

BOARD MEETING MINUTES

CONFIDENTIAL

19TH JUNE 2019

21 Bloomsbury Street, London, WC1B 3HF

Present:

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

Attending:

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

Apologies:

Peter Elliott, EIS
Stewart Laing, EIS
Annie Panter, Director

Minutes: Michelle Gazzana

1 General

1.1 Chair's Welcome

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

JS informed the board that Sally Munday (SM) had resigned from the EIS board due to her appointment as Chief Executive at UK Sport. The board vacancy created by Sally Munday's resignation was discussed. It was felt the EIS would benefit from recruiting two individuals to widen the breadth of experience from across high performance sport. As a consequence, it was agreed that it should be proposed that the maximum number of Directors of the Company be increased from 11 (eleven) to 12 (twelve). A change to the Company's Articles of Association was therefore proposed by special resolution (presented as a written resolution of the member of the Company) which would amend the Articles of Association by deleting the provisions of Article 39 and replacing it with the following Article: "39. The number of Directors shall be not less than four and unless and until varied by ordinary resolution of the Company in general meeting shall be subject to a maximum of 12 Directors."

JS acknowledged Vic Luck and Sir David Tanner's agreement to serve a second term on the EIS board, and thanked them for all their work to date.

JS congratulated Nigel Walker (NW) on his recent OBE honour on behalf of the board.

1.2 Apologies

Annie Panter (AP), Peter Elliott (PE), Stewart Laing (SL) had sent their apologies.

1.3 Conflicts of interest

No conflicts of interest were declared.

1.4 Minutes of last meeting

It was noted that 4.1 Craig Ranson's (CR) update on Athlete Health was to be amended to read, 'When evaluating the potential impact of Athlete Health's 2018 winter respiratory illness management campaign, that saw 1000 education and resource festive packs distributed to WCP athletes, there were 41% less upper respiratory tract infections (URTIs) recorded in the 4-weeks post-Christmas 2018/19 (34) compared to the 2018/18 post-Christmas period (58). This included 60% less URTIs (12 vs 30) in the first week after the Christmas break.'

Excepting the above, the minutes were declared to be correct.

1.5 Matter's Arising – summary of actions

Nigel Walker (NW) informed the board that a plan had been put in place to cover Stewart Laing's (SL) absence. Sir David Tanner (DT) noted that it would be valuable for the board to be made aware of the impact the HoPs role has had over the cycle to date and that this analysis should be brought to September's board for review.

Action NW

DT expressed his view that site presence could still be improved and it was agreed that this would be reviewed as part of contract renegotiations with landlords at the start of the new cycle. Ken Van Someren (KVS) stated that it should align with UK Sport's ongoing work around Elite Training Centres (ETC) and it was agreed that this matter would be revisited after the ETC meetings.

**Action
TC/PE**

2 Financial

2.1 FY19 Actual Summary

Jamie Skiggs (JSK) informed the board of the EIS's financial position at year-end and reminded the board of the deferred grant from last year into this year.

JSK stated that the year-end financial positions of all elements of the EIS' activity were included with the exception of Short Track Speed Skating due to its different funding cycle.

2.2 2019 Statutory Accounts

JSK informed the board of the process for approval of Statutory Accounts, stating that the National Audit Office (NAO) required further assurance from the Company's pension scheme provider before certifying the accounts.

JSK proposed next steps in the interim and asked that the board endorse these, following agreement from the Group Audit and Risk Committee (GARC), to which the board agreed. If material changes were made to the accounts, they would be recirculated to board for final approval.

2.3 Full Cycle Budget

JSK informed the board of the balanced budget for the remainder of the cycle and summarised the ten (10) activities that were being monitored and aligned with their respective actions in order to deliver savings and generate income over the next two years. The board requested that if any item were to appear red, it would be brought to the attention of the board immediately.

The board acknowledged JSK's and the Senior Leadership Teams work around budget and commended them for their efforts.

2.4 Commercial Activity

Tash Carpenter (TC) presented to the board the commercial activity, outlining a potential project with UKS, the BOA and the BPA. The board stated that it would require further details before it could come to a view on the project.

TC followed on from this with the overall commercial strategy stating that good progress had been made and covered where income had been generated thus far. TC added that potential partnerships, following recent conversations, could be underway shortly and board requested that TC kept them informed of any potential risks should the strategy impact on our core focus.

