

**UKA Board Meeting
British Olympic Association
30 January 2018**

Attendees: Richard Bowker (SRB) – Chair
Niels de Vos (NdV)
David Bedford (DB)
Gordon Arthur (GA)
Peter Taylor (PT)
Sarah Rowell (SR)
Penny Avis (PA)
Jonathan Orr (JO)
Anne Wafula-Strike (AWS)

In attendance Jason Gardener (JG)
Cherry Alexander (CA)
Neil Black (NB)
Nigel Holl (NH)
Sarah Coffey (SC)

Apologies None

18/1 Welcome, apologies & conflicts of interest

SRB welcomed everyone to the meeting with particular welcome to PA for her first meeting. There were no new conflicts of interest.

18/2 Minutes of the meetings 8 December 2017

The minutes of the meeting 8 December 2017 were approved as a true record. The Board approved the minutes for publication on the UKA website as part of the Code of Sports Governance. JG asked for track changes on the minutes for publication going forward. **Action:** SC

18/3 Matters arising from meeting 8 December 2017

The matters arising from the meeting 8 December 2017 were discussed and either included within the agenda, completed or closed.

18/4 Chairs Update

SRB noted a very successful BBC Sports Personality of the Year event with Coach of the Year for Stephen Maguire, Christian Malcolm and Benke Blomkvist and Jessica Ennis-Hill's Lifetime achievement award. The climax of the evening was undoubtedly in the overall Sports Personality of the Year Award, with Mo Farah winning the title and Jonnie Peacock coming third. Overall, this is probably the best ever performance for athletics.

SRB also noted the recent YouGov survey which showed the British public voting for athletics as the most exciting sport to watch.

18/5 Strategy

NdV gave an update on the conversations since the last Board meeting on the development of Strategy including the 1:1 meetings that had taken place with the CEOs of Welsh Athletics, Scottish Athletics and England Athletics prior to Christmas.

The Board discussed the forthcoming HCAF Chairs and CEOs meeting on 2 February and the proposed agenda for the discussion. The Board agreed that the meeting should seek to adopt a consensual approach to strategy development and every effort should be made to engage in a collegiate manner with Home Countries..

SRB noted that following his dinner with Myra Nimmo in December the date of a joint dinner has been suggested as Wednesday 9 May 2018. SRB said he was going to try and get the date brought forward if possible but for now, we should assume the backstop date would be 9 May.

NH outlined the detailed strategy development since the last Board meeting and the Board discussed at length the challenges facing the sport in the near future. It was agreed that it was essential to get the strategy right and for nothing to go public until the Board are 100% happy with it. SRB asked that any comments on the latest drafting be fed back to NH. **Action:** All

It was agreed to update the Board regularly on progress rather than wait to the next Board meeting. **Action:** NdV

18/6 Athletics World Cup

NdV updated the Board on the progress of the Athletics World Cup since the last meeting, confirming the launch date as Thursday 8 February. NdV confirmed the Mayor of London and Lord Seb Coe were both supporting the launch.

a) Broadcast

NdV updated the Board on his discussions with a domestic Broadcaster. They were generally excited about the Athletics World Cup . .

The Board discussed the options and agreed discussions should continue with the BBC and delegated authority to Chair, CEO & CFO to agree a deal within the framework discussed and to keep the Board up to date on progress. PA agreed to review contracts on behalf of the Audit Committee.

b) International Broadcast

NdV confirmed an offer from Lagadere (our current partner). The Board confirmed that they were happy to proceed with Lagadere for International Broadcast but that should future editions of the World Cup not transpire for whatever reason, any

contract with Lagadere would not leave UKA exposed to any clawback of the MRG from Year 1.

c) Ticketing

NdV confirmed that following the Audit Committee meeting 16 January where the Athletics World Cup ticket prices had been compared with Muller Anniversary Games, a review of the ticket prices had been carried out to differentiate between the two events.

JO & PA will review the tickets sales regularly and monitor, with PA reporting to the Board any concerns.

