

# Minutes of a Meeting of the UK Athletics Board of Directors

14 July 2021 on Microsoft Teams/at Crowne Plaza Newcastle, 10am

<b>Present</b>	Nic Coward (Chair) David Abrahams (DA) Gordon Arthur (GA) Penny Avis (PA) Joanna Coates (JC) Peter Crawshaw (PC) Steve Perks (DSP) Jennifer Thomas (JT) Anne Wafula-Strike (AWS) Mike Whittingham (MW)
<b>Observers</b>	Hannah England (HE), Jason Gardener (JG)
<b>In attendance</b>	Mark Draisey (MD) , Kate Bradley (KB)
<b>Apologies</b>	David Ovens (DO), Stuart Cain (SC)

## 1. Introduction and Attendees

Chair welcomed all to the meeting. There were apologies from DO and SC.

## 2. Approval of Minutes of Meeting on 26 May 2021

Board approved the minutes of the meeting on 26 May 2021.

### Actions and Matters from the Minutes not on the Agenda

PA confirmed the wording used for the Transgender Eligibility for Competition policy was the same as the wording approved by SERC and Board for the Shoe Rule.

PC is in contact with Mark Munro on the matter he has raised previously about the code of conduct for officials, and ensuring this is in line with the code of conduct for coaches.

### 2.1 Audit Committee Minutes 6 July 2021

The Board discussed the Reserves Policy for the Company as set through the Audit Committee. The Board noted this is a live document linked to and reviewed alongside the risk register by Audit Committee. The Policy is formally reviewed annually and on the Audit Committee agenda twice a year.

MD confirmed that the Sports Councils require funded organisations to have a reserves policy but do not prescribe specific terms, allowing UKA and all funded organisations to adopt an approach that is seen by each organisation, through its Board, as appropriate for the organisation.

Following a query in respect of the Sport England/DCMS loan to be considered in this meeting, MD confirmed that if the loan facility is approved and drawn there will be no impact on reserves. The impact will only arise as cash from the loan is spent.

Board asked for the policy on Gifts and Hospitality to be reinforced to staff. This will be on the agenda for the next all staff "Town Hall".

**Action: Gifts and Hospitality Policy to be added to agenda for next all-staff Town Hall.**

## **2.2 TAG Minutes & Records 18 June 2021**

Board noted the TAG minutes and formally approved the records of Keely Hodgkinson and Max Burgin.

## **2.3 Remuneration Committee Minutes – 7 June 2021**

Board noted the minutes.

GA updated Board on the discussions that had taken place to date in respect of the staff pension scheme. A formal paper for approval, which will also include details of other changes to employee reward and recognition is expected to be presented for formal ratification at the October Board meeting.

**Action: MD to present an employee total rewards proposal at October Board meeting, including revised pension contributions.**

## **3. CEO Report**

Board noted the report that had been provided, with the CEO raising the following matters.

### **Performance**

"JC updated the Board on disciplinary processes matters, the outcome of one matter was published on 16<sup>th</sup> July."

The Board queried why athletes were reported to have abstained from Covid vaccines. JC confirmed this is because the vaccine is not mandatory and some athletes as a matter of choice did not wish to be vaccinated.

The Board confirmed the authorisation levels for setting selection policies for events and teams.

The Board also noted that for all selections there was a clear policy and an identified decision-making panel or individual. The policies all meant that selection decisions, once made (and subject to any binding appeal provisions), were final, and were not capable of being amended or overturned by others, such as the Board.

### **Commercial**

Board discussed the importance of building on the Olympic/Paralympic narrative and Age of the Athlete brand to launch the new commercial strategy.

The paper on GB Sports Media was noted.

### **Competition**

Board thanked Katie Brazier and team for delivering a successful series of events, including the Diamond League the previous evening.

Board noted that a review of the UKA events season would be carried out in time for consideration in detail at the next Board.

