

Minutes

Meeting Details

Meeting Name	UKAD Board
Date	19 June 2018
Time	9:30am
Location	Bird & Bird
Attendees	Trevor Pearce CBE QPM (Chair) TP Dr Frances Akor (FA) Pippa Britton (PBr) Professor Nicola Philips (NP) Dr Claire-Marie Roberts (CR) Sarah Winckless (SW) Nicole Sapstead (NS) Philip Bunt (PB) Sarita Goodorally (Minutes) Matthew Johnson (MJ) Emily Robinson (ER) Mario Theophanous (MP) Item 13 Hitesh Patel (HP) DCMS

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees, noting apologies received from Nicholas Griffin QC and Pat Myhill. SW arrived at 10:30am from item 5.

2. Declaration of Interest

None declared.

3. Approval of Minutes and Matters Arising

The Board accepted the minutes as a true record of the previous meeting. An update was provided by ER on the BBC documentary proposal presented at the March Board meeting. It was confirmed the BBC had not given the documentary maker a commission and there were no plans to go ahead at present. ER also provided an update on a discussion regarding sponsorship with an expert formerly at HSBC and a paper has been submitted to NS for review. Suggestion was made to appeal to group

of sponsors to contribute to a grass roots education campaign. **To be included as an agenda item at the September Board Meeting.**

4. CEO Update

NS presented her quarterly report, the contents of which were noted by the Board and included:

- An update on a legal case and potential issues with the CAS regarding a late appeal submission. The Board noted that this was not a UKAD matter and the importance of preventing this from happening in the future
- Feedback provided to DCMS concerning the National Anti-Doping Panel
- A refusal case
- An appeal to Information Commissioner's Office, following an FOI request

NS provided an update on the progress with the organisational review and staffing changes.

NS noted the ongoing stakeholder engagement and updated the Board on key meetings and events which have taken place. International activity includes work in Russia, Kenya, Japan and Azerbaijan, with possible activity in Peru and Saudi Arabia. HP raised concerns over sensitivity and confidentiality and over information sharing. PB reassured that there are procedures in place designed to prevent any data breaches.

NS provided a World Anti-Doping Code Review update, which is to be distributed to the Board and Directors once it has been considered.

NS updated the Board on the NADO Leaders meeting, with thanks to James Bogle and ER for the organisation of the event. Main themes discussed throughout the event included:

- WADA Executive Committee and Foundation Board meetings
- Governance review of WADA
- Relationship between NADOs and governments
- Independent Testing Authority
- Next WADA President
- Role of iNADO

NS finished with an update on the top significant Media stories which included the recent cyber-attack, new strategic plan, Clean Sport Week and Hay Fever.

5. Report from the Audit & Risk Committee

This report was noted and centred around the annual report and accounts. Positive comments were received from the NAO which highlighted a good working relationship and experience.

6. Finance and Resources Report

PB presented an update as at the end of month 1, noting we are on budget and month 2 figures also remain on track; nothing has been identified as a cause for concern. Gareth Wellings is focusing on the plans for the additional Grant in Aid, initially analysing new staff and the impact on finances for the current financial year and 2019/20, before moving on to other areas. Emma Winchester has been recruited as Project Manager for the Tailored Review implementation. HP reported that Tracey Crouch was satisfied with a recent Tailored Review update.

7. Report from Athlete Commission

SW provided feedback from the Commonwealth Games, commenting on WADA's draft International Standard for Education and Information and WADA's Charter of Athletes' Rights. It was noted that Ali Jawad and Callum Skinner, had represented UKAD at the recent Global Athlete Forum.

SW provided feedback from the Athlete Commission meeting and noted that it was encouraging to see the athletes so engaged. Some concerns had been expressed around WADA and athletes were particularly keen to hold an international athlete event.

Recruitment was currently underway for the Athlete Commission. PBr suggested the possibility of altering Terms of Reference to increase the headcount due to high level of interest. **TP noted if there is a need to make an amendment, this could be done by email.** There is an aspiration to hold a meeting outside of London once a year.

8. Report from the Remuneration and Human Resources Committee

SW updated the Board and focussed on the Pay Review Guidance and proposals. Subject to HM Treasury pay restraint requirements which will be circulated by DCMS, a cost of living increase of up to 3% had been approved by the committee. PB confirmed that a 3% uplift could be accommodated and had been included into our 2018/19 budget. Once the 2018/19 pay remit has been approved by DCMS, the uplift will be backdated to 1 July.

9. Annual Report and Accounts for the Year Ended 31 March 2018

The Board considered the annual report and accounts and the letter of representation, noting that the Audit and Risk Committee had recommended that they be approved. It was noted that the only outstanding matter was confirmation from DCMS concerning the amount of staff pay which (because of recruitment) was above the 2017/18 pay remit. Subject to this and any final typographical amendments the Board approved both documents and authorised TP and NS to sign them on its behalf.

10. Performance reporting

PB presented the proposed quarterly reporting dashboard, noting that it was brief, visual and focussed on key indicators. The Board welcomed the dashboard and made several recommendations, which **PB will seek to incorporate** after which the format will be left unchanged to allow for meaningful comparative data.

The Board discussed the timing of the performance report and the cycle of governance meetings. It agreed that data should be as current as possible and prepared for calendar quarters. It was therefore agreed that Board meetings should be moved from 2019 to a appropriate quarterly cycle. **PB advised that the 2019 meeting dates have been drafted for NS and TP to consider. The Board was also reminded to sign off any outstanding policies on 4Performance.**

11. Tailored Review Progress Report

Using the draft reporting template, PB noted that he was satisfied at this point that there were no matters of concern to highlight to the Board. He noted that monthly meetings with DCMS were taking place to provide updates and ensure that DCMS was meeting its obligations. The Board agreed it would be helpful to **see a summary of the top three risks identified for each recommendation** and to see a running schedule of which recommendations have been completed. **PB to include one-line per recommendation appendix and strike through those which have been completed.**

It is still anticipated that the Revised National Anti-Doping Policy will be published in September 2018.

12. National Anti-Doping Policy

The Board considered matters related to the revised National Anti-Doping Policy (NADP). It concluded that it was essential that the complete independence of UKAD's testing programme should be unequivocally stated in the revised NADP.

13. Disruption Techniques

Mario Theophanous, Head of Intelligence and Investigations joined the meeting to present alternative tactical options to prevent, deter, intervene and disrupt athletes and athlete support personnel from committing ADRVs. The Board welcomed the approach being taken and PBr noted it would be useful for a document with all the acronyms to be included. **PB to include on Convene**

14. Clean Sport Week Review

ER presented the review, noting that it gained more media coverage than last year. Scottish sports provided a good contribution. Social media coverage was higher, with top influencers including Wimbledon and England Rugby. ER provided reflections on Clean Sport Week, which saw a successful foray into the supplements debate, success in Scotland and an important athlete focussed event outside London. There was still a challenge to engage some of the larger NGBs in the future. **The Board was encouraged to send any ideas to ER.**

15. Board Development

TP advised that an effectiveness evaluation survey would be distributed to the Board and **results presented at the September meeting.**

Date of Next Meeting

Monday 17 September 2018