

# Minutes

## Meeting Details

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<b>Meeting Name</b>	<b>UK Anti-Doping Board Meeting</b>
Date	5 December 2017
Time	10:00
Location	Fleetbank House
Attendees	Trevor Pearce CBE QPM Chair (TP) Dr Frances Akor (FA) Pippa Britton (PBr) Nicholas Griffin QC (NG) Prof Claire-Marie Roberts (C-MR) Nicole Sapstead (NS) Philip Bunt (PB) Matthew Johnson (MJ) Pat Myhill (PM) Emily Robinson (ER) Hitesh Patel (HP) DCMS

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## Meeting Information

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### 1. Welcome and Apologies

TP welcomed attendees, noting that he had received apologies from Dr Nicola Phillips and Sarah Winckless.

### 2. Declaration of Interests

No declarations were made. PB confirmed that declaration of interests forms were required every March from all Board members and the Directors team. **PB will follow up any outstanding declarations from new Board members.**

### 3. Approval of Minutes and Matters Arising

The minutes of the 19 September 2017 meeting were confirmed as a true record. Board members had been appointed to the committees. TP raised at Clean Sport Forum the small number of intelligence reports from NGBs. This had also been mentioned by Lord Moynihan during a speech in the House of Lords. TP advised that the risk register would be considered at the January Board meeting. DCMS had agreed to increase the frequency of meetings with UKAD from quarterly to monthly.

### 4. Report from the Athlete Committee

ER reported that three new athletes had been selected as committee members for three year terms and were being verified with their NGBs. When the terms of reference are considered by the Board at its March 2018 meeting the governance arrangements will be clarified including the process for approving appointments, expenses arrangements and the name of this advisory committee. ER noted that two vacancies for amateurs still needed to be filled and this might include a former doper to add a different viewpoint. Meetings will take place three times per year around the UK and future agenda items would

include the use of the term 'Whistleblower' and the messaging around and branding of the Reporting Doping in Sport Hotline. HP suggested that some of the other ALBs were also considering the term 'Whistleblower' and might contribute to the discussion. **TP to write to Henry Nwume, Emily Freeman and Jon Wilkin to thank them for their contribution.**

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

NG drew attention to the spend on outside legal counsel set out under the finance and resources report, the amendments to the terms of reference requested by the NAO and interviews to take place on 19 December for a co-opted member with a finance background. Consideration to be given to the appointment of a vice-chair.

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

- NS drew attention to: proposed amendments to the terms of reference for consideration by the Board at its March meeting including increasing the number of meetings to three a year; staff turnover; and Performance Related Pay, describing the structure, process and challenges. It was suggested that figures for turnover of fixed and short term staff could be reported separately.
- The staff survey results highlighted a wish for more Board visibility. The Board was encouraged that the staff wanted more contact - staff would be asked for their ideas at a planned feedback session.
- Board members could present at Doping Download from time to time, such as post-Gold Coast and their role as Board members
- It is not the role of Board members to mentor staff as creates a potential conflict of interest. No issue with Board providing insight based on their expertise.
- **PB to share the report on the Gender pay gap with the Board**
- **Benchmarking of pay against DCMS, UKS and SE**

HP suggested that the DCMS ALB team could present about appointment process and could also assist where staff were considering volunteering roles outside UKAD.

TP asked that an attempt be made to recruit people with a disability for regular roles or work experience possibly through resettlement and rehabilitation agencies; Remploy and Acorn. Consideration could also be given where we advertise.

#### **7. Chief Executive's Report**

NS presented her report covering: a case update; staffing; stakeholder engagement; partners and environment and significant media. With regard to cases, NS provided updates related to cycling and boxing, providing an extensive briefing to the Board, which was fully supportive of the actions being taken.

#### **8. Finance report and outline budget for 2018/19**

PB presented the management accounts for the first seven months of the financial year highlighting the key items of income and expenditure namely: laboratory analysis, testing costs and outside legal counsel. It was noted that DCMS had agreed to £750,000 of additional Grant-in-Aid. PB noted that there would still be challenges in achieving the budget for the full year, particularly around the timing of legal case costs and recognition in the financial statements.

