

# **Athletics Northern Ireland**

## **Management Summary**

**7th June 2023**

### **Minutes of Meeting and Matters Arising**

Minutes were approved.

Matters arising – the issues with OpenTrack (OT) have largely been dealt with but work on implementing it continues. The Board agreed to appoint Hannah Irwin as a new Independent Director. UKA Age Group changes to be agreed in future as other HCAFs are going through consultation process currently. Representation from the Road and XC Committee on the Board was also discussed.

### **Finance Report**

Clarification on signing authority on the company's bank accounts and credit card limits for staff and Board was given by SLM. New finance member of staff has started and will be supported by SLM. Draft year end accounts are due by 9<sup>th</sup> June. Budget for 23/24 still outstanding due to other matters taking priority.

### **CEO's Report**

Recognition was given to the CEO's workload. The HMRC review has gone well however it has resulted in some changes to administration within HR, all being overseen by the CEO. Priority now being given to draft Strategy. KW asked about output from recent exit interviews and remedial improvements required. Some Staff training is being arranged. The new Competition and Events Committee will coordinate staff members' attendance at events. The nomination of 4 or 5 athletes will take place next week for the Youth Commonwealth Games with a financial contribution from ANI for each athlete and coach attending the games.

### **Safeguarding**

A newly devised dashboard type report had been circulated. CEO and VMD gave a short update on outstanding cases.

### **Anti-Doping**

DM confirmed that ANI has met all the requirements of the Anti-Doping Assurance Framework (Phase 1). The strategy has been completed and the focus now is on communicating the AD message at events with a physical presence and online. The requirement to adhere to AD rules for ANI members administered through OT has met with some resistance, mainly due to a lack of understanding of its relevance to the casual athlete and the perceived difficulty of using OT. As an alternative to online evidence of compliance with UKAD, paper copies will be offered where needed.

### **Mary Peters Track**

A comprehensive report, written by Andrew, was circulated in advance. Acknowledgement and thanks to be given to him through CEO.

### **President's Report**

A written report was provided in advance. Work continues on building relationships between UAC and ANI with CEO to meet with the CEO of AAI and Herbie the following day. The Memorandum of Understanding is being refreshed.

### **Senior Management Reports**

These detailed reports were circulated in advance. Standardised reports/dashboards to be provided with effect from the August meeting.

CEO to work with Isaac to generate blog after each Board meeting.

Anna has resigned from the staff and alternative arrangements to be agreed shortly.

### **ANI Policies**

Nine policies namely Safeguarding, Anti-Doping, Conflict of Interest, Equality, Diversity & Inclusion, Transgender & Non-Binary, Complaints, Disciplinary, Grievance and Anti-Corruption/Sports Betting were approved.

### **Selection**

DM presented the Selection Committee Proposal and Terms of Reference which were discussed and agreed upon by all with some minor tweaks. These will be represented and become effective immediately. The Performance Committee's ToR will need to work with these agreed ToRs.

DM was appointed Chair of the Selection Committee. It was agreed that Mountain Running and Ultra events would be included in the publicised list of international opportunities.

### **Erasmus Review**

GC queried the coach selection criteria and how closely it had been followed. CEO to follow up.

DM asked what plan was in place to replace these training camps now that Erasmus funding is finished. In the absence of funding either from a sponsor or the athlete's family, it is unlikely that similar camps will be held in future.

Safeguarding at the Easter '23 camp – any issue that was raised at the time of the camp has been dealt with appropriately and no further action is needed.

Athletes signed Codes of Conduct prior to the trip and were reminded of their responsibilities. Nothing further to report.

### **Subgroup's report on meeting with staff member**

IT had circulated a brief report and an oral update was given.

### **Update and priorities from Strategy Day**

The work done on Vision, Mission and Values was recognised as valuable and will be revisited in due course. Some of the 10 Action Points agreed at the end of the meeting have been met, some remain outstanding. Priorities may need to be readdressed between the Exec and Non-Exec teams.

### **Sub-Committees' Reports**

AAI: HMCD's report was taken as read.

T&F: JA reported on some recent T&F events, with delivery going well. The new MPT team are working well.

A Process Map for Business Case presentation was distributed by SLM in her role as Chair of the ARC. Staff training on it will be arranged.

Mountain and Ultra running: nothing to report.

Ulster Schools: MC not in attendance – no report given.

### **AOB**

Agreement in principle was given to the future financial contribution to UKA that will be required to support Safeguarding services.

Next meeting will be Wednesday, August 2<sup>nd</sup> at 5.30pm