

BOARD MEETING MINUTES

CONFIDENTIAL

13th September 2017

2 Stephen Street, London

Present:

John Steele, Chairman
Nigel Walker, Director
Jamie Skiggs, Director
Sir David Tanner, Director
Vic Luck, Director
Vicki Aggar, Director
Craig Hunter, Director
Prof. Jo Doust, Director
Chelsea Warr, UKS

Attending:

Hester Brierley, EIS
Mark Jarvis, EIS
Kevin Currell, EIS
Matt Parker, EIS
Jaqui Perryer, EIS
Peter Elliott, EIS
Rod Jaques, EIS

Apologies:

Craig Ranson, EIS
Sally Munday, Director

Minutes:

Maddy Hunter

1 General

Action

Non-executive discussion

1.1 Chair's Welcome

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

1.2 Apologies

Sally Munday and Craig Ranson had sent their apologies.

1.3 Conflicts of interest

No further conflicts of interest were declared.

1.4 Minutes of the last meeting

The minutes of the last meeting were declared to be correct

1.5 Matters arising – summary of actions

JS informed board that NW would agree a look to present at the CEO forum (action 2.7) at the UK Sport World Class Performance Conference in November 2017.

It was agreed all other matters arising were being addressed in this meeting.

1.6 Chair's update

JS asked board for feedback on the new board packs and emphasized that they were a work in progress. Board agreed that the new format was an improvement. Jamie Skiggs (JSK) stated that the financial report would be developed to represent the data graphically.

JS informed board that UK Sport were currently recruiting two new board members and that a member of the UK Sport board would become an EIS board member. Chelsea Warr (CW) invited board to submit recommendations of potential UKS board members with performance expertise.

1.7 National Director's report

Nigel Walker (NW) highlighted the WITTW peer review system which had a successful first pilot and shared recent positive feedback from a sport. NW added that the Wheelchair Fencing collaboration agreement was now signed and that operational changes would be implemented after the world championships in November. NW also informed board of the current employment tribunal with a former EIS employee and GB Taekwondo. Board reiterated that no contribution should be made towards a settlement fee. However, board requested that NW email JS copies of correspondence to GB Taekwondo, and from the EIS' legal advisers, stating that TUPE would apply in this case. NW and JSK further stated that a TUPE clause, protecting the interests of the EIS, was included in NGB agreements in the Tokyo cycle.

**Action
NW**

2 Financial

2.1 Financial Status

JSK expressed confidence that the EIS would achieve the commitment to saving £700k in FY17/18.

JSK updated Board on the profile of the performance innovation budget. Board also discussed the CPD budget and NW stated that most of the budget was held in the technical development area which included funds to develop leaders across the high performance system in conjunction with UKS.

2.2 Commercial Paper

NW presented the three recommendations in the commercial paper.

Board agreed that it would be content for PDMS to be licensed in principle, but requested that a detailed cost benefit analysis be presented at the appropriate time before contracts are signed. .

**Action
CR**

Board stated that the licensing of the Absorb platform, or equivalent projects which would lead to a potential loss of competitive advantage should not be considered.

Board discussed the potential for Performance Innovation (PI) intellectual property to be commercialised and agreed that PI should create a criteria document to aid the decision-making process. This document would allow the Performance Innovation team to make decisions about which potential

commercial IPs need to be approved by board and which could go ahead without approval. It was agreed that this would alleviate time pressure concerns with some products.

Action
MP & HB

3.1 Risk

JSK reported that two new risks had been added; one regarding GDPR readiness and one regarding cyber security. It was agreed cyber security training would be made available to board should they wish to access it.

Board discussed P18 'loss of talented and experienced staff' and SMT reflected that they felt that this was progressing but should remain a red for the time being. Sir David Tanner (DT) reflected that he felt that the Tokyo cycle had so far seen better collaboration between PDs and the EIS in working together to keep talented practitioners. JP informed board that entry and exit interviews would be improved and board agreed that it was important to keep contact with EIS alumni.

Board requested that the risk register be aligned to strategies to ensure that that strategies such as organisational health are fully represented.

Action
JSK

3.2 Internal Audit

JSK and CH presented the audit committee report.

3.3 Governance Code

JSK reported that he felt confident the EIS would fulfill the governance code by the 31st October deadline.

Board approved:

- The Role of Senior Non-Executive Director
- The Director's Clarification of Good Character
- The Directors Code
- The Board Terms of Reference
- The Finance Policies and Procedures

It was agreed that Craig Hunter (CH) would approve the diversity action plan via email on behalf of board in order to meet the deadline. It was agreed that Jaqui Perryer (JP) would email to board to ask whether they would be happy to confidentially share their diversity characteristics

Action
JSK & CH

Action JP

4.1 Strategic Change Group Summary

Vic Luck (VL) reported that the SCG had good momentum but that capacity of the EIS was a common question. Board agreed that SMT should consider the overlaps between PDMC and SCG to determine the longevity of the SCG.

4.2 Progress against strategic priorities

NW informed board of the progress against the current red rated elements.

Board discussed mental health interventions with athletes and Rod Jaques (RJ) clarified when doctors could and couldn't breach patient confidentiality.

RJ added that he and Craig Ranson (CR) were looking to undertake an anonymous study of mental health in athletes compared to the general population.

5.1 Stakeholder and Public Relations Report

Board had no further comments or questions.

5.2 Stakeholder Engagement Plan

Board discussed EIS interaction with sports and requested that EIS present details of the format and frequency of engagement with sports. **Action SMT**

5.3 Performance Management Board

NW confirmed that Short Track Speed Skating have submitted their Beijing plan and that he was confident the WCP was as prepared as it could be for the PyeongChang Olympics.

5.4 Technical Advisory Group

NW and JD informed board of the intention to change the mode of operation of TAG from a single static group to a pool of people who would be selected to serve in their areas of speciality as chosen by JD. It was agreed that the revised terms of reference would be included in the December board pack. **Action NW & JD**

6 AOB

Board discussed the medical record audit and RJ stated that the audit would be repeated in November. Board agreed that an independent review should take place at some point in the future. **Action RJ**

JS informed board that an external board evaluation would take place.

It was agreed that MH would email board with potential dates for board meetings in 2018. **Action MH**