

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 40
Date	14 May 2019
Time	10:00 – 13.00
Location	Fleetbank House
Attendees	
Trevor Pearce CBE QPM (Chair) TP	Nicole Sapstead (NS)
Pippa Britton (PBr)	Philip Bunt (PB)
Nicholas Griffin QC (NG)	Matthew Johnson (MJ)
Professor Nicola Philips OBE (NP)	Pat Myhill (PM)
Sarah Winckless (SW)	Gareth Wellings (GW)
Dr Claire-Marie Roberts (CMR)	Resham Kotecha (RK)
Dr Frances Akor (FA)	Amanda Hudson (AH) - item 4
	David Segar (DS) DCMS

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees, noting no apologies.

2. Approval of Minutes and Matters Arising

Clarification was provided around several actions pertaining to the last meeting: DS confirmed that advice from the DCMS legal team regarding the Rodchenkov Anti-Doping Act was to keep a watching eye on progress - to date, it had not been deemed necessary to alert the Minister; the plan to appropriately place and promote the Russia Project Overview paper continues to be developed by RK who is working to a revised deadline of **mid-June**; with regard the National Anti-Doping Policy consultation, DS acknowledged the slow rate of progress being made and highlighted that a meeting with his predecessor, Hitesh Patel, was being sought in order to progress the issue. Preparations are underway to ensure no further undue delays are incurred once the consultation has been approved by the Minister.

Following the updates, the Board accepted the minutes as a true record of the previous meeting. Relevant attendees also accepted the minutes of two private conference calls which took place during March 2019.

Amanda Hudson (AH), Head of Education, joined the meeting.

3. Education Update

TP expressed, on behalf of the Board, sincere congratulations to AH on her appointment as WADA Director of Education.

AH shared details of forthcoming regulatory changes and associated timescales, provided an overview of the International Standard for Education, outlined the current education plan and shared the revised athlete model and education pool approach. The update prompted discussions including the perceived complexity of the framework and the potential to explore external sponsorship of the UKAD education programme and other commercial opportunities. It was agreed that discussions would continue at the Board strategy day to be held in June.

The value of the update was acknowledged, and it was agreed an annual session to monitor and evaluate education provision would be included in the meeting schedule.

LM to update meeting schedule to include annual education review

AH left the meeting.

4. Report from the Audit and Risk Committee

The minutes of the meeting held on 30 January 2019 were noted by the Board.

5. Report from the Remuneration and HR Committee

The minutes of the meeting held on 12 February 2019 were noted by the Board. SW requested clarification regarding one matter which was provided immediately following the meeting.

6. Report from the Athlete Commission

The minutes of the meeting held on 23 January 2019 were noted by the Board along with the submitted report. In relation to section 2.8 regarding the communication of changes to anti-doping rules, policies, practices and decisions, it was discussed that context would be useful to outline what 'good' looks like for UKAD. **SW to discuss with HP**

7. Report from the Innovation Commission

FA confirmed the inaugural meeting of the Innovation Commission would take place on 11 June 2019. An impressive range of participants have been secured including; Dr. Simon Kemp, Head of Sports Medicine for the Rugby Football Union; Professor David Cowan, Head of Department of Forensic Science and Drug Monitoring at Kings College London and Professor Gloria Laycock, Professor of Crime Science at University College London. **A report will be submitted to the next Board meeting.**

8. Q4 Finance and Resources Report

The report was noted by the Board. GW confirmed the year-end underspend of 1.9% was in line with the December forecast. This was despite significant year end expenditure to cover website development and other digital projects. It was acknowledged that the year-end position was a strong result considering that UKAD was only notified of additional funding in January 2018. The Board expressed its thanks to GW and his team for the management of the overall budget.

9. CEO Update

NS presented her quarterly report, the contents of which were discussed by the Board and included an update on cases and legal matters; Clean Sport Week; WADA presidency; staffing; stakeholder engagement and events.

