

**Outcomes of the London Regional Council Meeting
Held on Wednesday, 7 September 2016
At Victoria Premier Inn, London**

Present

Elected Councillors;
Peter Crawshaw (PC) – London Council Co-Chair / Officials Portfolio
Tony Shiret (TLS) – London Council Co-Chair / England Council Chair
Ben Noad (BN) – Elected Councillor
Lorna Boothe (LB) – Coaching Portfolio
Jacob Hood (JH), Elected Councillor
Steve Bosley (SB) – Schools Portfolio
Tim Soutar (TJS) – Governance Portfolio
Tom Pollak (TP), Chair, Surrey County AA

Co-opted;
Anthony Soalla-Bell (ASB), Schools Athletics

In attendance

Paul Merrywest (PM- Essex), representing Chair, Essex County AA
Sarah Wade (SW), EA (Minutes)
Kirsty Aitken (KA), London Area Education Officer, England Athletics
Tim Howells (TH), Project Manager – London Athletics, England Athletics

Apologies

Ellie Brown (EB)
Ivor Wiggett (IW), representing Chair, Middlesex County AA
Richard Pettigrew (RP), Facilities
David Ralph – Kent County AA
Natalie Kavanagh-Clarke (NKC), Interim London Area Manager
John Gandee (JG), representing SEAA

Basis of preparation:

Outcomes show the decisions made at London Regional Council Meetings but not the full debate at those meetings to reach those decisions. Publication of separate Minutes and Outcomes allows the Council to have a full debate for the record (Minutes) while keeping interested parties informed of important decisions reached (Outcomes). Minutes are not formally approved until the next Council Meeting. These Outcomes are based on the Draft Minutes of the Council meeting of 17th February, 2016 which have been circulated among those present, with amendments incorporated. The London Regional Council next meets on Wednesday, 7th November 2016

1. Welcome / apologies / declarations of interest

E mails / text messages, explaining that they were unable to attend, had been received from EB, IW, RP, NKC, JG and DR. No declarations of interest relating to business of the meeting.

2. Minutes of 27th April 2016: confirmation of accuracy

Confirmation of accuracy: subject to two minor amendments, the minutes were agreed as circulated and signed by PGC.

Updates on actions:

SB, LB and PC will follow up re Disability Portfolio holder replacement.

ASB will meet with Major Carr looking ahead to schools cross country venue. May look at Wormwood Scrubs again.

ASB will contact Jane Stewart for a 2017 update.

3. Education: coach/officials tutor recruitment /training

Update from Kirsty Aitken;

Coach/ Officials Education Newsletter to go out first Friday of every month. All courses, coach development and funding opportunities to be included. Although currently just London courses KA can include courses in neighbouring county areas in newsletter.

PC thanked KA for the September version of this communication, which he found very helpful and formed the basis of the ensuing discussion.

KA explained that Coaching Assistant and LiRF are now online booking only. For clubs to pay for coaches to undertake courses they will now need to create vouchers to pay, and will then get invoiced. CiRF and Athletics Coach are still paper only as too complex to book 4 days. Long term hope is that these will move to online.

Upcoming courses from September to December;

- Coaching; LiRF 6, Coaching Assistant 4, CiRF 2, Athletics Coach 3.
- Officials, Two courses now scheduled. KA stated she felt the officials tutor list needs updating/ simplifying as was proving difficult for planning.

PC; On the coaching side what is the plan beyond the new year? KA: the coaching audit is trying to find where/when. London will be piloting a Sunday/Sunday Coach Assistant course at David Weir Centre with Lucy Broad from Wandsworth. London will also pilot a split weekday evening LiRF in new year. BN; also a good idea to experiment with officials courses as being more flexible can only help numbers especially if link to club nights, a previous course split on Friday evenings at Croydon had proved extremely popular.

PC encouraged council and club members to complete the survey.

KA stated that changes to the system of completing Athletics Coach reducing the length of time required before taking the later elements should help numbers completing the qualification. There do already seem to be signs that more coaches are completing the course.

KA reported that 24 coaches in total from London went on the extra assessment days held to help numbers completing the old course format. PC asked if there was anything the Council could do to

promote new Athletics Coach course and questioned if enough people now knew that the diary element had gone? JH said that Universities need Athletics Coach qualification so would be happy to promote further to Universities also.

Action: KA to look at promotional opportunities

LB raised concern over an Athletics Coach course being held at David Weir on same weekend as Regional Technical Day at Lee Valley: was this a good idea, as in theory they would be targeting the same audience (October 1/2)?

Action: KA to look into any potential issues from this clash.

PC was pleased to note that there is a risk awareness / Level 1 Endurance training course at Linford Christie Stadium on 1st October as there had been a dearth of Endurance Officials courses in London.

TH stated the London Athletics was looking at officials courses linked to 2017 in conjunction with LUCA, LYG and BUCS. This initiative would look at linking officials to bigger events and mentoring, and have a package opportunity to offer. PC offered to assist TH in setting up mentoring aspect of programme. There is a provisional course on 6 November for track and timekeeping. TH / KA will look at offering to clubs after initial offer to LUCA. ASB asked if London Schools could be added to the programme as already linked in with the other organisations and would be a good fit. TH agreed to do this.

