

## Minutes

### Meeting Details

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<b>Meeting Name</b>	<b>UK Anti-Doping Board Meeting</b>
Date	06 December 2016
Time	09:30
Location	Fleetbank House
Attendees	David Kenworthy QPM DL (DK) John Brewer (JB) Pippa Britton (PBr) Trevor Pearce CBE QPM (TP) Janice Shardlow (JS) Justin Turner QC (JT) Sarah Winckless (SW) Hitesh Patel (HPa) DCMS Nicole Sapstead (NS) Philip Bunt (PB) Pat Myhill (PM) Harriet Purcell (HP) Isabelle Mundy (IM) (presentation only) Nick Wojek (NW) (presentation only)

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### Meeting Information

#### 1. Welcome and Apologies

HPa and JT sent apologies indicating they would arrive late.

#### 2. Declaration of Interests

No declarations of interest were made.

### Consent

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#### 3. Minutes and Matters Arising

The minutes were accepted without alteration. NS reported on successfully negotiating a reduced rate for external counsel. DK mentioned the supplementary budget application would be discussed in Item 5. He advised the agenda included the Russia Update and noted the Maclaren report was due for publication on 9 December 2016. DK informed the Board that the Substantial Assistance Policy would be reviewed at the March 2017 meeting.

#### **4. Item 5 Report from Audit Committee**

PB explained he had sought advice from the Department for Culture, Media and Sport (DCMS), about the working capital issue, and he is continuing his search to find other non-departmental public bodies (NDPBs) which may have defined how to address the inevitable consequences of inadequate trading capital.

#### **5. Item 4 Report from Athlete Committee**

SW reported that a very positive, well attended meeting was held. Useful feedback was provided about the change in Committee structure and the decision against the use of a phone call when an athlete is not available at the specified location during the one hour time slot was discussed. The Committee considered the dilemma of using technology for more accurate tracking of athletes whereabouts and whether this would be too great an invasion of privacy, and whether it would be open to manipulation.

The information provided in the discussion about the ADAMS Fancy Bears, enabled a big shift for how athletes feel about ADAMS. Alexandra Newman and Vicki Agar gave updates. Consideration was given to changing the Terms of Reference.

#### **6. Report from Remuneration and HR Committee**

JB reported the staff survey indicated positive signs, TP requested a copy of the staff survey results. **NS agreed to distribute the staff survey results to Members.** SW noted there had been stability in staff turnover but 50% of staff considering leaving.

#### **7. Finance Report**

PB commented on the report, in some areas expenditure exceeded budget owing to significant increases in activity (pre-Rio testing and analysis programmes were extensive). Legal costs had been exceptional and so the DCMS Finance Team and Policy Team put up a paper in front of ministers and the Grant in Aid (GIA) was increased in recognition of an extraordinary year. PB indicated the insurance policy covered some costs and that UKAD had special dispensation for insurance. TP noted that the Serious Fraud Office (SFO) was granted indemnity for certain cases and asked if UKAD could explore a similar option.

HPa and JT joined the meeting.

PB explained the significant costs of a particular case and DK suggested PB discuss it with JS to determine if it should be referred to the Audit Committee meeting for discussion.

DK thanked HPa for the Department's assistance on costs. HP agreed to relay his thanks.

PB noted that the WADA contribution which has risen by 5% equates to a 19% increase owing to the drop in the value of Sterling after the Brexit vote. The budget would be tighter than previously anticipated. The Head of Finance and budget holders across the business are considering where savings can be made and if resources can be reallocated for a contingency fund.

PB explained that as staff numbers increase there will be a move to smaller desks and a reduction in office storage, to make the current office space more functional.

NS advised that office location will be considered after completion of the Tailored Review conducted by DCMS.

The unsuccessful tender for the IAAF contract was discussed in relation to lab costs. It was agreed that UK Sport should be urged to improve the quality of tender documents because they do not recognise that the anti-doping service is specialised.

#### **8. Strategic Plan Update**

PB explained steps taken in response to recent cyber security issues experienced by other national anti-doping organisations. JB suggested the incoming Director of Communications could prepare generic messaging for scenarios in advance.

The Board suggested improvements could be made to business reporting and questioned the value of the current format.

The Board discussed the challenges which result in Not Collected Outcomes. NS suggested addressing the messaging to athletes, particularly for smaller sports with less resources which are supported by Home Country Sports Councils.

#### **9. Item 10. Therapeutic Use Exemptions**

Isabelle Munday delivered the presentation and answered the members' questions.

#### **10. Item 9. Russia Update**

PM explained the suggested plan for continued engagement until April 2018. He gave credit to Emma Price for her contribution to the project. He anticipated carrying on directing the testing programme in Russia and testing Russian athletes around world. Regular progress reviews will be provided.

DK congratulated PM and his team for their work and for the quality of reports.

**The Board voted unanimously to continue the project.**

#### **11. Strategic Plan 2017-2021 Progress Report**

**The Strategic plan and update accepted without comment.**

#### **12. Case Update**

NS discussed progress on current legal matters.

#### **13. Item 14 Independent Review,**

NS noted all recommendations had been met except the Substantial Assistance guidelines. UKAD is working with WADA and the whistleblowing policy ties in with clarifying when an item is evidence and when information is being processing.

#### **14. Case to Answer Assessment**

JS made the board aware there is an external review procedure and the policy precedes it. All cases are reviewed by the Directors Team, no single member of staff is responsible for reviewing cases. JT suggested in paragraph 2 a proforma paragraph should be added to the last clause to the effect that if a matter is not to be pursued immediately we will reserve our position to come back to it.

#### **15. AOB**

Members discussed the Sport England new Governance code for Sport and the expectations that they would aspire to be compliant

JS delivered the vote of thanks to David Kenworthy QPM DL, the outgoing Chair.

**Date of Next Meeting**

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Tuesday 21 March 2017

DRAFT