**Action: Executive to carry out a review of the UKA events season for October board.**

### **Safeguarding**

JC noted an increase in cases following publication of new policies and procedures and now that the organisation's zero-tolerance approach is widely known. JC confirmed the data in the CEO report relates to Safeguarding cases under the two policies for children and vulnerable adults and also cases of alleged sexual, physical or other abusive behaviour. Data to be segmented in future to show difference between Safeguarding cases of children and vulnerable adults, and separately other allegations of abuse.

**Action: MM to segment current safeguarding data to show difference between safeguarding cases of children and vulnerable adults and allegations of other abuse.**

Board asked if current policies included online abuse. JC confirmed that it does. The view was that abuse of any form and through any media was contrary to the relevant regulations that applied across the sport, and therefore could lead to disciplinary action. It was noted that there were different levels of jurisdiction, and that UKA had limited if any jurisdiction in relation to matters at club level. These were generally a matter under HCAF provisions. Social media policies tended to mean a guidance as to what is and is not advisory or permitted behaviour, as a guidance, and it was noted that such social media policy will be reviewed in 2021 during the wider policy review.

**Action: KB to include social media policy in 2021 wider policy review.**

### **Clean Athletics**

Board noted the comprehensive report.

### **3.1 UKA Operational Plan 2021-2032**

Board noted the published UKA operational Plan and Chair thanked the team on behalf of all. Board encouraged it to be shared widely with stakeholders.

**Action: KB to print copies and send to Board when office reopens.**

**Action: KB to compile and circulate engagement data from the launch.**

### **3.2 Clinical Dashboard**

JC delivered a presentation on the latest clinical governance dashboard and confirmed she and the Performance Director (PD) both meet monthly with the Chief Medical Adviser (CMA). The Board noted that planning is underway to set up a new clinical governance committee to further advise and assist the CEO and PD, together with the CMA, drawing on expertise recruited into the Standards Committee, and further updates will be provided in due course.

Historic data in relation to record keeping is difficult to compare with current data due to a new system for checking in during Covid-19. However, the Board was assured that procedures were capturing the required information and the CEO did not have any issues to alert to the Board. The Board noted the update. Board noted that the medical team should have all required technical hardware and software to enable timely reporting.

The Board discussed cardiac screening and noted that it is not mandatory for all athletes within the UK Athletics scope. It was agreed that the Executive Team will consider and revert to SERC for further discussion for this to become mandatory for both able bodied and Para athletes.

A refined and updated dashboard will be presented at future board meetings.

**Action: New clinical governance dashboard to be presented at October Board.**

#### **4 Finance**

##### **Financial year to date**

MD update Board on the financial year to date. Q1 was a busy period for events and the finalised management accounts will be circulated to Board and Audit Committee once complete.

Additional expenditure has been incurred in Safeguarding. The review of the events season to be presented in October will include a financial appraisal.

**Action: 2021 events review and financial report to be presented to Board in October.**

##### **Sport England/DCMS Loan**

Papers were circulated before the meeting. Chair noted that Board have already approved the principle of accessing the loan facility, following receipt of an invitation to apply. The Board was being asked to approve the agreement to the facility, which would have to be drawn down latest in September. The proposal was to draw down the loan to its maximum.

MD confirmed the plan is only to use the additional cash generated as a result of accessing this facility to invest in projects which will deliver on goals identified in the Operational Plan from September 2021.

The Executive Team will bring a business case to Board on a case-by-case basis for approval and then report regularly on investment goals.

The Board approved entering into the loan agreement on the terms set out in the formal minute presented to the meeting, to be supplied to Sport England as programme manager on behalf of DCMS.

#### **5 Performance**

##### **Para Classification**

The Board noted the Panorama programme in relation to Para classification, and which it considered had raised no new issues.

Kirsty Allen, Classification Manager, joined the meeting and gave a presentation on Para Classification at UKA. The Board noted the contents of the presentation and thanked Kirsty for her diligence.

**Action: KB to circulate Para Classification presentation to Board**

**Action: KB to follow up with Classification Manager to ensure Para aspects are considered fully during 2021 policy review.**

## **Olympics and Paralympics selection update and operational decision- making during Olympics/Paralympics**

### **Selection**

Board noted the athletes who have been selected for nomination to Team GB by the Selection Panel, subject to appeal, and the outcome of the two appeals.

