



## **BOARD MEETING MINUTES**

### **CONFIDENTIAL**

**3<sup>rd</sup> December 2018**

East Midlands Conference Centre, Nottingham

#### **Present:**

John Steele, Chairman  
Nigel Walker, Director  
Jamie Skiggs, Director  
Sally Munday, Director  
Sir David Tanner, Director  
Vic Luck, Director  
Vicki Aggar, Director  
Ken Van Someren, Director  
Matt Rogan, Director  
Chelsea Warr, UKS  
Annie Panter, UKS

#### **Attending:**

Jaqui Perryer, EIS  
Peter Elliott, EIS  
Rod Jaques, EIS  
Matt Parker, EIS  
Craig Ranson, EIS  
Kevin Currell, EIS  
Tash Carpenter, EIS

#### **Minutes:**

Maddy Hunter

## **1 Non-executive discussion**

**Action**

### **2.1 Chair's welcome**

The Chairman, John Steele (JS) welcomed the board to the meeting.

JS welcomed Stewart Laing (SL), Director of Performance Support to his first board meeting.

JS welcomed Matt Rogan (MR) and Ken Van Someren (KVS) to the EIS board in their first meeting as board members. MR informed board that he was focused on three areas of the business; risk management around data, PDMS commercialisation and longer-term data opportunities for the EIS. KVS informed board that he would be re-establishing the science and ethics committee and that he was undertaking an exercise to scope the needs of the organisation and would present a defined framework for the group at the March board meeting.

**Action  
KVS**

JS confirmed that Vicki Aggar (VA) would be entering her second term on the EIS board, effective immediately.

JS confirmed that Sally Munday (SM) would be joining the remuneration and nomination committee.

### **1.2 Apologies**

There were no apologies.

### **1.3 Conflicts of interest**

No further conflicts of interest were declared.

### **1.4 Minutes of the last meeting**

The minutes of the previous meeting were approved with the exception of a wording change in 5.2.

**Action MH**

### **1.5 Matters arising**

Sport England funding – Nigel Walker (NW) informed board that Sport England had agreed to fund the equipment and facilities budget at £1m in both 19/20 and 20/11 and that NW, Peter Elliott (PE) and Duncan Rolley would meet in January to discuss how the funds should be allocated. NW informed board that UK Sport were in discussions about how the facilities and equipment budget should be funded in the Paris cycle.

The board agreed that all other matters arising were being addressed in this meeting or future board meetings.

### **1.6 Chair's update**

JS emphasised changes in the sporting system including a new minister for sport, Mims Davies, and Liz Nicholl's decision to leave her position as CEO of

UK Sport in June 2019. JS recorded his thanks on behalf of board to her for her amazing service in the role.

Chelsea Warr (CW) updated the board on the UK Sport board Paris planning processes including the agreement of design principles. Sir David Tanner (SDT) extended an invitation to the executive to discuss Paris planning with the PD Forum in January 2019.

**Action MH**

JS stated that a joint UK Sport and EIS board would potentially be taking place in March 2019, however that would mean a change to the EIS board meeting date, from 27<sup>th</sup> March to 26<sup>th</sup> March. It was agreed that MH would circulate new dates and confirm as soon as possible.

### **1.7 National director's report & executive summary**

NW informed board that the Taekwondo tribunal resumed on 1<sup>st</sup> November and that deliberations were taking place on 28<sup>th</sup> & 29<sup>th</sup> Jan 2019 and that a decision would be communicated in April 2019.

NW and JSK informed board that the data incident communications to athletes and sports were complete, and that the Information Commissioner's Office (ICO) had closed the case. Board were informed that the EIS would share learnings from the incident with the wider high performance system.

NW confirmed that HPSAG would be discussing a potential EIS name change and remit in their meeting on 17<sup>th</sup> and 18<sup>th</sup> December and board would be provided with an update in the March board meeting.

Tash Carpenter (TC) updated the board on the marketing and communications strategy progress including:

- Details of EIS site-wide 'comms clinics'
- Work with NGB communications teams
- A new careers hub on the EIS website as part of website upgrades

**Action NW**

Board discussed the presentation of the executive summary and the strategic mission control reports and agreed that instead of the executive summary they would like to see a more detailed strategic commentary in the mission control report. It was agreed that NW would continue to provide a verbal national director's update at future meetings. It was also agreed that the sport relationship report would be displayed as a graph with scope of involvement vs predicted satisfaction.

Board discussed the visibility of the EIS, both at sites and when working with NGBs. SDT clarified his comment at the previous board that he considers visibility to not just be about branding, but about staff visibility including SLT and about staff from the wider site stakeholder network to be informed about the EIS's role and presence on their site.

**Action SLT**

JS encouraged the board to be ambassadors of the EIS. Vicki Aggar (VA) suggested that she canvass opinion on the EIS as part of NGB visits that she would be undertaking as part of her role as the Chair of the British Athletes Commission.

## 2.1 Financial status

JSK presented the financial status for the remainder of the Tokyo cycle, detailing the significant shortfall. JSK explained how the position came about, our position to cycle end and potential solutions.

Board discussed in detail and set the following parameters for closing the shortfall:

1. SLT to prioritise within strategic areas
2. Target performance impact
3. Set realistic commercial targets, including resourcing commercial expertise as appropriate.
4. The core purpose of the EIS needs to remain unaffected

Board provided SLT with some income generating suggestions, such as:

- Branded conference or CPD events
- Revenue from elite athlete centres
- Partnering with other nations (in non-competitive events)

Vic Luck (VL) offered his assistance with income generation

## 4.1 Risk Register

JSK presented the risk register and it was agreed that pension risk would be reviewed

**Action JSK**

## 4.2 Audit committee update

VL updated the board on the audit committee and JSK provided board with an update on cyber security.

## 5.1 Mission Control report

NW updated that board on the mission control meeting on 21<sup>st</sup> November.

## 5.2 SLT update

SLT provided a short update in each of their strategic areas.

Board discussed HoPS and the number of HoPS moving on to different roles in recent months. Board requested that SL review the impact on a sport when a HoPS moves on. It was agreed that this would be part of the HoPS effectiveness review and board agreed that it should take place at an appropriate time in the cycle.

**Action SL**

Board discussed improvements made in the benefits platform for employees and Matt Rogan (MR) suggested that education around what benefits employees take advantage of would be useful, MR agreed to share work he had done with Jaqui Perryer (JP).

**Action MR**

## **6.1 Vision, mission & values**

Kevin Currell (KC) presented the current vision, mission and values and definitions of the above terms. KC explained that board as well as the organisation would be asked to comment on what they thought the purpose of the EIS should be.

Board agreed that the vision, mission and purpose would work best as just one 'purpose' statement and agreed that the statement needed to be as simple as possible and needed to complement purposes in NGBs.

**Action SLT**

It was agreed that the executive would provide an update on the purpose at the March board meeting

## **6.2 Paris planning update**

KC presented the Paris Planning project plan to board. Board asked the executive what was expected of them in terms of approving the submission. It was agreed that SLT would provide a timeline of what is expected of board between now and the Paris submission.

## **7 AOB**

There was no further business.