

**UKA Board Meeting
UK Athletics, Alexander Stadium
18th September 2019**

Attendees : Chris Clark (CC) –Chair
Sarah Rowell (SR)
David Bedford (DB)
Penny Avis (PA)
Gordon Arthur (GA)
Jonathan Orr (JO)
Anne Wafula-Strike (AWS)
Nigel Holl (NH)
Jason Gardener (JG)

In attendance: Cherry Alexander (CA)
Ellen Neal (EN)

Apologies: Neil Black (NB)

1. Welcome, apologies & conflicts of interest

CC welcomed everyone to the meeting. Apologies were received from Neil Black. There were no new conflicts of interest reported.

2. Chairs update

CC thanked NH for all the work he has completed as Interim CEO. CC confirmed that there will be a period between NH leaving and ZHP starting in the role. NH advised that there needs to be an accountable officer for UK Sport for that period and suggested JO. JO confirmed he is happy to cover this role in the interim.

Action – NH to advise UKSport

NED interviews will be taking place after Doha Congress.

HCAF update:

- Currently looking at a commercial opportunity re Health and Wellbeing in the workplace with Scottish Athletics.
- CC has been invited to the Scottish Athletics Annual Dinner event. SR has also been invited and accepted. ZHP has declined. NB is also a possible attendee.
- England have a Funetics programme and CC has arranged a meeting with a potential sponsor who are looking to engage customers across children, exercise and wellbeing.

Para Athletics – CC confirmed that he wished to re-emphasise the need to increase the focus on Para programmes. GA commented that it would be really helpful to also look at increasing employment opportunities within UKA.

NH discussed the Para Coaching symposium event that will be taking place soon. AWS is attending both days of this event. PWC have agreed to host the Para World Championships Team announcement.

3. Minutes of the meeting 23 July 2019

The minutes of the Board meeting on 23rd July were approved as a true record.

Action: NH to distribute

4. Matters arising from meeting 23 July 2019

The matters arising from the meeting 23 July 2019 were included on the agenda of the meeting or discussed and / or closed. The summary Matters Arising document is attached to this document.

SR advised that Hannah England (HE) attends POC meetings. It was agreed that HE should have an open invitation as a standing attendee to all Board meetings and that HE would agree with the Chair where she is able to attend and any subject she wished to raise; she would not be expected to attend all Board meetings.

Action: SR to feedback Board decision to HE

Audit Committee Terms of Reference – PA proposed that the Audit Committee additionally take responsibility for monitoring of the governance of the UK Members Council. This was approved.

5. Management Action Plan – Cost Reduction (JO)

JO discussed that following on from the last meeting he had had further meetings with budget holders regarding making various cost savings and progress had been made.

TV events income is largely now finalised, with the three main events having just taken place the costs are less certain.

GA noted that the Board non-salary costs, GA asked if there are ways for the Board to cut back. JO confirmed that meeting costs were a key component of this figure. NH confirmed that this is being addressed and that some meetings are cheaper to hold in Head office rather than London. JG discussed using Skype and conference calls rather than face to face.

6. HR Rem Com report (GA)

GA reported on progress on various items as follows; Training and development - we are using the apprenticeship levy to fund Leadership programme to train 8 managers over an 18 month period. There has been some initial progress in respect of the consultants/IR35 project, this is due for completion by April 2020.

There has been an annual pension scheme review with Scottish Widows.

PA confirmed that GA will lead on the consultants review in regards to data gathering and then look at the cost implications. Audit Committee will then review.

Action – JO to review the service provided and fees currently being paid to the IFA

7. Matters for noting, where required

CEO report

NH considered that the brand name “Anniversary Games” needs to be reviewed. Feedback was that people don’t understand what it is in Anniversary of. This will be addressed in the marketing considerations for the event

DB suggested that the Olympic trials could be launched early, and it will be key focus for anyone that has an interest in the Olympics.

Action: CC asked the Board (by the end of October) to agree that we need to protect the status of the two D/L events - ALL

In regards to Domestic responsibilities, NH made a recommendation that Donna Fraser for continuity purposes continues with this role until Zara starts and is able to take a view.

Action: Board agreed to the proposal regarding Donna Fraser

Finance / Governance – JO

Health and Safety report – JO confirmed that Ashley Charlewood has made progress in his first 6 weeks. In overview he considers that UKA are compliant in its responsibilities.

Action: JO to provide Health and Safety project implementation timeline at the October Board.

JO confirmed the timeline regarding filing the financial statements with Companies House. The Audit committee have reviewed the final version of the accounts. JO will share the final accounts with the Board prior to submission.

Action: JO to circulate final Financial Statements.

GA asked if there is going to be anything on the April 2020 official conference agenda to consider how to improve the diversity amongst the official population and recruitment of officials. NH confirmed he had not been involved in any element of discussion for the agenda but will speak to Donna Fraser.

Action: NH to raise increasing Officials diversity with Donna Fraser

The Senior Leadership Team reports from the Performance Director and Major Event Director reports were taken as read and noted.

12. Any Other Business

Meeting dates to be confirmed for 2020.

Meeting closed.

13. Date of Next Meeting

Tuesday 22 October, Birmingham