coates (JC)
David Bedford (DB)
Penny Avis (PA)
Gordon Arthur (GA)
Jonathan Orr (JO)
Anne Wafula-Strike (AWS)
Stuart Cain (SC)
Mike Whittingham (MW)

In attendance: Jason Gardener (JG)
Hannah England (HE)
Ellen Neal (EN)
Mark Draisey (MD)

20/20 Introduction and attendees

NC welcomed everyone to the meeting, including Mark Draisey who was joining the meeting as an introduction to the organisation and the board a few weeks prior to starting as Chief Financial Officer (CFO). There were no apologies for absence, and no specific interests to note.

21/20 Minutes

The minutes of the Board meeting on 18 March and the notes of a conference call on 17 April were approved as a true record.

NC confirmed that a discussion had been held with Sarah Rowell, and that it had been agreed that SR would conclude her time as a director as planned at the end of April, and that as and when considered appropriate there would discussion about future involvement. A dinner will be arranged in due course.

It has been decided that there is no need for a change to Executive authority levels, but this will be kept under review.

22/20 Chief Executive Report

The Board noted the CEO report.

Reporting Format: JC referred to changes to the structure of the Board reports, which will continue to change over the coming months. These will be linked to Executive team KPI's that

will be introduced through the reform process. Going forward the CFO will also bring a dashboard to Board on key issues.

UK Sport Review: The review with UK Sport had been received on the previous Thursday, 11 May as planned, and the joint press release with the HCAFs released as planned. The HCAFs had had little time to consider and respond, but had welcomed the review in the main, and this was considered a considerable positive and testament to the positive working relationship that had been established.

The Board welcomed the findings of the Sue Street report and confirmed its commitment to working with the HCAFs and all others to implement the Change Plan.

JC confirmed that the HCAF CEOs had supported the review process and Change Plan, and generally felt, as she did, that it gave athletics the platform to make necessary changes, that are already being worked on by the CEOs as a group. The collaborative approach was working well. It was noted that the next major pieces of work were an “Interim Collaboration Agreement”, the progression of the UKA/whole sport plan (being considered later by the Board in a Strategy session) and a “Master Agreement” which would set out the roles and responsibilities and accountabilities of each organisation and the relevant accountabilities and governance processes.

The Board gave general authority to progress an “Interim Collaboration Agreement” with the HCAFs. It was noted that a Teams meeting was taking place with the HCAFs on Thursday 14th May 2020 to progress matters. The Board endorsed a proposal that the HCAFs be offered the ability to appoint an “observer” to future Board meetings, on the same basis as applied to the President and Athletes Commission representative.

Communication with the Members was noted, and some of the responses to the views in the Sue Street Summary report and Change Plan that the UK Members Council had to be “radically rethought”. The Board noted that the documents highlighted two aspects of the UK Members Council, one as the formal corporate membership, and also as a forum for “connectivity and accountability to the wider sport across the UK”. An options appraisal would be created and debated in due course, and it was noted that here would be debate at the next scheduled UK Members Council.

Action – NC/JC and JG to consider communication with UKMC.

HE made the point that the point in the Report around focus on ethical decision making and a new culture captured how a large proportion of athletes feel and needed to be remembered as a core guide in the changes that are to be made.

Performance Department structure; Performance Director and Olympic Head Coach: Now that Tokyo has been postponed, the “Olympic Head Coach” and the Performance Director roles will now be recruited as had been considered previously. These were subject to consideration of the whole sport strategy which would be considered in the afternoon Strategy session, and affordability in the context of the organisation’s likely funding and also the future UKS Sport future funding. Draft job descriptions would be forwarded to the Board when

finalised, together with an outline of the recruitment process, with a view that the widest possible search should be made. This would include a sign off by the HR Remuneration Committee as senior appointments. It was also noted that UK Sport would need to consider the drafts. It was considered that the lead coach role should be clarified as the elite GB and NI able-bodied lead coach, and not be limited by the word "Olympic". It was also noted that this role would focus on the athlete coaching specifically, and not the very necessary coach development role for creating and implementing the programme of coach education and development across the sport. It was also noted that the PD role needed to be much more clearly identified as being responsible as a senior executive for the functioning of a much wider definition of the performance team, and not just World Class Performance athletes and para-athletes.

Action – JC to share job descriptions with HR Rem Comm and Board.

Clinical Governance: JC referenced that she had come to early conclusions of a need for a new approach to Clinical Governance, and was progressing the discussions that had been started by NC with UK Sport about making changes to how the organisation addressed these matters. A report would be made to the next meeting.

Domestic competitions: The Board noted the current position and how this was being progressed following the amended Government guidance, and that the four nations authorities were taking different approaches. Input was being received from RoSPA. It was hoped that a return to competition might be possible in late Summer.

Commercial:

Nike and Muller are being supportive with the communication and commercial teams looking at creating new content to offer additional exposure for brands.

The cancellation of the Muller Anniversary Games was noted.

People: There are 13 employees on furlough and 6 employees have resigned. JC noted that jobs were not to be replaced.

It was noted business continuity is working well and there is a crisis meeting once a week with the management team.

Athletics Safeguarding Review: The UK-wide Safeguarding Review is expected from Christopher Quinlan QC by the end of June.

Communications: There has been increased press coverage recently and it was felt by the Board that the coverage is showing a more positive tone to the sport and the organisation.

23/20 Chief Financial Officer (CFO) Report

The Board noted the CFO's report.

It was noted by the CFO that although the finance team were able to operate remotely, some tasks were taking longer due to home bandwidth restrictions and the challenges of training a

new finance team member remotely. Management reporting was considered to be reasonably robust, despite this.

Much recent focus had been placed on financial scenario planning for the current year in light of COVID related challenges. Interim reports had been issued to Board and a two weekly flash forecast was being presented to Audit Committee.

Due to the lockdown various Performance areas had been underspent. Since the Board papers has been submitted UK Sport have confirmed they are permitting NGB's to increase their overhead charge for event-based savings to budget for the first two calendar quarters of 2020. An exercise is currently underway in conjunction with the Performance team to identify these net savings and any additional contribution identified will help to mitigate some of the losses in the TV Events directorate in 2020.

The Board were thanked for responses to the email sent prior to the meeting regarding seeking approval of the Board and Observers Code of Conduct which has been agreed by all.

It was further noted that the start of the annual audit had been delayed to September, however with good management there remained sufficient time to complete the audit process in order that the approved Financial Statements may still be received by the Members Council at the AGM scheduled for December.

24/20 Papers for information

a) Major Events

The Major Events paper was noted.

It was noted that MAG ticket holders will now be refunded.

b) Clean Athletics

Changes have been made to World Athletics Rules 15 and 16 and the Board noted the report that UKA is fully compliant. Changes to the UK Anti-Doping system were also noted starting from January 2021. It was noted that an identified Board member will need to have specific responsibility for Anti-Doping and that the intention is that this will be a director having general responsibility for Standards, Ethics and Rules matters, as raised at the previous meeting.

c) World Class Performance Programme Submission for Paris/2032

The Board endorsed the draft Submission.

25/20 Any Other Business

The meeting closed at 13:15.

Date of Next Meeting confirmed as Wednesday 17 June, with location/format to be confirmed.