

**UKA Board Meeting  
Athletics House  
29 January 2019**

**Attendees:** Chris Clark (CC) – Chair  
Nic Coward (NC)  
Sarah Rowell (SR)  
David Bedford (DB)  
Penny Avis (PA)  
Gordon Arthur (GA)  
Jonathan Orr (JO)  
Jason Gardener (JG)  
Stuart Cain (SC)  
Mike Whittingham (MW)

**In attendance:** Hannah England (HE)  
Ellen Neal (EN) - minutes  
Toni Minichiello (TM) – item 4/20 only

**Apologies:** Anne Wafula-Strike (AWS)  
Cherry Alexander (CA)

**1/20 Welcome, apologies & conflicts of interest**

Chair welcomed everyone to the meeting with special welcome to the UKA Interim CEO, Nic Coward and new members Mike Whittingham and Stuart Cain. Welcome to Hannah England, representing the Athletes Commission. Apologies were received from CA who was receiving her OBE and also from AWS. CC formally declared two new directorships, which did not create any conflict of interest. No other conflicts of interest were reported.

**2/20 Chair's update**

Reviews

Board were given an update on the various current reviews. The Safeguarding review has been announced in the public domain and there is now a Terms of Reference which is agreed between UKA, England Athletics and UK Sport together with Sport England.

UK Sport

Board were advised that a meeting took place at UK Sport on 9 January 2020, with the high performance lead coaches, JO and CC, to review the Tokyo medal target and financial progress. A meeting has also taken place with UK Sport for their feedback on the phase 1 of the submission for Paris. An update was provided to Board on this meeting, which was seen as generally positive.

CEO Recruitment update

Board were updated that the first round CEO interviews took place 28th January. Four candidates were interviewed, with the AAP recommendations that two be considered

at the second stage. The Board supported this after discussions. It was noted that UK Sport are involved in this process and Sally Munday will attend the second interviews.

CFO Recruitment update

Interviews are running to timetable and there is a good candidate list. All first interview dates have been confirmed and in the diary. Second interview dates have been confirmed in the diary.

**3/20 Coaching Review**

TM joined the meeting. Board were reminded that in 2019, members agreed that there would be two reviews completed. One was a Performance review and secondly, a Coaching review. Board were also advised that there is a pending meeting in early March 2020 for the HCAF CEO's, in regards to establishing and delivering a unified coaching strategy. TM shared a presentation with the Board outlining recommended actions from the Coaching review. TM was asked if any nation has a World Class coaching system. There was no global accreditation and qualification system as exists in other sports.

A point was raised about Athletes travelling abroad for their coaching and the need for UKA to carry out more checks on the suitability of those environments. The new desktop "due diligence" process was noted as an improvement, although the Board also noted it had limitations, relying on public information and the dangers of gossip. The question from this was whether there was any obligation on international coaches to be certified by World Athletics. A response was made that the term "coach" is not protected. Anyone can set themselves up as a coach without qualifications/accreditation, and this was a significant issue for the sport.

A comment was made that considerable investment was made into coaching in 2012 to help develop coaches but this had halted. The Board endorsed the view that it should develop and implement an inclusive, comprehensive and world-leading coaching strategy, endorsing coach recruitment, education and development. This needed to be addressed with others in the sport but with UKA taking responsibility for the project and its implementation. The coaching strategy had to link to the World Class Performance Plan and also with HCAF strategies and plans, requiring clarity of role and responsibility and accountability of UKA and the HCAFs. This partnership approach needed to establish, create and deliver a comprehensive awards and qualifications programme, with Coaches Association playing a key role in setting standards and promoting ongoing development. This would mean the creation of a senior appointment of a role to take on coach development.

Board thanked TM. TM left the meeting.

**4/20 Route to Appointment of Performance Director – SR**

Board received a paper in advance of the meeting and endorsed the approach. As per previous discussions at Board, it was agreed that UKA will look at a structure going forward where the Performance Director is responsible for the entire system and will be supported by Olympic and Paralympic Head Coaches as well as others.

Chair asked for Board to agree to the recruitment process following their input, which was agreed.

**Action – SR to share Performance Director Job Description with MW, GA and NC**

**5/20 Outline Budget for the year ended 31st March 2021**

JO discussed Budget papers that were shared with Board prior to the meeting.

**6/20 Matters for noting, where required**

Finance / Governance – JO

JO asked Board for approval of the Stakeholder Management paper submitted by Liz Birchall. Feedback was given on the priority on coaching to be moved higher. Board was in support and JO asked to feedback comments to LB.

Equality, Diversity and Inclusion report

It was noted that this area will need renewed focus in the near future. The ED&I has not been a big focus for the last six months due to Donna Fraser covering Nigel Holl's previous role. ED&I work is in good shape and this work is highly regarded inside and outside of UKA. Board agreed that DF has produced some great work around ED&I.

**Action – CC to send a note to DF regarding her continuous work on the ED&I**

Performance

The Board approved requested coach changes. It was noted that under the new process POC look at these changes from a reputational risk point of view of the coach, and an athlete safeguarding and welfare point of view.

Chair stepped out of the meeting. SR continued on Chair's behalf.

Commercial Partner Approval

The Board considered the proposal. This matter would be picked up by the POC to enable MW in particular to get a better understanding of the matter and discuss his issues, with the POC reverting back to the Board.

All other reports were taken as read.

**7/20 Minutes of the meeting 11 December 2019**

The minutes of the Board meeting on 11 December were approved as a true record. Redacted December minutes have not been produced. A redacted set will be looked at by JO and shared with Board in due course. Board were advised that the process that we are looking at is to approve Board minutes following the meeting via email to allow more time for discussion at the next Board meeting.

**8/20 Agreed actions from meeting 11 December 2019**

The agreed actions from the meeting 11 December 2019 were included on the agenda of the meeting or discussed and / or closed. The agreed actions are attached to these minutes.

**9/20 Any Other Business**

Meeting closed.

**Date of Next Meeting**

Wednesday 18 March 2020, Birmingham