

**BOARD MEETING MINUTES
CONFIDENTIAL
18th MARCH 2020**

Via telephone conferencing

Present:

John Steele, Chairman
Nigel Walker, Director
Jamie Skiggs, Director
Sir David Tanner, Director
Vic Luck, Director
Vicki Aggar, Director
Matt Rogan, Director
Ken Van Someren, Director
Emma Boggis, Director
Andy Parkinson, Director
Frankie Carter-Kelly, Observer

Attending:

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

Minutes:

Michelle Gazzana

Apologies:

Michael Bourne, Acting
Performance Director

1 General

Action

1.1 Chair's Welcome

The chairman, John Steele (JS) welcomed the board and thanked them for dialling in under the current circumstances around Covid-19.

JS welcomed Andy Parkinson (AP) to his first formal board meeting and Frankie Carter-Kelly (FCK) to hers, as an observer, adding that her expertise on Commonwealth Games matters was a welcome asset to Board.

JS informed the Board of Chelsea Warr's (CW) departure from the EIS' Board and added that recruitment for CW's position at UKS would be taking place in April 2020.

JS concluded his Chair's welcome by stating that if the Olympics and Paralympics were to be postponed to next year, the recently completed strategy would need to be adjusted and contingencies as an organisation would have to be put in place. JS informed the board that Nigel Walker (NW) would cover the EIS' current practices around Covid-19 in his ND update.

1.2 Apologies

JS informed the board that Michael Bourne (MB) had given his apologies, but stated he would be briefed post-board.

JS added that the Bioscience element of the board agenda featuring Richard Burden (RB) was to be omitted due to the current circumstances of the board taking place via telephone conferencing. JS assured the board that this would be reinstated into the agenda at a later date.

Action MG

1.3 Conflicts of Interest

Vick Luck (VL) stated that he had been asked to become interim CFO at Saracens Rugby Football Club.

1.4 Minutes of last meeting

The minutes of the last meeting were declared to be correct.

1.5 Matter's Arising – summary of actions

NW informed the board that he had written to Sally Munday (SM) regarding 3.1 Sport England investment shortfall discussions and that SM had confirmed she was aware of the situation.

NW added that 5.3 from September 2018 around PDMS going to

market, could be removed from Matter's Arising for the time being in addition to 5.3 Potential name change, which would be included in the EIS' strategy submission to UKS, and also considered in the forthcoming articles review.

Action MG

JS added that 1.5 Improve Site Branding would also be included in the strategy under Elite Training Centres and that 3.5 Board Effectiveness training would be covered in the Reward and Recognition element of the board meeting.

2 Financial

2.1 FY20 Financial Update

Jamie Skiggs (JSk) informed the board that the EIS were in a break-even position as of February 2020. JSk added that 125k EIS' grant from UKS could be deferred into next year as additional savings had been found in FY20.

JSk stated that given the current circumstances around Covid-19, the EIS would generate a surplus coming from: lower travel, learning events and fewer contractors. JSk added that he had been in conversation with UKS to see how the EIS could best manage this.

JSk added that the Sport England grant from next year had been brought forward to this year. This would be prioritised to facilities/equipment that needed replacement as they were at the end of their economic life. Kevin Currell (KC) listed examples for board members' reference.

2.2 FY21 Budget

JSK presented the budget for the remainder of the cycle. Whilst still challenging, the financial position was better than anticipated 15 months ago. Activities required to ensure the budget was balanced would be monitored and reported back at future board meetings. Two main risk were brought to board's attention.

Board approved the budget

JS acknowledged and thanked the SLT for their ongoing work around ensuring robust and effective budget management.

Emma Boggis (EB) questioned if savings from travel could be prioritised in other areas of the organisation, to which JSk stated that this was being considered by Jaqui Perryer (JP), NW and himself.

