



## **ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of a Board meeting held on Tuesday 3<sup>rd</sup> September 2019 at I2 Euston House, 24 Eversholt Street, London NW1 1AD 3.00 pm – 6.00 pm.

Present: John Neal (JN) Chair, Mark Coups (MC) CEO, Ben Jessup (BJ), Chrissie Owens (CO), Gavin Devine (GD), Sallie Barker (SB), Sue Livock (SL), Hannah Bowe (HB), Hamish McInnes (HM), Nikki De Kretser (NK),

Neil Edgar (NE) Ex-Officio Finance, Paul Coups (PC) Ex-Officio, Abi Merrill (AM) Ex-Officio

JN welcomed all to the meeting and congratulated JP on achieving the ECB International Cricket Coach Award.

### **Section 1 Routine Business**

#### **1. Apologies for Absence**

Prashant Jobanputra (JP), Michael Estill (ME)

#### **2. Conflict of Interest Declarations**

BJ declared new role with Sport England. JN, HB and BJ to discuss his new role and the conflict of interest outside of the meeting. The meeting agreed that BJ would be asked to leave the meeting for identified agenda items.

#### **3. Minutes of the Last Meeting**

Minutes approved with one adjustment, to provide clarification to the statement of “formal concerns” in relation to the safeguarding discussion.

#### **4. Matters Arising**

There were no matters arising.

#### **5. CEO Report and Business Score Card**

MC outlined to the board key actions and issues since the last board meeting.

- a) MC provided a position statement in relation to the Women’s U19 issues raised at the previous board meeting.
  - MC reviewed of the engagement with Sport Resolutions and the forthcoming independent report, outlining that this will be viewed by the Chair(s) and CEO to review findings and formulate actions. The actions will be circulated to the board and the timescales for this will be identified in the actions.
  - MC reviewed the work by Lime Culture, in relation to process which has now been outlined and was not available prior to the board meeting in May.
- b) MC provided a position statement in relation to employment and HR processes.
  - MC reviewed the position that is developing in relation to HR processes and employment highlighting the support from RPC on this item.
  - NK outlined that Remcom will support as necessary to move this forward.
  - MC summarised the necessary steps to be taken across EL workforce.
- c) MC provided a position statement in relation to the Men’s U19 issues.
  - MC outlined that the issue was at a level for internal review.
  - MC highlighted that the review had identified that there were 7 recommendations to be implemented.
  - MC to forward the report to JN and HB.

- MC to respond to the individual.

MC thanked JN and HB in their support.

MC reviewed paper 3.

### **Actions**

- MC to circulate Men's U19 report to JN and HB.
- MC to respond to the individual in relation to the Men's U19 report.
- MC to circulate the Sport Resolutions report to JN / HB on receipt of the document.
- MC to address HR procedures and process in relation to our workforce.

BJ was asked at this point to leave the meeting.

### **6. Strategic Risk Matrix – BJ not in attendance**

The board reviewed paper 4.

### **Section 2 Finance – BJ not in attendance**

#### **7. Q1 Accounts and Cash Flow**

NE tabled paper 5, the Q1 accounts.

#### **Action**

MC and CR to attend the next Events Group (12<sup>th</sup> September).

### **8. Audit Report and Representation Letter 2018-19 – BJ not in attendance**

NE tabled paper 6a and 6b.

#### **Actions**

- JN to sign Audited Accounts 2018-19.
- MC to sign Representation Letter.

### **Section 3 Other Board Business**

**BJ was invited back into the meeting.**

#### **9. Remcom Update**

NK updated the board on key points from Remcom.

- Two members of staff have moved on to other employment and recruitment for replacements are being actioned.
- Salary bench marking against other NGB's completed.
- Staff benefits package is being collated for circulation to staff and this is designed to support staff retention.
- Staff survey to be circulated in October with input from Remcom.
- Remcom is seeking another member to support the employment issue highlighted in the CEO report.
- SB identified that the last staff survey had not been circulated to the board.
- GD enquired about the staff structure and organogram (including members of each board group).

JN thanked NK for the report.

#### **Actions**

- NK to circulate 2018 staff survey to the board.
- NK and MC to develop the staff benefits package.
- NK to agree process and timescales of new member recruitment with the committee
- PC to circulate staff structure and members of supporting board groups and committees.

## **10. Board Only Confidential Discussion Time**

The board had a wide-ranging discussion on the item and the board did not have a unanimous view on how to proceed. It was agreed that any such board only discussions should involve the CEO and that there may be the need to have such a time in the agenda.

Two motions were tabled.

1. A standing item on the agenda for board and CEO only discussion time.
2. Applications to the chair, as required to meet identified items, for board and CEO only discussion time

The board voted in favour of motion 2 (4 in favour, 3 against, 2 abstentions).

## **Section 4 AGM 2019**

### **11. AGM Agenda**

The board approved the AGM Agenda 2019.

### **12. Articles and Bye Law**

MC tabled paper 8 and reviewed the context of the adjustments.

BJ highlighted the need to provide rationale for an "en bloc" vote on the changes. MC outlined that supporting information on the process for the Bye Law review will be provided as part of the AGM communication.

SB outlined that NLC supported the changes to the Bye Laws with one amendment.

The board approved the NLC adjustments to the Bye Laws and the process for submission to the AGM. The board approved the Byelaws for voting at the AGM.

### **13. Annual Report 2018-19**

MC tabled paper 9, the Annual Report. The board discussed the paper.

- CO highlighted the need to thread the "leading country in Europe" message through the document (CEO / Chair reports and Performance section).
- All agreed the shades of red used on p11 in finance need to be changed.

The board approved the Annual Report 2018-19

### **14. AGM Elections**

MC informed the board that SB had completed her maximum terms of office. MC identified that her role as chair of NLC was a key position and that SB had agreed to continue in that role until EL had recruited another Elected or Non-Elected Director to the board who will chair NLC. EL board agreed to co-opt SB in a non-voting role enabling NLC items to be raised, until a board successor has been recruited.

SL highlighted that her term of office as President was coming to an end and there was a need to instigate the process for identifying the successor.

The board agreed the outlined position in relation to SB and SL.

### **Actions**

- MC and Governance Group to instigate recruitment of Elected or Non-Elected Director post AGM.
- MC and SL to instigate identification and recruitment of new President.

### **15. Talent and Performance Review**

JP delivered a presentation and Q and A on the Talent and Performance Programme.

CO and HB identified the need to celebrate the success of the programme through all channels.

JP and he team of staff and volunteers were congratulated on a very successful summer winning European Gold at senior Women, European Gold at Under 20 Men's and 4<sup>th</sup> place at World Under 19 Women's.

16. **AOB**

- JN summarised communications he had received in relation to agenda item 5.
- JN reiterated the need to follow due process in this matter.

The meeting closed at 6.08 p.m. with thanks to the Chair.

**DONM**

**Dates for 2019**

**Sunday 6<sup>th</sup> October (AGM and meeting)**

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

**Distribution:** John Neal, Mark Coups, Prashant Jobanputra, Hannah Bowe, Ben Jessup, Hamish McInnes, Gavin Devine, Michael Estill, Nikki De Kretser, Chrissie Owens and Sallie Barker.

Cc: Sue Livock, Neil Edgar.

DRAFT