

**UK Members Council Meeting**  
**Friday 21 June 2019**  
**Athletics House, Birmingham**

**Attendees:** Tony Clements (TC) - Celtic Nations Clubs Representative – Acting Chair  
Steve Perks - Welsh Athletics Chair  
Myra Nimmo (MN) - England Athletics Chair  
Ian Beattie - Scottish Athletics Chair (via video link)  
Roy Corry (RC) - Athletics Northern Ireland Representative  
Hannah England (HE) – Chair of the Athletes Commission  
Toni Minichiello (TM) - Coaching Representative  
Mike Harris (MH) - Clubs Representative  
Roland Gibbard (RG) - Road Runners Representative  
Wendy Haxell (WH) - Officials Representative

**Apologies:** Jason Gardener (JG) -President

**In Attendance:** Sarah Rowell - (SR) - UK Athletics Interim Chair  
Penny Avis (PA) – UK Board Member (SID)  
Nigel Holl (NH) – UK Athletics Interim Chief Executive  
Jonathan Orr - (JO) - UK Athletics Chief Financial Officer  
Ellen Neal (EN) – Executive Assistant to CEO  
Helen Wyeth – Minutes

Agenda item	
<b>1</b>	<p><b>Welcome and Apologies</b>  TC opened the meeting and welcomed Steve Perks (Welsh Athletics Chair), Penny Avis (UKA Board member/SID) and Ellen Neal (Executive Assistant to CEO) to the UK Members Council meeting.  Apologies were noted from JG</p>
<b>2</b>	<p><b>Minutes of the Meeting held on 15 February 2019</b>  Subject to the mark ups being ‘accepted’ and removal of an unnecessary bullet point mark in 6a/b, the minutes were approved.</p>
<b>3</b>	<p><b>Matters arising from the meeting held on 15 February 2019.</b>  Completed matters arising from the minutes were confirmed. Remaining items were as follows:</p> <ul style="list-style-type: none"> <li>- Dates of 2019 meetings to be recirculated <b>ACTION: EN</b></li> <li>- Honours Nominations. SR advised that Donna Fraser is to chair a UKA Honours Committee and manage any UKA applications. UKMC as a group or as individuals can put forward recommendations to the Honours Committee (via Donna) at any time. HN’s were also encouraged to submit nominations in their own right. <b>ACTION ALL</b></li> </ul>

	<ul style="list-style-type: none"> <li>- Home Nations Sports Councils to be invited to UKMC once the new UKA Chair Chris Clark who takes up his post.</li> </ul>
4	<p><b>President's update</b> Report taken as read</p>
5	<p><b>UKA Update and Q&amp;A</b></p>
5a	<p><b>UKA Chair, SID, further NED and CEO Recruitment - SR</b></p> <ul style="list-style-type: none"> <li>• SR confirmed the appointment of Chris Clark as the new Chair of UKA from 1 July 2019 and thanked TM for his contribution to the appointment panel. SR confirmed UK Sport also supported the appointment.</li> <li>• SR advised her own Board appointment had been extended by one year to May 2021 to add continuity to the performance review and funding applications in particular.</li> <li>• PA confirmed Peter Taylor had stepped down as the SID and that she would be taking on this additional Board role (also Chair of the Audit Committee)</li> <li>• Advertisements will soon go out for two new UKA Board members</li> <li>• The advertisement for the new CEO of UKA is now live with a closing date of 12 July. PA is managing this process. Interviews are expected in late July.</li> <li>• IB thanked SR on behalf of the UKMC for stepping in as interim chair over a difficult period.</li> </ul>
5b	<p><b>Plan of action moving forward - PA</b></p> <ul style="list-style-type: none"> <li>• PA introduced herself to the UKMC, outlining her previous roles and current additional Board positions as a portfolio director, several of which include aspects of cross over especially in relation to membership organisations.</li> <li>• PA presented her thoughts on how she can help ensure the Chair of the Board of UKA and also the UKMC (as a collective) undertakes a quality performance assessment/self-assessment annually. Examples of potential review questions for both the Chair and UKMC were presented as a straw man and the UKMC were asked to consider these outside the meeting and add additional comments/questions they felt would be beneficial. <b>ACTION: PA to circulate the presentation to UKMC for input</b></li> <li>• PA confirmed that it is the UKA Boards role to hold the Snr Leadership to account for delivery of the strategy whilst also ensuring the UKMC are apprised of progress.</li> <li>• PA presented a proposal for a more structured and formal induction programme for all UKMC members. <b>ACTION: UKMC members to review draft induction plan and send additional ideas to PA.</b></li> <li>• The delivery of the induction programme would be the responsibility of the HR Team and as Chair of the Audit Committee PA confirmed it was her responsibility to ensure it happened.</li> <li>• WH requested shadowing of the previous person in role (e.g. official rep) to be added to the induction chart. <b>ACTION: PA</b></li> </ul>