3 Governance

3.1 Risk Register

JSK presented to the board the risk register and noted that a separate risk on the 'impact of decisions made by the EIS to ensure a balanced budget' was added.

Board requested that two reds risks be added to the register around the 'conclusion on the future commercial strategy' and 'board governance in relation to EIS representation on UKS Board'.

Vicki Aggar (VA) raised concern over Performance Lifestyle and Athlete Wellbeing in the lead up to Tokyo and requested that the EIS kept this on their radar. Following this, Chelsea Warr (CW) informed the board of UK Sport's review around athlete services in the future and Performance Lifestyle's role in this, adding that she will bring this information back to board in September for discussion. It was requested by board that Craig Ranson also reported to board in September around athlete health services.

**Action
CW & CR**

3.2 Group Audit and risk committee update

VL informed the board that the annual report of the GARC had since gone to both the UK Sport and EIS board and thanked JSK and the finance team for their work around the annual accounts.

There was a discussion around committee awareness of the work of the EIS, and it was noted that VL would invite GARC member Anwar Ahmed (AA) to a short induction to the EIS.

Action VL

3.3 Board Attendance Register

JS referred to the board attendance register and stated that it presented a positive situation with no issues to report.

3.4 Approvals – Role of chair, Science & Ethics

JSK presented to the board the role of the Chair and the Chief Executive and noted the minor changes made, to which the board approved.

JSK then presented to the board the Terms of Reference for the GARC noting changes around the terms, to which board approved the changes.

KVS informed the board of the name change of the 'Science and Ethics Advisory Group' to 'EIS Technical Steering Committee' to provide more clarity around the groups function.

The new Terms of Reference for the Technical Steering Committee (previously called the Science & Ethics Advisory Group) were approved along with an agreed name change to 'Technical Steering Panel'.

The board also thanked KVS for his continued work on the panel.

3.5

Nomination and Remuneration Committee

VL informed the board that Matt Rogan (MR) would be taking SM's place on the Nomination and Remuneration Committee with immediate effect.

Jaqui Perryer (JP) outlined the board effectiveness action plan and noted that board effectiveness training had been explored with anticipation of delivery closer to the end of the year. JP agreed to organise external trainers to carry out board effectiveness training toward the end of the calendar year.

Action JP

CW identified an opportunity to link both the new UK Sport and EIS board members onboarding inductions, which the board endorsed.

NW added that ethnic diversity was discussed during the EIS's recent Senior Leadership Team meeting and it was decided that external expertise would join the next Senior Leadership Team meeting to provide further insight around ethnic diversity.

4 Strategy

4.1 Mission Control Report

NW provided an overview of what was discussed during the Mission Control meeting held in May. A new deadline for Organisational Health KPIs to be in place was agreed and they would be brought to September's board.

4.2 Individual Director Update

NW informed the board that the change to the Charging Structure agreed by the EIS board in March was the subject of further discussion with UKS' executive.

Action NW

JSK provided an update on behalf of Peter Elliott (PE) in his absence, stating good progress around development at Holme Pierrepont had been made whilst the Bath development had stalled due to logistical issues.

JSK added that Operations Managers and Neil Page (NP) were taking part in reviews around multi-sport provision.

MP informed the board of developments made in projects such as Female Athlete, Cycling, Rowing and Swimming and noted that a much more in-depth summary would be brought to September's board around Swimming. MP noted to board British Swimming's verbal thank you to the EIS for their recent project with the sport.

RJ informed the board of the close to the first round of good medical governance processes and added that a review over complex concussions was currently being undertaken.

JP informed the board that SLT had agreed a Reward and Recognition grading structure and added that Mental Health awareness training would be undertaken by various members of EIS staff with dates in the process of being finalized.

JP also added that funding for annual professional studies were reviewed and agreed by the Senior Leadership Team.

CR updated the board on PDMS, Mental Health, Respiratory Health and the Female Athlete noting that the number of days lost per athlete for respiratory illness had gone from eight (8) days to under five (5).

TC informed the board that the new EIS website would be live next week and provided information on the BOA's, BPA's, UKS' and EIS's media briefing on 1 year to go (to Tokyo).

4.3 UKS Update/Paris Planning

CW provided a brief update on UK Sport's Paris Planning process.

5 AOB

There was no further business.