

**Minutes of a UKA Board Meeting
On Teams, Monday 7 December 2020 at 10:00**

Attendees: Nic Coward (NC) – Chair
Gordon Arthur (GA)
Penny Avis (PA)
Stuart Cain (SC)
Joanna Coates (JC)
Mark Draisey (MD)
Anne Wafula-Strike (AWS) for part
Mike Whittingham (MW)

Observers: David Abrahams (DA)
Ian Beattie (IB)
Hannah England (HE)
Jason Gardener (JG)
Myra Nimmo (MN)

Apologies: Steve Perks (DSP)

61/20 Introduction and attendees

Chair welcomed everyone to the meeting. Apologies had been received from DSP.

The Chair welcomed David Abrahams to the meeting as the new chair of Athletics Northern Ireland and therefore an observer on the Board, for what he hoped would be the last time before becoming a Director after Friday's AGM. The Chair thanked John Allen on behalf of the Board for his significant contributions.

The Board noted their appreciation for the work of Ellen Neal, who had recently left the organisation.

The Chair advised Board directors that early in the new year he intends to speak to each director to obtain their observations and feedback on overall Board performance over the last 12 months. He also noted that a considerable number of conversations in recent weeks had included comment on the position of the organisation 12 months ago, and the significant progress and amount of necessary change in all aspects.

There were no specific interests to note.

62/20 Minutes

The minutes of the Board meeting on 21 October were approved as a true record and there were no matters arising not dealt with on the agenda.

Clarification was sought on the change discussed at the last meeting whereby GA was not to be noted as a director with specific responsibility on EDI and how this was aligned to the requirement in the

Race at Work Charter to have named individual accountable for work on race. MD confirmed that it is a requirement to have a named executive sponsor and that he fulfils that role. Further discussion would take place later in the meeting when considering the proposed Diversity Action Plan.

63/20 Chief Executive's Report

The CEO introduced her report, which was included in the Agenda, and raised the following items:

Performance – JC confirmed that following the announcement of the Comprehensive Spending Review by the Chancellor of the Exchequer two weeks ago, UK Sport have yet to be advised on levels of funding for next year. An update is expected in the week commencing 14 December. It has been confirmed that UK Sport's previously communicated strategy remains unchanged. UK Sport had held a meeting with funded organisations to set out current views, uncertainties in relation to the overall funding position, and UK Sport's own funding capacity and related issues.

Commercial – JC advised the board that discussions with potential new partners continue and a number of recent presentations have been held, although it was noted that speed of progress in the current conditions is generally slow.

Competitions/ Fixture List – UKA is planning on publishing the 2021 fixture list this week, having concluded the process with stakeholders.

The Board asked for confirmation on the inclusion of para events in that fixture list. JC confirmed that input from relevant individuals to ensure appropriate events are included.

The Board would receive a comprehensive briefing on the process by which the fixture list is devised, considered, and approved and by whom and following what process. This is a fundamental aspect of achieving the best for the sport, and links closely to the goals of Athletics Unified. The Board had to have a full understanding and sight of the process, and considered that without this, it also raised a question in relation to whether the Board could be satisfied that all is being done as it should in relation to a number of vital and inter-connected issues: health & safety, licensing, officiating and therefore matters such as insurances. The suggestion was to include a wide number in the briefing.

The Board noted views that the process had improved and reflected a joined-up approach, but also saw challenges and clashes as unavoidable. Clarity on the process for resolving those challenges would be important, as it did not feel so under the current system. It was noted that the fixture list needed to be considered in the context of availability of officials, as well as from an athletes first perspective.

Action – JC to advise timescale for update to be provided to Board and others.

CEO Forum: Working Groups – JC advised the Board that since the last Board meetings there had been a further meeting of the Coaching working group and first meetings of the Development and Commercial working groups. It was also confirmed that arrangements for existing sub-groups (e.g., TAG) and their relationships with Working Groups are being reviewed. The Board noted that a vital task for each of the Working Groups was to identify and recommend vacant independent expert posts on each of the Working Groups.

It was confirmed that the meeting of the Commercial group had been a positive discussion, and terms of reference of this group were being finalised.

Safeguarding – The Board noted the case report and that there are no adverse trends/issues to raise with the Board since the last meeting.

Clean Athletics – The Board noted the activity update report and were advised that testing activity is increasing over time, but still below historical/pre-COVID levels. The Board noted the report and that there are no adverse trends/issues to raise or changes since the last board meeting.

Property – The Board noted an update on property, and MD confirmed that detailed recommendations would be made in the new year.

64/20 Strategy and Governance

UKA Operational Plan – JC introduced the new executive team and senior management colleagues into the meeting:

JC outlined that the objective was for the Board to meet the team, and for each to outline to the Board the initial work being done to date on the plan by which the organisation would deliver on its roles and responsibilities as identified in the Framework Agreement.