	<ul style="list-style-type: none"> <li>• As a formal induction process had not taken place for all current UKMC members, PA agreed to contact members individually to assess personal requirements - with the possibility of holding a 'mini induction' prior to for example the next UKMC meeting / other suitable time for all. <b>ACTION: PA</b></li> <li>• Concerns over the signing of the UKMC Code of Conduct had previously been noted and in response to this PA proposed a 'reverse code' meaning that all items discussed would not be deemed confidential unless it was specifically agreed and minuted as confidential in the meeting. This proposal received UKMC support and was seen as a positive step forward.</li> <li>• Discussion was held around the need for the UKMC to be a sounding board for the UKA Board. It was clarified that following robust debates at UKMC, collective decision making would take place. Minutes would be noted in the passive.</li> <li>• UKMC were also asked to consider what information/papers etc should be brought to UKMC to enable to UKMC to carry out its role. IB was keen to discuss this area in particular. <b>ACTION PA to contact IB. Note: in addition, PA to contact WH ref officials data requirements.</b></li> <li>• Following the implementation of induction, a review of the UKMC Board papers and an agreement on self-assessment criteria, it was hoped that the UKMC would be able to undertake its first self-assessment after four further meeting.</li> <li>• Alternates. Following a robust debate around sending alternates it was agreed that: <ul style="list-style-type: none"> <li>○ In principle no alternates would be permitted</li> <li>○ For a non-attending UKMC member, comments on the papers should be made in advance to the Chair or to another UKMC member to bring forward</li> <li>○ In exceptional circumstances an alternate may be agreed if the agenda items are very important / critical. If the alternate can vote or not was not confirmed – <b>ACTION: PA to review</b></li> </ul> </li> <li>• To support this decision on alternates it was agreed that all papers must be circulated a minimum of seven day in advance of the meeting via EN. Papers sent after that timescale may not be considered. <b>ACTION: ALL/EN</b></li> <li>• In addition, a review of the meeting calendar should take place to ensure where possible UKMC meeting align with athletics meetings or events where the UKMC is generally in attendance. <b>ACTION: JG/JO</b></li> </ul> <p>PA thanked the UKMC for their time and also JO for his assistance with the presentation. It was agreed that PA should stay in attendance for the remainder of the meeting.</p>
5c	<p><b>Strategy – next steps and timescales – NH</b></p> <ul style="list-style-type: none"> <li>• A revised copy of the front page of the document 'An Athletic Nation – working together' was circulated. The document which has been endorsed by the Board of UKA and all the HC's is a 'vision' document rather than a detailed delivery plan.</li> <li>• From a UKA perspective the document confirmed its supportive role in areas that are HC driven and led such as 'young people'. UKAs role includes areas</li> </ul>