Action: TH to liaise with ASB re London Schools participation.

KA asked that if there are any courses that are regular or would be filling any gaps then to let her know.

The discussion then turned to the figures for course attendees / newly licenced coaches and officials supplied by KA.

PC noted that the numbers reflect a lot of officials courses run in school with there being decent links from schools into various competitions and clubs. PC is happy for courses to happen but would like to see more link up with clubs and not happen in isolation. On coaching side LiRF and Coaching Assistant dominate. KA noted that Numbers don't quite add up so need to look again at the reporting system, though it was agreed that the impact was minimal.

PC said that he and other London COFSecs do follow up with officials when their DBS expires (monthly report is emailed to COFSec by UKA) but wonders does anyone follow up similarly with coaches on the DBS situation to ensure licences are issued and kept valid? Clubs aren't necessarily using portal to check.

JH: can we send a comms out to remind coaches and clubs that the DBS is critical?

Action: KA will see if there is a procedure. TH to look at sending out a comms reminder.

PC thanked KA for producing these figures on a timely basis.

4. Portfolio holder system: update on work done by National Council.

PC looked at circulated document templates. There were concerns raised previously about the amount of time it might take to complete the document when there are paid staff around within EA. PC asked LB/SB to feedback to PC on the papers prior to the national council on 21st September. PC thinks it would also be useful to have some numbers (e.g. as discussed under Education above). TS is trying to

make the system user friendly and transparent. LB has concerns over what is expected of the portfolio holders as it might be seen as an onerous prospect.

5. EA matters:

a. National Council Update (inc. meetings since 27 April meeting)

New chair is Myra Nimmo, former international athlete and current pro-vice chancellor at Birmingham University. She will take over at the AGM in early October. TP will she change direction of the board? PC early days so time will tell. PC updated that Wendy Sly is leaving the board.

b. Update on Board activities

PC; There have been two board meetings since last meeting, reports are on the website. There has been a focus on funding, accounting and strategy work. EA have been trying to increase commercial profile and income. Work on Schools and facilities strategies is ongoing. Consultation looked at affiliation so going up by £1 for next year, as until Sport England funding situation cleared up then difficult to predict future affiliation rises.

Whole Council Conference is in October on Saturday 15th October, same day as AGM and Hall of Fame.

PC; There has been a complaint from Cambridge Harriers about the Club Connect relays and why they were not included, which he has escalated to National Council. There have been concerns reported from across London clubs about selection criteria as did not seem to be a fair approach, and also questions from other Regions over how clubs from outside London were chosen for invitation and why there were empty lanes in some races. Council agreed that there needs to be fair and open selection criteria so clubs know where they stand.

Terry Colton had attended a previous board meeting.

SB asked about fixtures in 2017. PC: there is a fixtures conference on 1st October so things should be clearer after that.

PC stated that there will be changes coming on National and Regional Council level as people reach their 8 year limit of serving. There is a need to start thinking about future make-up of the council and any new faces current incumbents are aware of who may be able to contribute in future. PC added that Allen & Overy (major firm of solicitors) are commencing the second phase of their Governance Review (being carried out on a pro bono basis for the EA Board) which will include consideration of the roles of Regional/National councils and their relationship to the board, and looking at any recommendations for change.

JH if there is this rotation then there needs to be a more structured training process in place to ensure that consistency in approach is maintained.

6. Report London Area Team: Update by London Athletics Project Manager (TH)

Run Together: Internal launch taking place on 14th September in Derby to replace Run England brand. Transitioning of existing Run England groups to Run Together will be taking place. Local leader roadshows taking place in September/October across London.

LB questioned why the need for change. TH stated the market around recreational running is bigger than England Athletics were currently reaching so need to update, refresh and grow.

a. London Run! Programme

Run! review;

A review of Run! has been taking place and meetings have included TS and PC. Once outcome from SE is given with regard funding, decisions can be made in terms of April 2017 onwards. There is a recognition that the World championships is taking place and some activities should be taking place locally, however this is still being discussed. As it stands currently, all Run! Activators (partner/EA employed) are in post until 31st March 2017

TP Asked how many Run! Activators in London. TH; currently 12, high point was 16. PC stated there are difficulties with the new funding set up when it comes around from April 2017. TS/PC have tried to push London perspective with meetings with Chris Mallender, NKC and TH. TH understands that SE funding across all sports is expected to be a more open process not just restricted to NGB's, opening up opportunities for other organisations. TP commented that EA staff will need to help/lead clubs to any potential funding opportunities.

JH is there an intention of creating an advice document for organisations/clubs to help? TH; yes but not imminently as process not yet known.

London regional awards: Thanks to those that commented on the nominations. 35 single nominations were received this year. Awards evening to take place provisionally on November 16th. National awards panel are meeting on 8th September to discuss winners of national awards.

