

Minutes of a Meeting of the UK Athletics Board of Directors

8 December 2021 at Ambassadors Bloomsbury London/Teams, commencing at 12pm

Present:	Ian Beattie (NC, Chair) David Abrahams (DA) Gordon Arthur (GA) Peter Crawshaw (PC) Mark Munro (MM) Steve Perks (DSP) Jennifer Thomas (JT) Anne Wafula-Strike (AWS) (Teams) Mike Whittingham (MW)
Observers:	Andy Heyes (AH) Jason Gardener (JG)
In attendance:	Cherry Alexander (CA) Liz Birchall (LB) Kate Bradley (KB) (Teams) Mark Draisey (MD) Angus McDonald (AM) (Teams - for Agenda Item 8) Chris Moss (CM) Ryan Murphy (RM) Steve Paulding (SP)
Apologies:	Stuart Cain (SC) David Ovens (DO)

1. Welcome and Attendees

IB welcomed everyone to the meeting and asked everyone to introduce themselves.

2. Apologies

There were apologies from SC and DO.

IB noted that he would open the agenda with an update on UK Sport (UKS).

IB spoke about his vision for the sport, which emphasises a 'one team' approach, uniting everyone in working together for the benefit of athletics in the UK, promoting respect and delivering change, including collaboration with HCAFs and UKA members.

Business Items

3. Declarations of Interest



No additional declarations of interest.

4. Minutes

- a. Approval of Minutes of 20/10/21 meeting:

Board approved the minutes of 20/10/21.

- Actions, Matters not on the Agenda

IB summarised the actions from the previous meeting, including those on the agenda. A live action and outcome tracker is kept by the Operations and Strategy Director and will be included as an Appendix in future board papers.

Action: KB to add the live action tracker to future board papers as an Appendix.

“The Board noted the update from MM on the financial investment in respect of WAIC24. The Board had a wider discussion on delegated decision making and noted that this would be considered by the Audit Committee in 2022.”

- b. Audit Committee Minutes 23/11/21

Board noted the draft Audit Committee Minutes of 23/11/21.

- c. SERC Minutes 26/11/21

Board noted the SERC minutes of 26/11/21.

MM explained that an important topic for discussion and recommendation at SERC was the paper on Transgender Inclusion in Domestic Sport. This paper, advised by SERC, has been prepared for the CEO Forum who will lead the process of making a recommendation to the UKA Board. Board noted that World Athletics and European Athletics should be involved as key stakeholders.

Action: KB to circulate paper on Transgender Inclusion in Domestic Sport for Board comment and approval.

For Discussion

5. CEO Report

MM led the Board through the CEO report included in the Board pack and summarised the Executive Action plan to March 2022.

MM provided an update on staff changes in performance, development, communications and events. He thanked Welsh Athletics who had seconded Chris Moss into the role of Interim Development Director while MM is acting as Interim CEO. Board asked if the Chief Medical Advisor still reports to the CEO and MM confirmed this. MM will circulate an updated organisational chart once the performance directorate changes have been confirmed.

Action: MM to circulate a UKA organisational chart once the performance directorate changes have been confirmed.

MM provided an update on two separate Diamond League (DL) matters. He said that UKA had confirmed Its decision to reduce the hosting of two DL events to one DL event in March 2021 MD also confirmed that UKA, in line with all member federations, had changed Its shareholding in DL to a membership.



Board asked about the strategic relationship with BBC. MM confirmed a recent meeting has taken place and that the focus is on developing the relationship and narrative.

AH noted it should be a priority to increase the depth of skills and experience on all athletics representative groups and bodies, including representation from Track and Field.

For Decision

6. Governance

a. Disciplinary Policy & Procedures & Documentation

MM updated on the process to update UKA's disciplinary policies and procedures which started in March. The policies are now all united under one set of rules and aligned to safeguarding. MM confirmed the policies are UKA policies and the documents refer to the jurisdiction. Board asked if this encompassed codes of conduct and MM confirmed it did. Board suggested individuals should be reminded of the new policies, rules and codes during the licence renewal process and other key touch points.

IB emphasised the importance of rules and policies but that this must also be accompanied by a culture of respect, good behaviour and ethical decision making.

MM explained that live cases would be dealt with using the old policies but all new cases would fall under the new policies.

Board approved the new policies.

b. Rulebook Proposals 2022

MM updated on the Rulebook consultation and change process which started in March 2021. Board approved the Rulebook proposals.

c. UKAD Clean Athletics Board Champion

MM updated Board that it is now a requirement from UKAD to have a Clean Athletics Board Champion which also affects the UKS funding agreement. There will be an education process for the nominated champion. Board nominated and appointed DSP as UKA Clean Athletics Board Champion.

d. Policy approvals

MD updated on the latest policies which were approved by Audit committee and asked for Board comment and approval.