	<p>such as advocacy, lobbying and showcasing via communications, new media, digital etc</p> <ul style="list-style-type: none"> <li>• England Athletics confirmed it is also using the vision document to assist the new strategy group.</li> <li>• Based around the vision, it was hoped that the delivery plans for all four HCs and UKA that would knit together to make one complete document for delivery of the sport bottom to top.</li> <li>• Discussion is currently ongoing regarding a suitable launch of the document</li> <li>• It was noted that there is still work to do and constant dialogue needed between groups as the vision document is still very much ‘big picture’</li> </ul>
<b>5d/f</b>	<p>UKMC concerns captured/ Q&amp;A</p> <ul style="list-style-type: none"> <li>• TM and WH requested it be noted that they felt there should be specific sections around coaching and officials within the vision, whilst IB felt the area of ‘workforce’ did represent the volunteer contribution. As part of the second review it was agreed that all references to specific areas such as coaching and officials would be pulled out and highlighted on order that a review of this point could take place.</li> <li>• TC confirmed that the UKMC were happy with the vision document to date and that it was important now to be part of the consultation around delivery plans.</li> <li>• PA confirmed the document was a work in progress draft and should remain confidential at this stage.</li> <li>• Following a question around the performance review and its timing, it was confirmed that this was a Board led review (not led by Performance) and that it was essential to complete this work now in order to be able to meet the UK Sport deadlines for UK Sport funding plan submission post Tokyo.</li> </ul>
<b>5h</b>	<p><b>Edinburgh Agreement (agenda item brought forward prior to IB departure at 1pm)</b></p> <ul style="list-style-type: none"> <li>• The Edinburgh Agreement had been circulated to meet an action point at a previous UKMC meeting. This requested that an action plan (names/deadlines) should be brought back to UKMC for information.</li> <li>• Several new UKMC members (RG and SP in particular) needed to be brought up to date on the background to and detail in the Edinburgh Agreement.</li> </ul> <p><b>ACTION: PA/RG/SP</b></p>
<b>6</b>	<p><b>Scottish Athletics report (note agenda item brought forward prior to IB departure)</b> Report taken as read with the following comment</p> <ul style="list-style-type: none"> <li>• TM and Mark/Stephen to catch up on the sharing of coaching information and the CPD pathway in particular. <b>ACTION: TM/MM/SMaguire</b></li> </ul> <p>At this point IB left the video call, noting the technology had worked well</p>
<b>5g</b>	<p><b>Appointment of President, Vice President, and other UKMC Posts – JO</b></p> <ul style="list-style-type: none"> <li>• JO spoke to a paper previously circulated to UKMC on nomination and election processes.</li> <li>• It was confirmed that the President is allowed to stand for two terms of four years. JG first term of office is due to end at the AGM (Dec 2019). Following positive debate, the UKMC confirmed that it wished to nominate JG for a second term of office as President. PA confirmed that the UKA Board also supported a second term of office for JG.</li> </ul>

	<ul style="list-style-type: none"> <li>The Vice Presidents role is currently vacant and the UKMC were asked to consider suitable candidates to nominate. Names should be passed to JO. A copy of the requirements / role of the VP was to be reviewed and circulated to the UKMC. <b>ACTION: ALL re nominations, ACTION:JO/PA re VP requirements</b></li> </ul>
6	<p><b>Home Countries Update</b> All reports were taken as read</p>
7	<p><b>Volunteer updates</b> <b>All reports were taken as read.</b></p> <p><b>Additional points noted were:</b></p> <p><b>Athletes Commission (HE)</b></p> <ul style="list-style-type: none"> <li>Significant concerns were raised over the provision of domestic competition opportunities to secure IAAF ranking scores. Discussion was held over the possibility of races such as ‘BMC A’ races i.e. a race or event within a meeting, meeting IAAF criteria. NH confirmed that UKA had made very clear its views against the IAAF system and in turn the EAA was also overwhelmingly against the new IAAF system. The next opportunity to raise this issue will be the IAAF Congress in Doha in September.</li> </ul> <p><b>Coaching Commission (TM)</b></p> <ul style="list-style-type: none"> <li>Coaching code of conduct, is it live or not?</li> <li>A question was raised over HC’s investment plans into the outcomes of the coaching review. MN confirmed that EA were unable to confirm any commitment to invest until the review had been completed.</li> <li>In response to a question on updates required to the online education programmes, it was noted that improvements to technology were required.</li> <li>It was also noted that as a whole the sport should aim to develop a stronger pool of coaches (elite) in order that UK&amp;NI athletes did not feel the need to seek support from foreign coaches.</li> </ul> <p><b>Clubs Report (MH)</b></p> <ul style="list-style-type: none"> <li>A copy of the terms of reference for the competition strategy group was requested <b>ACTION: JO to circulate</b></li> </ul> <p><b>Road Runners and off track – RG</b></p> <ul style="list-style-type: none"> <li>A question was raised regarding required report content. It was advised that following a review of the first principles of UKMC (i.e. what is discussed at UKMC), then required report content will be clarified.</li> </ul> <p><b>Celtic Nations Clubs (TC)</b></p> <ul style="list-style-type: none"> <li>The complexity and time required by volunteers to organise and deliver the BAL and D1 match on the same weekend as the Regional Championships (never again).</li> </ul> <p><b>Officials Commission (WH)</b></p>