Other RUN! activities:

- Launch of the first ever free and weekly timed 2/5km run on QEOP. Great Run Local Sunday mornings 9.30am. 70 attendees in the first week.
- London Sport have released £35k of satellite club funding Satellite club funding for another 25 clubs. Total new clubs for 2016 is going to be around 30-40.
- TH recently attended a symposium on primary schools running, involving many of the various providers of activities within schools. TH detailed how London Athletics is piloting an initiative in Barnet and will report back on success.
- Current focus on helping clubs reduce waiting lists. JH is aware of organisation that could help clubs reduce waiting lists- working alongside clubs. TH thought he could pass the information to the clubs to get their view. JH will put his contact in touch with TH.

b. London Community Games event;

400 athletes of all ages and abilities took part. PC thought it was a good event, some teething issues to improve on for next year, August is a tricky month for fixtures. TP: September would be a good month as not much in calendar. PC agreed there is a need to have a good look at next year as 2017 will be busy and unusual due to track closures for the world championships. TH would like the event to be picked up in lead up to World Championships but no guarantee this will happen for any reasons.

c. 2017 Inspiration Programme Update;

- EA successfully secured funding from Sport England's Major Events fund for the Disability specific projected relating to the Inspiration programme

- EA working with Spirit to finalise the volunteering specific project. Also linking with new EA strategy for volunteering. Further updates later in 2016
- Small amount of funding secured directly from 2017 for the School participation element of the project. This will focus around event engagement, school resources and online app. Also linking with new EA schools strategy
- New London Marathon Trust Community Track opens fully in September 2017 when Newham and Essex Beagles move there permanently, closure of McMillan Stadium.
- EA working with Newham council and partners to look into use of the main stadium for events. Early days with these discussions however

TP felt that the Terence McMillan Stadium would be really missed in that part of London and was strange to keep the indoor track with no outdoor track on site.

ASB thought EA should take the initiative to spread interest of the world championships around London and there is a need for ideas on how to bring the championships to life, using the variety of communities across London.

Action: TH to follow up with ASB and Jane Stewart.

7. Composition of London Council: planning for elections in early 2017/ co-opting of Disability portfolio representative

Covered by discussion under 2 and 5(b) above. Will be picked up again at November meeting.

8. Portfolio Holders;

a. Clubs

SB big issue for clubs is the new registration system as there is a huge volume of work involved in keeping the database up to date, and it is difficult to find people willing to take it on. There needs to be a registration scheme but how can clubs get help with administration? LB said Sutton had worked very hard to get information up to date, but the information is out of date very quickly so what do you do with changes if athletes don't pay but haven't officially resigned, do you keep them on the system? It is a huge job to do.

TP; EA should let people register directly not through the club.

SB thought have been teething issues for Herne Hill and they can do things better next year.

PM; EA have been slow to update some of the data.

SB: volunteer hours is key issue.

TS there is a current review of systems used by EA which is currently a joint system with UKA, not much requested development has happened so EA looking to run its own IT system, which might help a little but there are still overriding issues that would need to be tackled such as the actual system used (ie. Trinity). TS asked for people to please let him know any specific issue, questions or any suggestions for improvement. SB will contact clubs for some general feedback on the implementation of the new system 6 months in.

Actions:

All to email PC / TS with specific issues re administration of the registration system from a club perspective.

SB to prepare questionnaire to go to London clubs.

TP has issues with Power of 10 and its allowable criteria.

Action: TS to follow up Power of 10 for its criteria.

b. Schools

ASB reported on the UKSG at the weekend at Loughborough. Games went well but funding restrictions hampered athlete experience as athletes stayed there for one day less than previously.

PC questioned how teams and team managers were picked /selected?

9. Counties - update on competition plans and meetings / communications with England Athletics

PM reported that Essex had good summer. Entry numbers were up 5%. Relay numbers were down, and the 10k had 25 enter. Trying to organise officials courses in the autumn.

TP reported that the Surrey championships were successful as numbers were up. The county are not happy in general that the county championships are held in mid-May as opposed to the end of May. The permit restriction of 8 hours is also a challenge. Received an invitation to competition providers forum in early October.

10. SEAA: update on competition plans and meetings / communications with England Athletics

No report.

11. Matters arising where not already on agenda / “Outstandings” list:

TS Update: Trying to get some continuity into Run! and trying to preserve some of the skills into the core of the sport. Looking for transitional funding to lead into 2017. A strategy document has been drafted by Neil Costello. Schools/ facility strategy documents have been rejected, but the process has been useful as it has led to questions as to if there is a need for a schools strategy at all or who should be fulfilling that wide role. Facility issues are around ongoing maintenance and how to exert influence. Reports have got people looking meaningfully at the sport. Have decided better to have a really good product but not something throw together quickly that would not be as effective.

ASB asked who he could follow up with regard London hosting the ESAA champs as it was suggested a little while ago and nothing has been followed up.

Action: TS/ PC to follow up

Agreed that a separate teleconference will be scheduled to cover other outstandings, using National Council model.

12. AOB, including dates for future meetings

Next meeting will be on Wednesday, 9th November at Victoria Premier Inn.