

Minutes

Meeting Details

Meeting Name	UK Anti-Doping Board Meeting
Date	19 September 2017
Time	10:00
Location	Blackfriars Room 7 th floor, Fleetbank House
Attendees	Trevor Pearce CBE QPM (Chair) (TP) John Brewer (JB) Janice Shardlow (JS) Dr Frances Akor (Observer) (FA) Nicholas Griffin QC (Observer) (NG) Dr Nicola Phillips (Observer) (NP) Prof Claire-Marie Roberts (Observer) (C-MR) Nicole Sapstead (NS) Philip Bunt (PB) Matthew Johnson MJ) Pat Myhill (PM) Emily Robinson (ER) Julia Hardy (JH) (Item 8) Harriet Purcell (HP) Hitesh Patel (DCMS Observer) (HPa) Vince Weaver (DCMS Observer) (VW)

Meeting Information

1. Welcome and Apologies

TP welcomed all attendees noting that it was the final meeting for JB and JS and the first meeting for FA, NG, NP and C-MR. PBr attended by conference call. Attendees accessed the papers via the new application.

2. Declaration of Interests

No declarations were made.

3. Approval of Minutes and Matters Arising

The minutes required one correction, the inclusion of Matthew Johnson's name in the attendee list. Matters Arising included future agenda items. JS highlighted safeguarding. **TP agreed and PM will present to Board in December.** The Human Resources and Remuneration Committee will also take an interest in safeguarding.

4. Report on Athlete Committee

SW explained the Committee provides relevant feedback; reflections of the athlete experience of testing and current issues. She envisaged greater opportunity to maximise the value of the members as a positive voice

when the secretariat moves to ER's directorate. SW recognised the WADA Athlete Committee meeting held in August in London allowed attendees to express concerns about WADA funding and RUSADA's non-compliance. **Recruitment will commence for new members of the Committee because the terms of Emily Freeman, Dr Henry Nwume and Jon Wilkin will end in November.**

5. Report from Audit Committee

JS explained that minutes of the most recent meeting would be available at a later date and that the Committee's focus was on ensuring the new internal auditor, Mazars, was providing a high standard of service. The Committee was cautious about the impact of General Data Protection Regulation (GDPR) which will apply from 25 May 2018. The Committee was satisfied with the progress of Mazars and the GDPR compliance preparation.

6. Chief Executive's Report

NS delivered the case update, noting delays in the scheduling of hearings which are beyond the control of UKAD. JS expressed concern about reputational issues and urged NS to issue a statement to provide accurate information about the reasons for such delays. JS explained the Audit Committee highlighted the risk of an athlete filing a claim for loss of earnings; it had asked for legal opinion on the impact for UKAD. PB explained that this had been raised with DCMS. Because UKAD does not have the resources to fight such a case or the funds or authority to make a settlement, a letter of support would be needed from DCMS. NS agreed to ask WADA if there are example of an athlete suing successfully.

TP to raise this matter with the Minister for Sport. Communications to prepare a draft statement in case such a claim arose.

SW encouraged examining and managing the NADP response times. NS noted that the Legal team was busy with a diverse set of cases, noting that athletes were increasingly arguing that mental illness was the reason for their ADRV.

NS discussed the staff turnover during the first six months and explained that efforts were being made to reinforce the benefits package. She explained it is difficult to attract the calibre of applicants UKAD seeks on the current remuneration package it can offer. **TP suggested the Remuneration and HR Committee should review pay grades for parity with UK Sport and Sport England. PB agreed to draft a paper to assess the balance of the benefit package, exploring any options within current resource restrictions which would be more appealing to employees.**

TP praised the contribution of the Education team at the UK School Games. NS reported on the WADA Compliance questionnaire and the actions UKAD is required to complete. PB outlined the progress made at the NADO Leaders meeting; UKAD signed the resulting statement.

7. Appointment of UKAD Board Members

TP acknowledged the appointment of Dr Frances Akor, Nicholas Griffin QC, Prof. Nicola Phillips and Dr Claire-Marie Roberts. **TP to consider the appointments to committees so that the Committees are quorate when the terms of office for JB and JS conclude.**

8. EU General Data Protection Regulation (GDPR) Briefing

JH delivered a presentation explaining that UKAD is compliant with current requirements, in part due to the standards required to achieve ISO27001 Gold standard, for which UKAD is audited every six months. JH outlined the notable changes in the new regulation, including greater accountability and a significant increase in fines if the regulations are breached, the right to be forgotten for data subjects, privacy by

design, and consent. UKAD policies, processes and Privacy Statement will be updated, staff educated and a public announcement of compliance will be made.