	<ul style="list-style-type: none"> <li>Concern was raised over the poor notification of officials by the BAL (volunteer led group)</li> <li>Photo finish systems and their verification process was raised. Advise to be sought from TAG and guidance confirmed <b>ACTION: NH via TAG</b></li> <li>NH to pick up with Paula Dunn ref API's and athlete numbers to manage expectations <b>ACTION: NH</b></li> <li>Concern over Health and Safety issues relating to wheelchair racers and visually impaired athletes was raised. <b>ACTION: NH to refer to TAG</b></li> <li>Gill Wrights award of British Empire Medal was noted for her 50 years of service. <b>ACTION: JG to write to Gill to congratulate her on behalf of UKA.</b></li> </ul>
9	<b>Any other business</b>
10	<b>Date of next meeting</b> 20 September 2019 Apologies in advance received from HE and WH

**UKMC  
Action Points  
Friday 21 June 2019**

<b>Page 1</b>	Item 3	Dates of 2019 meeting to be recirculated. <b>ACTION: EN</b>
<b>Page 1</b>	Item 3	UKMC members encouraged to submit recommendations for Honours to Donna Fraser. <b>ACTION: All</b>
<b>Page 2</b>	Item 5b	UKMC to receive copy of Penny Avis presentation <b>ACTION: PA</b>
<b>Page 2</b>	Item 5b	UKMC to input to PA thoughts on self-assessment straw man for Chair and UKMC <b>ACTION: ALL</b>
<b>Page 2</b>	Item 5b	UKMC members to review draft induction plan and send thoughts to PA. <b>ACTION: ALL</b>
<b>Page 2</b>	Item 5b	Shadowing to be added to draft induction plan. <b>ACTION: PA</b>
<b>Page 3</b>	Item 5b	PA to contact UKMC members to review individual induction needs. <b>ACTION PA</b>
<b>Page 3</b>	Item 5b	UKMC to consider what information / papers should be brought to UKMC and send thoughts to PA. IB particularly interested in this area. <b>ACTION ALL</b>
<b>Page 3</b>	Item 5b	WH requirements for additional officials data <b>ACTION: PA to contact WH</b>
<b>Page 3</b>	Item 5b	Voting right of alternates to be reviewed. <b>ACTION PA</b>
<b>Page 3</b>	Item 5b	All papers to be circulated at least 7 days prior to UKMC <b>ACTION: ALL/EN</b>
<b>Page 4</b>	Item 5h	Specific induction on the Edinburgh Agreement for RG/SP <b>ACTION PA</b>
<b>Page 5</b>	Item 5g	Copy of Vice Presidents role requirements to be circulated to UKMC <b>ACTION: JO</b>

<b>Page 5</b>	Item 5g	UKMC members to think of suitable nominations for VP and pass to JO <b>ACTION: ALL</b>
<b>Page 5</b>	Item 7	Terms of reference for the competition strategy group to be circulated. <b>ACTION JO</b>
<b>Page 6</b>	Item 7	Advice to be sought from TAG on photo finish verification. <b>ACTION NH</b>
<b>Page 6</b>	Item 7	Paula Dunn/API numbers <b>ACTION NH</b>
<b>Page 6</b>	Item 7	Concern over Health and Safety issues relating to wheelchair races and visually impaired – ACTION NH to refer to TAG
<b>Page 6</b>	Item 7	Congratulation letter to be sent to Gill Wright ref her BEM. <b>ACTION JG</b>