

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 41b
Date	30 July 2019
Time	14:00 – 15.30
Location	Sport Resolutions
Attendees	
Trevor Pearce CBE QPM (Chair) (TP)	Nicole Sapstead (NS)
Pippa Britton (PBr)	Philip Bunt (PB)
Professor Nicola Philips OBE (NP)	Matthew Johnson (MJ)
Sarah Winckless (SW)	Pat Myhill (PM)
Dr Claire-Marie Roberts (CMR)	Gareth Wellings (GW)
Dr Frances Akor (FA)	Lindsay Miles (LM - minutes)
	Sarah Hillary (observer)

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees and introduced Sarah Hillary who joined the meeting to observe as part of the Board effectiveness review. Apologies were noted from Nick Griffin and David Segar due to professional commitments and Resham Kotecha due to annual leave.

2. Approval of Minutes and Matters Arising

The minutes were accepted as a true record of the previous meeting. The inclusion of an actions schedule was welcomed and outstanding actions and factors contributing to their delay were discussed at length. A revised deadline of end August 2019 was agreed for overdue actions. It was also agreed;

- **feedback relating to the new website should be routed via PB – ALL**
- **an update relating to the Communications team would be given at the next meeting – NS (LM to schedule)**

3. Report from the Audit and Risk Committee

GW updated the Board on matters relating to the McCloud judgement and the resultant delay in laying the 2018/19 annual report. It was noted that the additional actuarial assessment was still outstanding and therefore the annual report will either

be laid in September when parliament reconvenes or worst case after party conference season.

PBr presented an overview of the July meeting highlighting: the Committee is satisfied with the D3 project update received and pace of progress; and an additional risk register will be created to cover the planned office moves. It was noted that both the Audit and Risk and Remuneration and Human Resources Committees have an interest in the office moves but with a focus on varying aspects. **Reports will be submitted by PB to both committees as a standing agenda item as the project progresses.**

The minutes of meetings held on 9 May and 25 June 2019 were noted by the Board.

4. Report from the Remuneration and HR Committee

The minutes of the meeting held on 17 June 2019 were noted by the Board.

5. Chief Executive's Report

NS presented her quarterly report, the contents of which were discussed by the Board and included: an update on cases and legal matters; Russia; WADA ExCo European Seat nominations; partnership with Commonwealth Games Federation; staffing; stakeholder engagement meetings; and events. **LM to circulate accompanying slides.**

TP referred to discussions which took place at the recent DCMS Chairs and CEOs meeting relating to 'Place and Community Cohesion'. **Jl-H to circulate meeting documents.**

6. Q1 Finance & Resources Report

The report was noted by the Board. GW confirmed that the budget is broadly on-track and continues to be monitored closely. The year started with a contingency which will be reallocated as necessary to one-off projects subject to agreement from the Directors Team. Adjustments made in July were confirmed to be related to amended Loughborough relocation timing, staff costs due to unfilled positions and the proposed CRM. In terms of commercial activity GW confirmed the outcome of a bid with an international federation was pending.

7. Risk Appetite

Thanks were extended to PBr and JH (Head of Risk and Information) for their continued efforts to finalise the Risk Appetite work. PBr confirmed the main change from the previous version was the removal of operational detail to ensure the focus was at an appropriate level.

The importance of using consistent language was discussed when referencing compliance, regulation and legal. Definitions to be agreed in line with broader usage of the terms across UKAD. The document was agreed subject to minor amendments discussed at the meeting. **PB and PBr to amend and circulate final version by end August 2019. LM to update the Board Handbook upon receipt of final document.**

8. Performance Report

The Board reviewed the strategic objectives and key deliverables and expressed its desire to see more concrete, quantitative measures used within the performance report (for example in relation to disruption techniques). **PB to discuss with EW with a view to implementing for Q2 reporting.** PB reiterated the plan to add comparative data with effect from the Q2 dashboard. It was also agreed that the **updated Wilton Park concept note should be made available – LM to follow up with RK.**

9. AOB

The Board debated the possible inclusion of a co-opted Board member. **TP to feedback to the individual concerned by end August 2019.**

Date of Next Meeting

Tuesday 12 November 2019