In the course of reviewing on-going cases, the critical role of the DCP and impact of their actions was discussed. A cross-team working group, led by Hamish Coffey (Deputy Director of Operations – Testing), will review historical cases to ensure robust DCO/DCP processes and procedures are in place. **It was agreed that the working group will report back to the Board with their findings in November 2019 – PM.** It was noted that in addition to the formal, biennial reaccreditation process, targeted training within the DCP/DCO community is planned alongside a conference which will include scenario-based education. **Details of the conference will be confirmed at the June strategy session with a view to at least one Board member attending.**

NS confirmed that work continues in relation to the integrity agenda. Following a tender, Swansea University has been commissioned to research and make recommendations for the synergistic development of the sport integrity agenda. Work is underway and initial focus groups will take place in June 2019 with findings due to be presented in September 2019.

10. Annual Report and Accounts – year ended 31 March 2019

The Board considered the annual report and accounts noting no major findings resulted from the auditor's field work. GW confirmed the report was still subject to National Audit Office checks particularly in relation to pension data. The Board requested tonal changes to the narrative to ensure the final draft is a seamless document. **RK to undertake a holistic review and amend accordingly by end May 2019.**

The Board approved the annual report and accounts, delegating authority for approving amendments to the Audit and Risk Committee. **It requested that copies of the letter of representation and the NAO final report should be made available to all Board members when it is issued to the Audit and Risk Committee.**

11. Risk Appetite

TP explained that the item had been withdrawn from the agenda to enable further discussion and clarification with the Head of Risk and Information regarding the tactical application of the Risk Appetite statement. **It was agreed that NG, PB and TP would discuss via conference call and a final version brought to the Board Strategy day, June 2019.**

12. Social Media Guidelines

RK presented the policy which, in principle was welcomed by the Board. However, a desire to be more proactive in this area was identified rather than supporting individuals reactively. It was discussed that, in future, the risk of what UKAD is asking people to undertake on social media is assessed in advance and support is provided to ensure items are featured on the UKAD timeline rather than an individual's personal one. **RK agreed to strengthen the wording of the policy and reconsider the position expressed in the final paragraph relating to blocking users – mid June 2019.**

13. Open Board Meeting

PB outlined the planned approach for the open meeting which will take place in July. The Board accepted the proposals and discussed the draft agenda suggesting some revisions. **PB to finalise agenda with TP and NS by 30 May 2019.**

14. National Anti-Doping Policy

The Board noted the paper and members shared their experience of learning within other organisations and the relative merits of differing approaches. The Board expressed its desire for a pro-active approach to be adopted when offering support, especially to high profile sports. A suite of options is likely to be required due to the variety of stakeholders impacted by the policy and resource considerations for both UKAD and participants. It was proposed that a working party should be formed to consider the information Boards require to discharge their governance and oversight responsibilities and how best to cascade this. NP, SW & PB volunteered to join the working party. **Paul Ousley (Head of Assurance) to contact Board members to initiate discussions by end May 2019.**

15. Performance Report

The Board reviewed the strategic objectives and key deliverables. Of particular note were the continuing delays in the implementation of D3, the new Case Management System, which is tracking significantly behind plan. It was noted that the recent Audit and Risk Committee had raised concerns regarding the delay and NG had requested a detailed paper to be presented at the June committee meeting to outline the problems that have been encountered and plans for the rest of the project. It was noted that the internal auditor will conduct a post implementation review once the

system is live. **The report compiled by the auditors will be included in the papers for the November Board meeting - LM.**

The Board noted the updated dashboard and content therein. **A request was made for comparative data from 2018/19 to be included in the dashboard where appropriate – PB**

16. A.O.B

RK confirmed that a conference has been planned in partnership with Wilton Park which will facilitate discussions around using sport as a tool for foreign diplomacy. Part-funding has been secured from Wilton Park which will host the event on 25 September 2019. Sir Hugh Robertson, Chairman of the British Olympic Association has been confirmed as the closing key note speaker. A summary of discussions and outputs will be shared at the November Board meeting. **LM to circulate the concept note. RK to share outputs at the November Board meeting**

MJ made the Board aware of a WADA code modification pertaining to clenbuterol which may significantly reduce the number of anti-doping rule violations recorded in countries that are considered 'high risk' for contaminated meat. The modification comes into effect on 1 June 2019.

Date of Next Meeting

Wednesday 19 June 2019 (strategy day)

Tuesday 30 July 2019 (open meeting)