

**UKA Board Meeting
UK Athletics, Alexander Stadium
20 March 2019**

Attendees: Sarah Rowell (SR) – Chair
David Bedford (DB)
Gordon Arthur (GA)
Penny Avis (PA)
Jonathan Orr (JO)
Peter Taylor (PT)
Jason Gardener (JG)
Nigel Holl (NH)

In attendance Cherry Alexander (CA)
Neil Black (NB)
Sarah Coffey (SC)

Apologies: Anne Wafula-Strike (AWS)

19/15 Welcome, apologies & conflicts of interest

SR welcomed everyone to the meeting. No apologies were received. There were two new conflicts of interest reported.

DB will be acting as a consultant for Tokyo Marathon and offering support to a Japanese equivalent of runbritain.

JG has a professional relationship with the business DC-Activ who are producing the “view from seat” for TV Events.

19/16 Minutes of the meetings 30 January 2019

The minutes of the meeting 30 January were approved as a true record.

19/17 Matters arising from meeting 30 January 2019

The matters arising from the meeting 30 January 2019 were either included on the agenda of the meeting or discussed and / or closed with the following actions:

- Goodform to review data for AWC & MAG to show number of people who had “made a choice” between the two events – Full report on ticket purchasers to be circulated to the Board for information. **Action:** CA

- Board Appraisal Review & Skills Matrix - This will be reviewed again once the new Chair is appointed.
- Board Committees Membership - GA highlighted that the Board would be an NED down and recommended considering co-opting a Board member to cover this vacancy. This will be reviewed again once the new Chair is appointed.
- GA noted the need to re-engage with the ED&I training. This is ongoing.

19/18 Chairs Update

UKMC/HCAF Chairs - SR noted the HCAF Chairs were meeting on 3 April.

SR confirmed the appointment of Stephen Perks as the new Chair of Welsh Athletics who starts on 1 April.

Chair Recruitment - SR reported that the first update from SRI on the recruitment of the Chair is expected this week. PA will update the UKMC on the process. PA has prepared a fairness paper for all interviewees.

Toni Minichiello will be the independent panel member on the Appointments Panel.

19/19 Board Committee Updates

Audit Committee – PA gave an update on the Audit Committee meeting held 5 March noting:

- Main discussions around the 2019/20 budget
- Reserves Position reviewed and updated

HR Remco - GA gave an update on the HR Remuneration Meeting held 13 February noting the following policies which were approved:

- Whistleblowing policy (Internal)
- Whistleblowing policy (External)
- Social Media
- Flexible Working Policy
- Grievance Policy
- Managers and Employee Guidelines to the PPDR process
- Conduct and Ethical behaviour
- Family friendly policy
- Conduct and ethical behaviour policy
- Drugs and alcohol policy

Six people have been approved for bonuses with one person having their role regraded.

A 2% cost of living salary increase for all staff was approved subject to MAG ticket sales and affordability. This was approved by the Board. **Action** NH/JO to inform staff and implement

19/20 An Athletics Nation

NH updated the Board on the updated An Athletics Nation document and confirmed that it was with each of the HCAF Boards for approval. Once all Boards have approved the document the HCAF CEO's will finesse to produce the final version. Underpinning business plans/strategies are the responsibility of each of the HCAF and UKA.

The Board discussed the document and approved. GA recommended a launch event for the vision document. SR to discuss with the HCAF Chairs at their meeting on 3 April. **Action:** SR

LB joined the meeting

19/21 Stakeholder Strategy

LB gave a presentation on the proposed stakeholder management plan and noted that all aspects of the sport are stakeholders and all should be engaged with.

The Board discussed the proposal and felt that the principles were vital and should be part of everyone's job. **Action:** LB to pull together list of key influencers and the Board are asked to feed in to LB any links that are working currently.

Next steps are to identify any groups that are missing

PA suggested that using the An Athletics Nation launch as an opportunity to engage with a number of selected influencers and stakeholders.

Action: GA/SR & LB to update, review and discuss prior to the meeting.

19/24 Charity Partner

NH asked the Board to approve a 3 year partnership with Track Academy as UKAs adopted Charity Partner for London.

The Board discussed the proposal and approved the proposal. GA suggested that there is an opt out offering to support the charity on ticket purchases rather than offering an option. NH noted that the most important thing for the charity was the awareness provided by the partnership and not the possibility of additional funding. It was agreed to leave as currently, ie opt in.

19/25 National Honour

NH suggested a Nominations Working Group (including HCAFs) to meet and discuss nominations for National Honours from athletics. The Board agreed for the group to be established with Donna Fraser leading on the nominations, subject to no conflict with her role reviewing nominations on the Honours Committee. **Action:** Donna Fraser to propose the group membership to the next Board meeting.

19/26 2019/20 Budget

JO presented the 2019/20 budget. This included costs for the Talent Strategy, increase in Diamond League costs and a 2% annual pay award.

JO noted the reserved policy has also been updated in line with the business needs following the request of the Audit Committee

The Board approved the budget for 2019/20.

19/27 SLT Reports

The Senior Leadership Team reports from the Performance Director, Major Event Director, & Chief Financial Officer and the Domestic Competition report were taken as read and noted.

Finance

Advisory Groups Terms of Reference/Chairs - The Board asked for this to be brought to the Board on an annual basis. SLT to agree that the Advisory Groups are doing what is required.

Risk Register - The Board noted the Risk Register. GA asked for an additional column to be added for likelihood and impact. **Action:** JO

Board Planner - The Board noted the Board Planner and highlighted the May Board meeting missing.

GA raised concern that regarding the Safeguarding policies and UKAs responsibilities, and asked that this is reviewed asap with HR Remuneration Committee reviewing at the meeting in June. **Action:** JO & NH to review.

Performance

Performance Review Coaching – NB reported that Vikki McPherson was now in role and working to the Terms of Reference and has already met with a number of people. The Coaching review will be across the whole sport with the Performance part taking priority.

UK Sport APA Income Validation Checks – NB noted that the change of date on the APA income validation check from 18 March to 1 April for one podium athlete to comply.

JG asked about coach bonuses and the payment to coaches who do not follow our values & behaviours. SR confirmed that the coaches code of conduct allows for payments not to be made if they have breached the code of conduct. NB confirmed that coach bonus payments were made linked to World Championships and Olympic/Paralympic Games. It was agreed that details of these should be confirmed and seen by both POC/audit committee

Action: NB to provide details to both Committees

Culture Health Check – This will be covered at the POC meeting next month.

19/28 Any Other Business

UKMC – JG updated the Board that Donna Fraser has stepped down as Vice President and provided a short verbal update from the last UKMC meeting.

Scotland – NH confirmed that Scottish Government and Scottish Athletics were keen to host IAAF World Indoors in 2024.

19/29 Date of Next Meeting

Wednesday 1 May – 10 am, Alexander Stadium