

Minutes of a UKA Board Meeting On Teams, Wednesday 21 October 2020

Attendees: Nic Coward (NC) – Chair
Gordon Arthur (GA)
Penny Avis (PA)
Joanna Coates (JC)
Mark Draisey (MD)
Anne Wafula-Strike (AWS)
Mike Whittingham (MW)

Observers: John Allen (JA)
Ian Beattie (IB)
Hannah England (HE)
Myra Nimmo (MN)
Steve Perks (DSP)

Apologies: Stuart Cain (SC)

Ellen Neal (EN) – Minutes

52/20 Introduction and attendees

Chair welcomed everyone to the meeting. Apologies had been received from SC.

The Board noted that David Bedford had decided to resign from the Board. The Board expressed its appreciation for DB's significant contribution to UK Athletics over his tenure, noting that he would continue his involvement in the sport.

There were no specific interests to note.

53/20 Minutes

The minutes of the Board meeting on 16 September were approved as a true record, subject to the correction of a small number of typos.

54/20 Chief Executive's Report

The CEO introduced her report, in the Agenda, and noted the following items:

Performance – The Board noted the general update on matters within the Performance team. It also noted specific items later in the Agenda, in particular the submission for funding to UK Sport.

It was noted that the Performance Director and Head Coach Olympic would be in post prior to the next Board meeting, and had already started engaging with their future colleagues.

A report was given on preparations generally, amidst the ongoing uncertainties of COVID. Ongoing contact with the BOA and BPA was exploring specific arrangements for the

rescheduled Tokyo Olympics and Paralympics. No specific decisions have been made, but it is expected that the athlete experience will differ significantly from previous Games and in particular around staying in the Village.

UKA staff have created a bio-secure environment for the athletes on the WCP programme at Loughborough University. The Board were advised that following the start of the University term and requests from coaches to increase the size of training groups, there is increased challenge in maintaining the security of the bubble. There is ongoing liaison between programme staff, University and coaches to manage these challenges.

Concern was expressed for the Para athletes and the particular challenges due to COVID, and return to training, and the lack of competition at such a critical time. The work of the Head Coach Paralympic and her team was noted, and that support was needed for them as well as athletes and coaches.

An update on proposed warm weather training in Dubai was provided. The Board were advised that since preparing the CEO report the camp has been cancelled. Other options are being considered including a focus on assisting athletes to undertake warm weather training in smaller/individual bubbles. The Board will be kept advised of future developments.

The preferred venue for the Olympic Marathon selection is Kew Gardens and details are being considered.

Commercial – Communication continues to be positive with major partners. There are a number of emerging opportunities which are being explored, which were outlined to the Board.

Safeguarding – The Board noted the report and that there are no adverse trends/issues to raise, and work to address issues in the Safeguarding Review was progressing well.

Clean Athletics – The Board noted the report and were advised that testing activity is increasing, but still below historical/pre-COVID levels.

Chair noted that David Herbert (DH) had considered with others in the sport, including the Athletes Commission, an issue UKAD had raised with all NGBs regarding notification of charge, which is the principle adopted within athletics but is not the principle that is adopted in most sports. The Athletics Integrity Unit view is that there should be a publication or notification of charge. The recommendation to the Board is that this continues to be supported by UKA. The Board supported this and that UKAD be informed that we wish athletics to still be treated in such a way, according to the AIU process.

55/20 Strategy and Governance

UK Wide Strategy: “Athletics Unified” – The Board had received a copy of the latest draft document. Chair advised the Board that they were now being asked to confirm their agreement of the strategy, which would be the headline strategy for the five organisations, working collaboratively, and set the objectives and framework for the organisation’s own planning and activity going forward. All on the call acknowledged this, and JC confirmed that the CEOs of the HCAFs had all confirmed approval from their perspectives. A communication plan had

also been agreed, for public launch of the strategy, and there is an all HCAF/UKA CEOs Teams session with all staff on Monday 2 November.

The Board approved the strategy document and acknowledged the significant work of, and cooperation between, the CEOs and their teams to get to this point.

UKA operational plan – The Board noted the timetable for the development and production of the UKA operational plan to support the UK wide strategy. The intention is to be ready to launch this plan in July. The Chair noted that the Board will be kept informed of progress in forthcoming meetings.

CEO Forum/Working Groups - Terms of reference and membership - The Board considered the proposed CEO Forum and Working Groups terms of reference provided. These were approved.

It was confirmed that the Working Groups are accountable directly to the five CEOs to assist them in carrying out the work that they have been tasked with under the Framework Agreement. The CEOs will report to and be held accountable by their respective board under the agreed Framework Agreement, with all five organisations adopting the same performance measures.

It was confirmed that ensuring ED&I was at the heart of the work of each, and would be made clear. Diversity amongst the Working Group members was as an issue that all recognised. Having taken advice, the view was that there would not be an individual appointed with a specific responsibility for ED&I, but the approach to be taken instead was to identify one member of each Working Group, to be trained by UKA's ED&I lead, Donna Fraser, to ensure ED&I is embedded into each group and therefore all projects and programmes.

Action – JC to ensure that relevant ED&I approach and training requirements are captured in working group terms of reference and implemented.

