

# Minutes

## Meeting Details

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<b>Meeting Name</b>	<b>UKAD Board Meeting 48</b>
Date	18 May 2021
Time	10:00 – 13:00
Location	Via Zoom Conferencing
Attendees	
Trevor Pearce (Chair) (TP)	Nicole Sapstead (NS)
Frances Akor (FA)	Matthew Johnson (MJ)
Pippa Britton (PBr)	Pat Myhill (PM)
Nicola Phillips (NP)	Emily Robinson (ER)
Claire-Marie Roberts (CMR)	Gareth Wellings (GW)
Sarah Winckless (SW)	Lindsay Miles (LM - minutes)
Heather Sinclair (HS)	Paul Ouseley (PO) – item 6
	Paul Moss (PM) – item 12

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## Welcome & Apologies

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### Presented by Trevor Pearce

#### 1. Welcome

TP welcomed all attendees noting apologies from Nick Griffin and Philip Bunt. TP recognised the number of sizable projects completed by the organisation in the year to date and the volume of quality work undertaken to, amongst other activities, implement the new 2021 Code, launch the National Anti-Doping Policy and Framework and deliver the WADA Audit requirements.

#### 2. Declaration of Interests

There were no declarations of interest.

#### 3. Approval of Minutes and Matters Arising

The minutes were accepted as a true record of the previous meeting subject to a minor amendment to the wording of item 12. **LM to amend.**

#### 5. Finance and Resources Report – BP 14 2021

The Board noted the report which set out the financial position as at 31 March 2021. GW highlighted the overspend which resulted from settlement of the Government Property Agency dispute and was approved by DCMS. GW confirmed that the year-end position would not impact on the 2021/22 budget. The Board expressed its thanks

to the team for resolving the dispute that related to Fleetbank House and for effective budget management across a challenging year.

#### **4. Spending Review Settlement 2021/22 – BP 15 2021**

The paper was noted. GW reminded the Board that the budget approved at the previous meeting had been based on a provisional settlement. Subsequently DCMS confirmed an increase of £200k in recognition of cost pressures resulting from the office relocation programme and the increased WADA contribution. GW confirmed that the opening budget had been amended accordingly with adjustments made to both the capital and contingency budgets.

#### **5. Annual Report and Accounts – BP 16 2021**

CMR joined the meeting

GW highlighted that the first draft of the annual report had recently been discussed by the Audit and Risk Committee (ARC). It was noted that DCMS and the National Audit Office had also reviewed the document and shared their comments. A second draft of the document will be considered by the ARC at their June meeting. At the request of the Board, GW clarified the two differing valuations of the overall pension liability. Early sight was given of the likely increase to the level of UKAD's employer pension contributions when the next actuarial valuation takes effect in April 2023. Based on discussions with the LPFA the current estimate is that costs will increase by around £120k per year. It was confirmed that a further assessment of going concern will be considered by the Board at the August meeting. Due to the length of the Annual Report and the online format, **it was agreed that ER will consider producing a summary version.** The Board discussed the KPI assessments detailed in the performance report. It was agreed that it would be more appropriate to provide a narrative demonstrating progress made during the year rather than a summative assessment. **GW to update page 14 of the report.** There was consensus that future KPIs should be well defined and accompanied by clear metrics.

#### **6. National Anti-Doping Policy Update**

PO joined the meeting to share an overview of the work undertaken to support delivery of the revised policy and to develop and launch the new assurance framework.

There was unanimous praise for the quality of the work delivered by the Assurance team and the steps being taken to embed anti-doping activities across the landscape. The Board acknowledged the robust procedures that had been put in place to track progress and support NGBs. Various suggestions were discussed to encourage NGB engagement and support smaller organisations to deliver against the requirements of the policy. HS joined the meeting and highlighted that there will be an opportunity to discuss progress with the Minister at a meeting being planned in the summer.

## **7. Reputation Management – BP 17 2021**

ER provided some background and context before sharing an overview of recent UKAD media coverage. Pertinent points from the communications strategy were discussed along with a consideration of how responses to media reports might be framed in future. It was noted that a review had been carried out by a communications consultant and a number of recommendations put forward. **It was agreed that ER will report back to the Board on the findings of the review and the planned response to its recommendations by mid-June.**

## **8. Review of Education – BP 18 2021**

PM joined the meeting

The Board noted the work plan document provided and the progress made by the Education team since the last update was given. PM highlighted the work undertaken to support the implementation of the 2021 Code and assurance framework. Ongoing research projects were outlined along with the launch of the Clean Sport Hub e-learning platform. NP expressed her desire for a robust set of key performance indicators to be developed and a clear definition of what constitutes effective delivery produced. PM shared that a survey tool is currently being developed with research partners at a number of universities which will be embedded in the hub. The challenges of evaluation were discussed and the Board gave insight and suggestions from their experience.

## **9. Performance Report – BP 19 2021**

The Board noted the dashboard and operational plan update.

## **10. Performance Measurement Development Update – BP 20 2021**

The Board noted the report accepting that work is ongoing to develop metrics linked to the new strategic plan and consequent operational plan. It was agreed that the strategic risks identified should be the focus of particular scrutiny by the Audit and Risk Committee. TP confirmed that performance measurement will be the focus of the June development day.

## **11. Chief Executive's Report – BP 13 2021**

NS presented her quarterly report, the contents of which were discussed by the Board and included updates on: cases and legal matters; the WADA audit; the forthcoming Commonwealth Games.

## **12. Approach to Future Board Meetings**

It was agreed that Committee meetings will continue to operate on a virtual basis in the interests of time of cost. The Board expressed its wish to have a presence at both of the new office locations. It was agreed that full meetings and strategy days will ideally take place face to face and the location will alternate between Croydon, Loughborough and London, subject to Covid-19 restrictions being revised. **LM to**

**update the meeting schedule ahead of the August Board meeting.** The Board noted that PB will be based from the Loughborough office and GW will also regularly spend time there. TP requested that, at an appropriate time, the staff survey cover questions related to the organisation's response to the pandemic, the staff experience and a view on DT engagement and support. This may also afford an opportunity to tease out their experience of dual site working.

### **13. Report from the Audit and Risk Committee**

PBr provided an overview of the meeting and confirmed that the new auditors, TIAA, are now in place.

### **14. A.O.B.**

The following items were covered:

- TP shared that a brief overview of the meeting will be included in the Weekly Bulletin circulated to all staff and is usual practice
- Members agreed that the new monthly update is useful and should continue to be circulated
- TP outlined that interviews had taken place as part of the Board recruitment process and an outcome is pending No10 approval
- HS confirmed the spending review timetable is yet to be confirmed but that it is likely to be similar to the previous one
- **LM to share the playback link for the most recent Doping Download**
- In light of MJ's resignation, TP expressed his thanks for the way in which the Legal function had developed during his tenure and under his strong leadership

### **Date of Next Meeting**

Board meeting – Tuesday 3 August 2021