JC set out her view that the approach being taken would not be an easy task, but that it would be insight led, be designed to build trust with our partners, incorporate relevant commercial strategies for the future of the sport, and be financially robust.

JC introduced the three pillars and the plinth which will form the basic infrastructure of the approach: Athlete First, Flourishing Infrastructure and Commercial Minds with the Organisational Health forming the cross-cutting plinth.

The Board then received a summary on data insight work and each of the areas.

The Board welcomed the executive team, noted and agreed the direction of travel and looked forward to receiving more detail at future meetings.

65/20 – Events, Competitions and Commercial

Indoor Championships – KB introduced the paper from the Agenda and confirmed that having considered all alternatives that Glasgow would be the host location. Space availability had been a key consideration. It was confirmed that because of COVID-19 restrictions the event would be by invitation, the details of which are currently being finalised. This was noted by the Board.

It was requested that details in relation to timings and arrangements should be released as soon as available to allow for athletes to plan their travel as soon as possible, and that there should be consultation and consideration on travel and accommodation arrangements.

Outdoor Events – London Diamond League and British Outdoor Championships/ Trials – MD introduced the paper from the Agenda and outlined the current baseline position for the Diamond League event. The Board noted that the biggest uncertainty on revenue is the numbers of fans that would be permitted in the stadium itself, and related matters such as pricing.

The Board noted the date and time proposed for the London Diamond League event.

JC confirmed that we have now had confirmation on the disciplines for the London Diamond League event and detailed negotiations with athletes can now commence. It was agreed that a follow up Board meeting would be arranged in January 2021.

Action – MD to arrange follow up meeting with Board in January 2021.

64/20 Strategy and Governance (continued)

UKMC – Resolutions for AGM – The Board noted the proposals being presented for adoption to the AGM on the following Friday, 11 December. As well as specific changes to the Articles, which the Board considered would address a key requirement of the Change Plan, the Board noted that it is the intent of the members to agree a position statement on future work for publication after the AGM.

JC provided an update on discussions with UK Sport and the changes being proposed. This was noted by the Board.

Action – MD to produce overview note of changes, if agreed, arising from AGM.

Management of Health & Safety – MD introduced the paper from the Agenda. The Board agreed to the recommendations in the paper concerning the action plan to be implemented within UKA, and that specific oversight for health and safety should be retained by Audit Committee.

The Board noted that the policy would be reviewed for detailed wording between MD and the Audit Committee, which would also be shared and agreed with Chair for final approval on behalf of the Board.

Action – MD to update wording on policy and share with Audit Committee and Chair for approval.

2021 Board and Committee meeting schedule – The board reviewed and agreed the proposed meeting schedule for 2021, reducing meetings from 8 to 6, subject to a review in relation to the significant work that was being done in Q1 which may need Board engagement. Audit Committee and HR/Rem Committee meetings would be reviewed to reflect reduced numbers of Board meetings.

Action – PA and GA to review and agreed revised meeting schedule.

Action – MD to arrange for meeting dates to be sent to Board members.

Anti-doping Policy – The Board agreed the updated policy as set out in the Agenda, subject to a final review process as set out. The Board emphasised the need for a clear and pro-active approach in the communication of these changes with athletes and support staff.

66/20 Financial Performance/Forecast update

MD updated the board on the financial performance to the end of October 2020.

The Board noted the financial update and the assumptions to be used in respect of the 2021/22 budget.

67/20 People and Culture

Diversity Action Plan (DAP) – JC introduced the paper and draft DAP in the Agenda and invited comments from the Board.

The Board thanked Donna Fraser and all involved for the work done in producing the document. The Board approved the document in full for publication subject to review and update as appropriate from Chair/JC to ensure clear responsibility for recommendations and noted the following:

- **Board Diversity** – The Board discussed the overall position of Board diversity, particularly in the light of the anticipated changes to the composition of the Board at the AGM, and the appointments to be made by the HCAFs. The Chair set out the position, and matters that required consideration and actions to ensure the Board was best placed to achieve its roles for the sport.
- **DAP currently references specific Board directors as Diversity Champions** – The Board agreed that this should be replaced by a broader message about how the entire Board champions work in this area, with specific individuals and responsibilities identified as appropriate.

Restructure & Recruitment update – The Board noted the update in the Agenda and that the substantive changes have now been completed.

68/20 Any Other Business

Safeguarding Policies – The Board approved the Child and Adult safeguarding policies, subject to Chair and JC sign off for agreed amendments.

Reviews Generally - The Board agreed to receive at its next meeting a review of all recommendations arising from the third-party reviews over the last 18 months to ensure that all actions that were adopted are being actioned.

Action – JC to present review of recommendations and actions at March meeting.

There being no further business the meeting close at 14:00