

Minutes

Meeting Details

Meeting Name	UK Anti-Doping Board Meeting
Date	13 September 2016
Time	10:00
Location	UK Anti-Doping
Attendees	David Kenworthy (Chair) (DK) John Brewer (JB) Janice Shardlow (JS) Pippa Britton (PBr) Trevor Pearce (TP) Sarah Winckless (SW) Nicole Sapstead (NS) Philip Bunt (PB) Pat Myhill (PM) Harriet Purcell (HP) Pat Hartley (PH)

Meeting Information

1. Welcome and Apologies

DK gave apologies for Justin Turner. DCMS observers did not attend.

2. Declaration of Interests

No declarations of interests were made.

Consent

3. Minutes and Matters Arising

The minutes were amended to correct a date and an apology. There were no matters arising.

4. Strategic Risk Register

No changes were made to the register.

5. Finance and Resources Report

PB explained that DCMS has been made aware of increased legal costs and it continues to receive monthly progress reports. He highlighted the constraints the current financial model places on income generation through consultancy work and advised he has approached DCMS with a request for working capital.

PB outlined the financial position and explained the unexpected costs including additional staffing to cover maternity leave and legal costs. He gave assurance that DCMS receives monthly updates. He

noted that there is a possibility of generating income but working capital is needed to ensure delivery. The UKAD financing structure cannot raise equity or debt or transfer funds from year to year. PB raised his concerns about the restrictions with DCMS.

The Board asked if an application could be made for indemnity for legal costs, and urged NS to negotiate reduced rates for external counsel.

DK asked the Audit Committee to consider making a supplementary budget application to DCMS.

Strategic

6. Strategic Plan Update Q2

The Board discussed the work for Wimbledon, the challenges of high lab costs in relation to tenders for major events, and whether other labs other than the Drug Control Centre would offer a more competitive service. The Executive commented on the quality of tenders for major events. JS suggested consultation with UK Sport to improve the standard of tenders for international event bids.

JS requested a copy of the TUE Independent Review Panel summary.

SW asked for clarity on the reach of the Get Set Spirit of Sport programme against its other programmes. DK complimented Amanda Hudson on the positive feedback from WADA for the Education programme.

7. Russia Update

PM explained that WADA had requested further support from UKAD for RUSADA, for staff training and education. The Board agreed internal training requirements will be met before considering external requests. PM sought the Board's advice regarding the WADA request for an eighteen month extension to the project which was initially for nine months. The Board recognised UKAD could provide a training role but this would not ensure a positive behavioural change towards a clean sport culture. The Board acknowledged the risks in delivering WADA's project. DK asked PM to draft a paper outlining the new scope of work, the resources required, how they could be met, the risks involved and the trigger points which would cause a reassessment of UKAD involvement. JS and NS agreed to investigate the terms of engagement with WADA.

8. Item 9 Commercial Revenue Streams

PB outlined progress in the development of commercial revenue streams. The Sri Lankan NADO has requested training which UKAD has agreed to provide.

9. Item 11 Strategic Plan 2017-21 Progress Report

Work continues on the 2017-21 Strategic Plan and the next phase will be stakeholder engagement. The Board will receive the proposal at the March 2017 meeting.

10. Item 10 Future Staffing at UKAD

Consideration was given to reviewing the organisational structure in relation to UKAD's current remit and the fundamental shift in the anti-doping landscape. Several projects will require additional headcount and more office space may be needed to accommodate the staff increase. DCMS may

conduct a Communications Capability Review of UKAD prior to its triennial review. **JS urged NS to consider timing of the review to ensure the results can inform the next Strategic Plan.**

12:27 Pippa left meeting (phone).

11. Item 8 Debrief on pre-Games Taskforce Project

12: 29 Pat Hartley, Anti-Doping Project Lead, joined the meeting and gave a presentation on the project, in which he acted as secretariat on behalf of UKAD, outlining the level of international co-operation. UKAD collaborated with the NADOs from USA, Denmark, Japan and South Africa. He highlighted the challenges with time scales, testing logistics, communication and incomplete whereabouts information. WADA will provide a debrief prior to the next report by Richard Maclaren.

12. Item 13 Case Update

NS delivered the update with PB providing relevant information on costs.

13. Item 14 Policy Framework

NS set out the rationale for the policy framework process of review and renewal. JS suggested relevant policies (such as finance and legal) within the framework should be linked to the Risk Register to enable monitoring. PB was asked to identify the policies associated with higher risk. The Board was presented with the No Action Policy and informed that it was currently being revised to bring it in line with the National Anti-Doping Policy. The Board agreed to discuss the substantial assistance guidelines in December, after the Legal team has suggested appropriate alterations.

14. Independent Review

NS gave a progress report in relation to the Review recommendations

Date of Next Meeting

Tuesday 6 December 2016