9. Q1 Finance and Resources Report

PB explained that overall expenditure was very close to budget and there were no dramatic concerns. Legal expenditure was expected to be significantly over budget due to additional expenditure related to specific cases. A series of meetings with DCMS to explore possible additional funding are in progress. He outlined the expected reduction in consultancy income as the RUSADA project winds down. He gave a brief update about insurance arrangements.

JS explained that anti-doping law was very specific and suggested the development of a list of qualified practitioners to be available from which athletes could choose representation with confidence. The aim would be to ensure athletes are treated well and costs could be reduced because prior knowledge of the law would make the case preparation process more efficient.

10. Strategic Plan Update Q1

NS informed the Board of her intention to change the nature of this report so that the Board would be informed of current challenges rather than historical information as well as progress against key performance indicators set by the Board.

PM noted that only a small number (3%) of intelligence reports were received from national governing bodies (NGBs). TP agreed to challenge their lack of engagement by addressing it in his speech at the Clean Sport Forum.

11. Strategic Risk Register

PB gave a verbal update, explaining that the Audit Committee considered the register in greater detail at its meetings, and that PB, JH and NS review risks at monthly meetings. **The Risk register will be examined in detail at a future Board meeting, with new Members in attendance, to give a clear understanding and to assess the risk appetite of the Board.**

12. RUSADA – Update

PM outlined the project for new members explaining that WADA will audit RUSADA in late September then report in November on its progress towards compliance. It is anticipated that UKAD will complete the tasks it was contracted to do by the end of the year.

13. Transparency

PB explained that work to improve signposting on the website was almost complete. **The Board agreed it was appropriate to publish the Gifts and Hospitality register, Conflicts of Interest register, and expenses incurred by directors and Board members.**

14. Partnerships between Departments and ALBs - Code of Good Practice

DCMS asked all non-departmental public bodies (NDPBs) to look at gaps in performance against the objectives of the standard and to check current progress and where improvements can be made. The process has been a positive exercise and the meeting with DCMS was very helpful and open. VW explained that the Management Agreement will be reviewed when the Tailored Review has been published.

15. Tailored Review

TP and NS will meet Amy Casterton on 9 October for a progress report. The review process has allowed extensive engagement and has been open and constructive, a publishing date has not been offered.

16. Strategic Planning

TP explained progress is underway and feedback from the Tailored Review will be considered. The draft plan will be considered at the December Board meeting with four weeks for Board to consider it and approve it in January then eight weeks for the Directors Team to design and publish the plan, for implementation in April 2018.

17. Sporting Landscape

NS introduced discussion of the paper explaining the complexities of the sporting landscape. JB suggested the professional sports should be added to the document. JS urged the Directors Team to consider the pressures on an NGB and to tailor the education offering to the resources of the NGB, HCSC or institute.

TP informed the Board that he and the Directors Team intend to move towards an assurance framework for sports. The aim is to encourage greater engagement and ensure compliance with the National Anti-Doping Policy and the UK Anti-Doping Rules by sports in receipt of public funding.

18. Debrief on Clean Sport Week

The aim of Clean Sport Week was to engage with and educate the public about anti-doping and to help to restore public confidence in clean sport. The event has been successful in raising public awareness and in creating a full data set of public opinion. Clean Sport Week will be scheduled for May 2018. ER acknowledge the investment which has yielded material which can be used in the future, thus having a life beyond the event. ER outlined the event schedule including the rationale for the Clean Sport Forum which will be held at the Kia Oval in October.

19. Future Agenda Items

Agenda items for December include safeguarding and RUSADA. The other items might include the Drug Control Laboratory at King's College London, risk register, sponsorship strategy and additional revenue streams.

20. A.O.B

TP gave a vote of thanks to JB and JS for their two terms as Board members and thanked them for their positive contributions, especially in their work on committees.

21. Private Session

Date of Next Meeting

5 December 2017