- Health and Safety General Policy Statement.
- Schedule of Matters Reserved for Board. Board asked for more clarification around media releases and threshold for board approval.

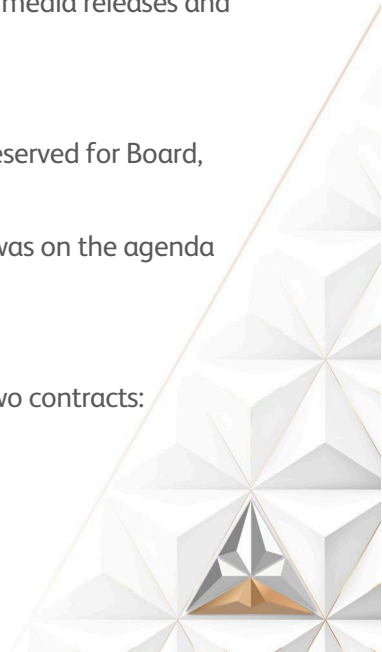
Action: MM/MD to clarify threshold for Board approval of media releases.

Board approved the Health and Safety General Policy Statement and Schedule of Matters Reserved for Board, subject to action above.

Board asked if there would be a formal review of Board effectiveness and IB confirmed this was on the agenda going forward.

e. Contracts Ratification

MD updated on points 3.1 and 3.2 of the CEO Report which asked for Board ratification of two contracts:



- The first is a 3-year Biomechanics services contract to ensure WCP athletes have appropriate biomechanics support in place;

The second is a 3-year WCP doctor service contract at Lee Valley, London; MD confirmed a due diligence process had been followed and that the people involved in the contracts were not linked to any current or historic investigation.

MD noted that Board ratification is required, in accordance with the procurement policy, where contracts are a direct-award without fair competition and are funded by public money. Board approved the contracts.

- f. Director appointment – London Championships Ltd

MD asked Board to approve a change in Director for London Championships Ltd, a wholly owned subsidiary of UKA from the former Chair Nic Coward to new Chair IB. Board approved the appointment of IB as a Director of London Championships Ltd.

For Information

7. Performance

- a. Technical Director appointment

MM update on the recruitment and selection process for the recent Technical Director post advertised by UKA. MM confirmed there was no preferred candidates following the shortlisting and initial interview process and that, following discussion with UKS, an interim solution was proposed to support athletes during an exceptionally busy year of events in 2022. UKA must provide an updated Action Plan for UKS although UKS has already approved the funding and strategic plan.

MM explained the proposal was to ask Steve Paulding to continue to 'act up' and to ask Tommy Yule to 'act up' in a Head of Performance role. A Performance Management Group of up to four people would be formed to support Tommy which would include UKS and external experts. Board noted that there needs to be clear authority and decision-making framework in place for this group.

MM also noted a 'Team Manager' role was being considered to provide leadership around the major events, starting with Belgrade Indoor Championships.

Board discussed the importance of investment in future leaders and a development strategy for the people responsible for support athletes throughout the pathway and age groups.

Board also discussed importance of communication and transparency with athletes around this proposed model for 2022. AH confirmed that athletes have welcomed being part of the recruitment and selection process to date. Board also discussed the importance of engagement with athletes outside of the WCP, including via HCAF performance leads.

Board approved the concept of the performance group and asked for a clear performance structure to be presented.

Action: MM to present a Performance staff structure at next Board meeting.

- b. APA update

SP updated on the process of WCP selections and appeals. Para had 48 places, selected 42 athletes, received four appeals, and added one additional athlete to the programme following appeal to make a total of 43. Olympic had

69 places, selected 67 athletes, received 16 appeals with one offered a place on the programme and one under review. The process will be concluded and reviewed in January to capture learning.

SP noted that an underspend of UKS funding, mainly from cancelled competitions and camps, has been rolled forward to the next financial year.

SP also updated on the Sport England funding bid that was submitted with England Athletics to support Futures. The funding will be received by England Athletics for Olympic athletes and by UKA for Para athletes and UKA will work closely with HCAFs on the performance pathways.

SP confirmed that a final report capturing Olympic and Para athlete feedback from Tokyo was complete and is available on request.

c. Rana Reider Due Diligence

MM updated Board on the due diligence process followed on Rana Reider (RR), the US based coach of four UK athletes. There is now a clear process in place to carry out due diligence on any athlete who moves to an international coach and includes an exit interview if there is a change.

As part of this agenda item, MM also updated Board on the external review by Sports Resolution into historic safeguarding cases. The recommendation is that UKA investigates every historical case of physical and sexual abuse that did not result in a sanction. This will require additional resource, but UKA is committed to the process.

d. Euro cross country update

MM gave a brief update on the team entered into the Euro Cross Country.