PB presented the outline budget for 2018/19, highlighting the assumptions, potential shortfall and movements from the 2017/18 budget to the 2018/19 budget. It was noted that there were a number of matters which still required resolution before a balanced budget could be submitted to the March Board meeting.

#### **9. Strategic plan update**

The Board noted progress with the current strategic plan and any items not on track. The Board noted the Quarterly Business Review and discussed:

- The outcome of the tender for the IAAF World Indoor Championships 2018, lessons learnt and strategic issues around competition from commercial sample collection agencies; Code and International Standards compliance; major events being partly funded with public funds; NADOs demonstrating how they can work with ITA and complement its work. **TP to discuss with the Chairs of UKA and the IAAF.**
- **Bringing a problem profile to the June and subsequent Board meetings to be presented by one of the I&I team**
- Engagement with NGBs around intelligence
- Global DRO pharmaceutical data and issues with upload of changes
- Difference between advisors, trainers and educators; some uncertainty was noted about where the boundaries are drawn as to who can deliver what. Action is being taken to review and refresh these arrangements.

#### **10. Risk register**

PB highlighted the reviews by the strategic risk team and the Board noted that there had not been any amendments over the last quarter

#### **11. RUSADA project**

PM provided an update regarding UKAD's role supporting RUSADA during its period of non-compliance. UKAD's continuing role would depend on the recommendations of WADA's Compliance Review Committee. In view of the reduced role, the security deposit held to manage credit risk was being reduced.

#### **12. Safeguarding strategy**

PM introduced the draft policy noting that it covered children but not adults. He advised that there would be training for all Board members, staff and workers. Board approved the adoption of the strategy and the appointment of C-MR as the Board safeguarding lead. PBr commended PM on the quality of the document. **It was agreed that an annual safeguarding report would be provided to the Board.** HP suggested that the strategy be shared with the BOA, BPA, UK Sport and Sport England.

#### **13. Strategic planning process**

NS reported on the process to set the new strategic plan from April 2018, highlighting the engagement with staff and the plans for a planning session with the Board on 13 December 2017.

#### **14. Sponsorship strategy**

PB set out an outline sponsorship strategy for the organisation. It was suggested that consideration be given to what other NADOs and WADA had done in this area. The Board supported sponsorship in principle and agreed that it would be appropriate to **produce an ethical sponsorship policy including a checklist of how decisions are made. It was also agreed to check any DCMS rules in this area** and that when budget was available to engage a consultant to prepare a valuation of our sponsorship properties. Caution was advised regarding the approach made by an organisation that could adversely affect UKAD's relationship with Informed Sport.

#### **15. Tailored review**

HP reported that this was almost finalised but that there remained some outstanding internal inter-government conversations.

#### **16. Criminalisation and powers**

NS presented on the outcome of the criminalisation review and the additional information requested by DCMS to implement the findings. The meeting noted that amendments may be proposed to the Data Protection Bill seeking to strengthen UKAD's powers, but that an unintended consequence of such amendments may be to make handling of data more challenging. It was noted that the powers which would help UKAD to operate more efficiently and effectively include: access to membership lists; access to

documents and records (including medical records); and proportionate seizure (including phone and email records). HP noted that it might be more appropriate for strengthened powers to be included in a revised National Anti-Doping Policy and asked that UKAD started to gather relevant case studies to support this.

#### **17. General Data Protection Regulation**

The meeting noted that Jonathan Taylor of Bird & Bird was acting for sports bodies (but not UKAD) and drafting proposed amendments to the Data Protection Bill to enable appropriate handling of data for activities including anti-doping. MJ had contributed to this work on behalf of UKAD seeking a wide exemption clause to make sure that UKAD and sports can process special category sensitive data for anti-doping. HP noted that he would seek to ensure that any amendment did not have any unintended and adverse consequence for UKAD.

#### **18. Dates for 2018 meetings**

Board members were asked to advise PB of any of the proposed dates which they could not attend Board or committee meetings.

TP asked for a strategy review day in July and an extra date for a third annual Remuneration and HR Committee meeting.

#### **Date of Next Meetings**

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13 December 2017	Strategic planning day	Bird & Bird
9 January 2018	Agreement of draft strategic plan	Fleetbank House
20 March 2018	Regular Board meeting	Fleetbank House