The Board were asked if draft members of the working groups were appropriate. It was understood that the HCAFs would also take this to their respective boards for their feedback, for the CEOs to make the final decision. JC confirmed that the approach being taken was to ensure that individuals on the working groups had appropriate levels of expertise and knowledge to fulfill these roles.

UKMC, Corporate Membership and Board change proposals – Chair confirmed that discussions were still ongoing within UKMC on options for change to the UKMC, corporate membership and Board inclusion of HCAF nominated directors' changes to the Articles of Association. It was felt that there was a general agreement on a number of items and that further discussions would continue to be held with the intention of changes being proposed to the AGM on 11 December.

Equality, Diversity and Inclusion – The Board noted the paper on Equality Diversity and Inclusion. It was also noted that with the new approach to ED&I, and the ownership through the Chair, CEO and all Board members, it was no longer considered necessary to identify one Board member as champion.

Action – MD to ensure that GA is removed as the ED&I champion on UKA website as all Board members are now champions

56/20 – Performance

The Board received an update on the submission to UK Sport. MW presented to the Board his views on the submission, and noted his views on the considerable quality of the document and his view that it is one of the most compelling he has seen. He was pleased to give his full support to it, and commended the executive team.

It was acknowledged that at the appropriate time the final agreed submission and plan would be shared with a wider audience (including HCAF Boards), but as the submission was subject to decision by UK Sport, and therefore change which would impact people and programmes, depending on final funding level, it was agreed it was not appropriate at this stage.

57/20 Development

It was noted that the recruitment process for the Development Director was ongoing.

Standard, Ethics and Rules Committee – PA confirmed that the Board had approved by email the members of this new committee. The Terms of Reference were as had been previously agreed. It was noted that the list of proposed members circulated are not the totality of the membership. The membership would also include a nomination from each of the four HCAFs. Chair noted the high quality and range of skills and experiences of those who had volunteered to participate in the committee.

58/20 Events

JC introduced the paper provided to the Board on the executive's current thinking on the major events programme and outlined the various elements being considered. The focus is in three distinct areas, short term – the approach for the indoor season 2021, medium term – outdoor events in summer 2021, long term – overall events.

JC confirmed that following a submission to UK Sport, continuity funding had been confirmed which will allow the Indoor Championships in February 2021 to take place. Work is ongoing to identify and deliver a COVID secure event that puts "athletes first" and which is delivered in the most cost-effective way at the most appropriate location. JC advised that no final decision on the indoor grand prix had been taken, although its viability was currently seen as challenging.

The board supported this direction of travel for the indoor season.

For our events in summer 2021, JC outlined that discussions are ongoing with Broadcasters and London Stadium with respect to timing. Further constraints arose from rearranged events from 2020 into 2021, impacting on broadcast slots at what is an already seriously congested period.

In addition to the Diamond League meeting in London, the Board was updated on the need to plan for the delivery of an outdoor British Championship/Olympic trials towards the end of June 2021, and to consider the viability of a second Diamond League meeting, in Gateshead, post Olympics.

JC outlined the importance of the athlete view in this exercise, in line with the new strategy.

The board supported the direction of travel for the outdoor season for 2021 with further updates to be provided in future board meetings.

The Board would consider the longer term at a later date. The focus had to be on 2021.

59/20 Finance

Annual Report and Financial Statements – The Board considered the Annual Report and Accounts.

The Board considered and approved the following:

- The disclosure for remuneration of the Senior Leadership Team and Directors
- Related parties note
- Disclosure of the non-audit fees to be paid to the external auditors
- Accounting policies
- The re-appointment of the auditors for the next financial year

MD identified that there were specific disclosures in the accounts that the Board are requested to confirm as a group. The Directors confirmed that:

- so far as each Director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- each Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

The Board approved the Annual Report and Financial Statements and authorised the Company Secretary to sign the document on behalf of the Board.

Management Accounts and Current Year Forecast – MD gave an update on the financial position until the end of August 2020. The position that has been presented to Board in previous months continues, and the cause of material variances to budget continue as previously presented. MD confirmed that the forecast for the year continues to be in line with that previously communicated.

60/20 UKA Organisational issues: people and culture

The Board received an update on the restructure and consultation process. The Board noted that the consultation period has finished with a briefing to staff on the outcome taking place on 19 October 2020.

The Board were advised that due to increasing risks associated with COVID, a decision had been made to close the Birmingham office again. JC advised that it was unlikely the office would reopen again before spring 2021.

Mentoring programme – The Board noted the paper and welcomed their involvement with the process. Given other demands it was agreed that the dates of the programme would be pushed back. Board would be advised of revised dates.

61/20 Any Other Business

Chair - PA confirmed that formal approval had been received from UK Sport for the term of the Chair to be extended post-Tokyo, and that this would be confirmed in an extension to the appointment contract. This had been previously approved by Board via email. HCAF chairs were also thanked for their input and support. Board thanked PA and noted their approval for this outcome. Chair expressed his thanks to the Board.

No further items were raised. The meeting closed.

Date of Next Meeting confirmed as Monday 7 December 2020, with location/format to be confirmed.

[End]

DRAFT