8. Finance

a. Management Accounts/Financial Performance to date

MD led a presentation on the 2021/22 financial performance.

b. 2022/23 Budget timetable

MD confirmed the 2022/23 budget would be presented to Audit Committee in early March 2022. A one topic meeting for the Board to approve the budget would be arranged for late March 2022.

c. Risk update

MD noted the key risks have already been highlighted and discussed during each agenda point and that the Executive will review and update the risk register on an ongoing basis.

d. Pensions update

Board approved the recommendation of RemCo. There will be communication to staff in the early new year.

9. Safeguarding

AM joined the meeting. He updated Board on the high volume of referrals which is likely to be sustained for a period of two to three years following UKA's continued communication about its commitment to safeguarding and confidence from the sport in the new policies and procedures. There are 57 live cases and 20 coaches who are suspended. The volume has led to an increase in case officers.

10. Events, Competitions and Commercial

a. World Athletics Indoors Championships 2024 Bid

MM noted the successful bid, thanked the team behind the bid, especially JG who had been an important figurehead.

b. Competition and Events Update

MM noted that competition and events would be discussed at the Board strategy day.

c. Commercial planning update

RM updated Board on the commercial strategy and activity. An independent review by Sports Collective identified five core assets as part of an Athletics Unified commercial strategy: team, events, social running, youth participation and coaching/volunteering. UKA is now very active in the market with a positive response

RM also updated on ticket sales for the indoor season. Board asked if Covid restrictions had been factored into budgets and impact on ticket sales and RM confirmed it had. Board also asked if UKA will use the indoor events to showcase assets to potential new sponsors and RM confirmed new business contacts will be invited.

11. Governance

a. UK Sport

This agenda item was discussed at the start of the meeting.

b. Change Plan/UK Members

IB noted that engagement and relationships with UKA Members is key and he wishes to work collaboratively to develop a cohesive model in line with UKS requirements. He is encouraging all involved in athletics to talk positively about the sport. Further discussion on implementation of the change plan requirements will take place at the meeting after the AGM on 17 December.

c. NED Recruitment

IB confirmed the process to recruit two new NEDs is live. The interview panel will be IB, JT and a representative from the Athletes' Commission.

d. BDO review

MD updated on the status of the BDO governance and finance review which is directly linked to the UKS feedback as outlined by IB at the start of the meeting. An updated terms of reference for the governance review is to be sent to UKA.

e. Dormant subsidiary accounts

MD confirmed that these accounts for the year ended 31st March 2021 have been prepared by Haysmacintyre and as sole director he will approve these accounts for filing at Companies House.

12. Any other business

Board asked about strategic discussions between UKA and HCAFs on race equality to ensure athletics continues to prioritise tackling discrimination and promoting Inclusion. KB confirmed that a single agenda Item CEO Forum had taken place in November and the actions included a new online tool to report discrimination and the implementation of a new discrimination case management system.

Board asked for an update on the High-Performance Centre. SP confirmed that UKA will second a project manager from EIS to oversee this and will provide an update at the next Board meeting.

IB noted it was GA's last Board meeting following a term of six years. IB thanked GA on behalf of all Board members for his commitment and time. GA will step down following this meeting.

13. Next Meeting

3 March 2022.

The meeting closed at 5pm.

Outcomes

Focus	Outcome
Governance	Approved Board minutes of meeting of 20/10/11
Policies	Approved new Disciplinary Policies and Procedures
Rulebook	Approved the 2022 Rulebook Proposals
Clean Athletics	Nominated and appointed Steve Perks as UKA Clean Athletics Board Champion.
Policies	Approved the Health and Safety General Policy Statement and Schedule of Matters Reserved for Board.
Finance	Approved the contracts of a 3-year Biomechanics services contract and a 3-year WCP doctor service contract at Lea Valley.
Governance	Approved the appointment of Ian Beattie as a Director of London Championships Ltd.
Performance	Approved the Performance Management Group structure.
People	Approved a new pension scheme for new starters.

Actions

Focus	Action	Owner	Deadline
Governance	Add the live action tracker to future board papers as an Appendix.	KB	3 March 2022
Policy	Circulate paper on Transgender Inclusion in Domestic Sport for Board comment and approval.	KB	31 December 2021
People	Circulate a UKA organisational chart once the performance directorate changes have been confirmed.	MM	31 January 2022
Policy	Disciplinary policy - check the legal terminology	MM	31 December 2021
Governance	Clarify threshold for Board approval of media releases.	MM/MD	31 December 2021

Governance	Contract sign off template and due diligence summary to be produced for Board approval of future contracts.	MD	30 May 2022
People	Present a Performance staff structure at next Board meeting.	MM	3 March 2022