2.3 Income Generation Update

Tash Carpenter (TC) updated the board on the current commercialisation activity within the EIS and stated the potential income generation the EIS could expect next year. TC also reminded the board of the partnerships recently formed and added that conversations were commencing with key groups, such as the HoPS, around what renewals for suppliers and partners might look like and the likelihood of them coming to fruition in the next cycle.

2.4 Reward & Recognition

JP informed the board of the recent session with the Heads of Service around pay grading, adding that they were a key group in taking this strategy forward.

JP added that ongoing work around benchmarking and a clearer link between lower level practitioner salaries and internships was ongoing as part of workforce planning.

The board requested that they were kept close to the piece of work around benchmarking. JS asked that JP think about how she would like to be supported by the board on this matter. **Action JP**

JP informed the board that she, Vick Luck (VL) and EB had been in conversation with the Sport & Recreation Alliance around board effectiveness training, however, given the current circumstances, nothing had been confirmed. JS requested that he would like oversight of any potential training before it was put in place. **Action JP, VL, EB**

3 Governance

3.1 Risk Register

JSk informed the board that the risk 'assessing the impact of Covid-19' would be added to the register. **Action JSk**

JSk added that the former red risk, 'Failure to meet the performance expectations and requirements of NGBs' had been moved to amber following the recent feedback from NGBs on HoPS, feedback from the PD forum and the evaluation conducted in late 2019.

JSk concluded that the actual expenditure risk had been downgraded from red to amber 12 months out from the end of the cycle and stated that no further risks needed to be highlighted at this time.

3.2 GARC update

VL informed the board that the EIS were reported on positively by the Group Audit and Risk Committee including the recently enhanced policy in finance.

VL concluded by informing board members that the budget would be recommended for approval from the UKS board during their March board meeting.

3.3 ToR UKS/EIS working group

VL informed the board that the UKS/EIS working group was a result of reviewing the EIS' articles and a chance for UKS to have a greater understanding of the EIS.

VL added that a report would be brought to the September board meeting containing recommendations about the future direction of the EIS, including services and governance.

Action VL

It was agreed that NW would update VL outside of the board meeting around the name change process that has already been agreed with HPSAG.

Action NW

3.4 Approval of GARC ToR

JSk referred to the GARC ToR included in the board pack, stating that these were to be reviewed every other year.

The changes were:

- The arrangements and assurances received on Cyber Security arrangements.
- The Group Audit and Risk Committee have the right to request any information or data from UKS or EIS to enable it to fulfil its responsibilities.
- Notifications of any instances of fraud, data loss or significant cyber activity which may require disclosure within the Governance Statement.

The board approved the above.

3.5 Update on Technical Steering Panel

Ken Van Someren (KVS) provided an update on the Technical Steering Panel, stating that work had been done with JP around Declarations of Interests and added that work was in the pipeline with TC around Communications.

The board thanked KVS for turning the group into a more adaptable panel which could be utilised when the organisation faced technical challenges and needed independent views.

4.1 National Director Update

NW informed the board of the significant impact of COVID-19 on the high performance system, stating that it was a challenging period but he was comfortable with internal management and external support of the EIS. NW listed what the EIS were doing as an organisation, such as regular all staff emails (including the HoPS and PDs), ongoing communication with ETC hosts and a 24hr message inbox for staff to send in queries they may have. NW concluded by adding that the organisation was in regular contact with UKS, the BOA and the BPA to keep abreast of the ongoing changes during this time and to ensure the high performance system was joined up in its response to the challenges faced.

AOB

TC stated that a save the date for National Conference would be sent to all board members following the meeting. She added that the date had changed from last year to bring it closer to the end of the Tokyo Olympic Games. TC assured the board that insurance options would be put in place in case the Olympic and Paralympic Games were postponed.

DT acknowledged the work put into the strategy and thanked the SLT for their hard work.

Vicki Aggar (VA) also thanked the SLT for their work on the strategy. VA added that she had concerns for the para-sports during this time of uncertainty and added that there is an additional risk for these vulnerable athletes to which NW assured the board that the EIS were monitoring this regularly.