NdV confirmed that a decision on the UK Sport funding would be given in principle after their Board meeting on 31 January.

18/7 Olympic Stadium

NdV reported on the response from E20 following the meeting on 8 January. SRB confirmed that the E20 meeting was very constructive and engaging, however NdV noted the concern still on the uncertainty for 2019.

18/8 Staff Survey

The Board discussed the results of the staff survey and noted the areas of concern. Ralph Knibbs will produce an action plan in conjunction with the Senior Leadership Team for discussion at HR Remuneration Committee.

18/9 Board Appraisal Summary

SRB suggested the actions outlined in his summary paper are put in place unless anyone had any concerns.

PT confirmed that the appraisal of the Chair had also been carried out.

18/10 Date of Dinner with England Athletics Board

SRB confirmed the date agreed with England Athletics for a joint dinner as Wednesday 9 May in London, however SRB will encourage England Athletics to offer an earlier date.

18/11 Audit Committee Terms of Reference (Paper H)

PA highlighted the proposed changes to the Audit Committee Terms of Reference which included review of reports in relation to budget and the review of internal audit. PA also highlight the new section which is the purpose of the Audit Committee. After careful consideration, The Board approved the revised Terms of Reference for the Audit Committee.

18/12 Coach Code of Conduct

SR gave the Board the detail and history for the reason a Coach Code of Conduct was established. The Board discussed the code and the implications and confirmed the need to adopt such a code. It was noted however that a number of areas not least with respect to how to implement such a code had been raised and these needed to be discussed further with Performance. Once this had been done, the Code would be brought to the March Board for consideration. **Action:** SR

18/13 Risk Management (Paper C)

The SLT reviewed the Risk Register at meeting on 24 January and have established a focus register totalling 15 risks. The recommendation from the Audit Committee is for the Audit Committee to review the mitigating factors of the focus risks. The Board approved this recommendation.

18/14 Appointment of Chairs SAG & TAG

a) Safety Advisory Group (SAG)

The Board reviewed and approved the Terms of Reference of the Safety Advisory Group. GA asked for the inclusion of Equality benchmarks for Advisory Groups. **Action:** Donna Fraser & Ralph Knibbs to propose recommendations for all Advisory Groups.

b) Technical Advisory Group (TAG) (Paper G)

The Board reviewed and approved the Terms of Reference of the Technical Advisory Group and confirmed Linda Turner as the Chair of the Group.

18/15 CEO Report

The CEO Report was taken as read and noted.

a) Birmingham City Council Contract Extension

The Board approved the one year contract extension with Birmingham City Council

18/16 SLT Reports

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

18/17 Finance & Governance Report

a) UK Sport Q3 Report (Paper B)

The Board approved the Q3 UK Sport reports and agreed for SR & PA to agree a review process for the quarterly returns with JO.

b) Code of Conduct (Paper F)

The Board reviewed the list of Code of Conducts and approved the current status subject to checking the UKMC Code of Conduct status.

c) Board Meeting Planner (Paper I)

The Board reviewed the content and timings of the Board Meeting Planner and subject to the inclusion of Equality and Diversity Training being added to the February meeting, the Board approved. **Action:** JO

A Non-Executive only catch up will be added to the March meeting. **Action:** SRB

d) 2018/19 Budgets

JO noted the Budget approval process and timelines.

e) Rules Review

The Board approved the printing and distribution of the 2018 rule book and agreed with the option for UKA Board to have the opportunity to update every 6 months.

18/18 Any Other Business

SR asked for guidelines on the short term consultancy work of Board members to be discussed at a future meeting. **Action:** SRB

AWS asked for the final Diversity Action Plan to be circulated.

<http://www.uka.org.uk/media/news/2018-news-page/january/23-01-18-dap-update/>

18/19 Presentation from The Sports Consultancy

The Board received an update from Robert Datnow, Marc Hope, Charles Read and Fiona Tait from The Sports Consultancy on latest sponsorship discussions.

18/20 Date of Next Meeting

Wednesday 28 March – 10 am Birmingham