The selection process will be reviewed as part of the general post-Tokyo process for Olympics and Paralympics and findings presented to Board in October. Board asked if an athlete survey will take place as part of this. JC said SS will update on how she plans to review Tokyo with athletes after the Games. This would also involve coaches, and other support roles.

**Action: Confirm process for athlete contribution review of Olympic and Paralympic Games**

**Action: Present a review of Tokyo Olympic and Paralympic selection process at October Board.**

### **Operational Decision-Making**

JC has scheduled a daily call with Sara Symington, PD at 10am UK time during Olympics and Paralympics. PD is nominated 'Gold Command' in Tokyo and CEO is nominated 'Gold Command' in the UK. JC and NC will engage when necessary and NC will escalate matters to full Board on a case-by-case basis as considered necessary during the Olympics and Paralympics.

JC confirmed Team GB has a process to support athletes up to limited reasonable numbers who test positive for Covid-19 and who are sent home, including additional sports psychologists. UKA has developed its own process and additional mental health support has been developed by the UKA medical team although capacity may be stretched if there is a major outbreak. This will also be in place for the Paralympics.

The communications team in Tokyo will send back regular updates and content to share with Board and staff in the UK.

UK Sport has communicated that new medal aspirations follow close consultation with sports and take account of the "extraordinary circumstances" presented to athletes and staff in the build-up to the Games. Success will be measured in a "broader and more holistic" way than just medals.

## **6 Development**

Due to timing, the presentations on coaching data and TAG records approval process were postponed, with a specific session to be arranged.

**Action : KB to organise a separate session for Board members to hear the coaching data and TAG records approval process presentations by Mark Munro.**

## **7 People and Culture**

Board noted the report. JT offered advice and guidance on the next stage of developing organisational behaviours.

**Action: KB to follow up with JT on organisational behaviours.**

## **8 Strategy and Governance**

### **Risk Register**

MD confirmed there are three areas for review following discussion with Audit Committee. An update will be presented to Audit Committee and Board in October.

Board encouraged the Executive Team to focus more closely on external threats and risks, including data security, cyber-attack generally and crisis communications.

**Action: Updated Risk Register to be presented to Audit Committee and Board in October.**

### **UKA Members – Change Plan**

The Chair updated the Board on the general developments following the last UKA Members meeting and that there had been broad support for the changes to the make-up of the UKA Members and the creation of a new UKA Forum, the details of which need to be included in revised Articles of Association to be considered and voted upon at an EGM. The Board endorsed the approach set out in the briefing note.

The Chair noted that in addition to these changes there is an outstanding action to update the Object 2.4 of UKA's Articles and others which do not reflect the new roles and responsibilities of UKA and the four Home Countries Athletic Federations (HCAFs). This had been raised at the last UKA Members meeting. A note had been circulated but would be recirculated to the Board.

Chair confirmed that communication to clubs and other interested groups about progress of reform to UKA Members would continue to be via HCAFs as the membership organisations.

### **UKA Members Election Regulations**

The paper was noted and agreed in principle.

### **Strategy Day**

KB requested that this was moved to 9 December from 21 October due to diary clashes and Board approved.

**Action: KB to circulate new date for 9 December Strategy Day, replacing 21 October date.**

### **Boardsecure Governance Portal**

KB explained that future Board papers would be accessed via a new governance portal called Boardsecure. Further details and information will follow.





**Action: Circulate information about Boardsecure portal when set up.**

**9 AOB**

**European Athletics Board representation**

The Board noted the position and that discussion would take place with WA and EA and report made to the Board.

**2017 Newham Fatality**

MD provided an update to the Board and it was noted that there have been no substantive changes since January 2021 update.

**Gordon Arthur**

Chair informed Board that GA has given notice that he will step down from the Board on 31 December 2021.

The meeting closed at 15:06.

Next Meeting – 20/10/21 at 10am, planned to be in Birmingham