

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 44
Date	12 May 2020
Time	10:00 – 13:00
Location	Via Zoom Conferencing
Attendees	
Trevor Pearce (Chair) (TP) Frances Akor (FA) Pippa Britton (PBr) Nick Griffin (NG) Professor Nicola Philips (NP) Dr Claire-Marie Roberts (CMR) Sarah Winckless (SW) Heather Sinclair (HS)	Nicole Sapstead (NS) Philip Bunt (PB) Matthew Johnson (MJ) Pat Myhill (PM) Emily Robinson (ER) Gareth Wellings (GW) Lindsay Miles (LM - minutes) Paul Moss (PMo – item 11 only)

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees noting no apologies had been received.

2. Approval of Minutes and Matters Arising

The minutes were accepted as a true record of the previous meeting. Updates were given against actions reported as ‘in progress’.

The Board noted the inclusion of the Case Management system audit report and the substantial assurance level given by Mazars. The continued parallel running of two systems was highlighted and it was confirmed that an associated **report will be submitted to the next meeting in July 2020.**

TP confirmed that a submission regarding Board succession had been submitted to DCMS and the Cabinet Office.

3. Report from the Athlete Commission

SW confirmed that the commission had recruited two new members following the departure of Liam Tancock and James Hudson. After interviewing six high calibre

candidates, two were selected who will observe the next meeting due to take place on 20 May 2020. Appointments will be formally announced on 21 May 2020.

4. Report from the Audit and Risk Committee

NG provided an update from the May Committee meeting. It was noted that the annual report from Mazars had given a substantial assurance rating indicating that UKAD is operating at a high level in areas which had been audited. Thanks were extended to the Finance team with regards their management of the budget and meeting the target of a below one percent underspend. NG noted that the high quality of the draft accounts had been recognised by the auditor.

Members noted the reports for the following items and confirmed they had no queries or matters to raise during the meeting; **5. Report from the Innovation Commission; 6. Finance and Resources Report; 7. Annual Review of Legal; 8. DCP Review & Action Plan; 9. Performance Report**

10. Annual Report and Accounts 2019/20

GW confirmed that the draft report and accounts had been submitted to the Audit and Risk Committee the previous day and would be reviewed again at its meeting in July. It was noted that laying prior to the summer recess as planned may no longer be possible due to some additional work being carried out by the pension scheme actuary as a result of the COVID-19 pandemic, its impact on market valuations and assurance from the scheme auditor. UKAD expects to receive the report in June which will subsequently need to be audited by the NAO. A revised timetable will be submitted to the Audit and Risk Committee.

GW made the Board aware that its approval to prepare the 2019/20 Financial Statements on a going concern basis, given in February 2020, would need to be reconsidered at the July 2020 meeting. This is due to the COVID-19 pandemic and its impact on commercial income projections.

The Board was content that the draft Annual Report and Accounts reflected a fair and open representation of UKAD and agreed to submit any detailed comments to GW by the end of May.

11. Chief Executive's Report

TP extended his thanks to NS and the wider staff group for their resilience in coping with the complexities presented by lockdown. Interest was expressed in the wellbeing of staff and NS outlined the measures that have been put in place. A survey is planned to seek qualitative data regarding employees' experience of working from home, the outcomes of which will be shared with the Remuneration and Human Resources Committee.

NS presented her quarterly report, the contents of which were discussed at length by the Board and included: an update on cases and legal matters; UKAD's response to the COVID-19 pandemic; staffing.

Paul Moss (PMo), Head of Education, joined the meeting.

12. Education Update – High Level Work Plan 2020/21

TP welcomed PMo to the meeting and thanked him for the paper he had prepared. PMo confirmed that the National Trainer population had been furloughed under the Coronavirus Job Retention Scheme. As such all requests for education are being serviced by the in-house team. Work continues with sports although many key contacts and lead Anti-Doping Officers have also been furloughed.

The Board noted that a cross-team working group is in the process of procuring a Learning Management System partly to support the aim of enhancing e-learning provision and adding bitesize courses to the portfolio. The pivotal CoachClean programme is being updated and the suite of programmes is being extended to include an introductory course, a parent curriculum (being developed in conjunction with Leeds Beckett University) and a practitioner module. The Board urged the team to take a broad approach to defining the target audience and to also consider the importance of those undertaking governance roles to be exposed to anti-doping education in a similar vein to their requirement to ensure their safeguarding knowledge remains current.

TP reiterated his desire for more robust measurement of the value of education programmes whilst acknowledging the challenges this presented. **CMR** shared her experience at the Premier League and knowledge of research in this area and agreed to **share guidelines with PMo**.

It was agreed that a further review of Education would be provided in May 2021.

PMo left the meeting.

13. Media Review Update

The Board noted the update and the intention that a broader discussion on this topic is planned for the July 2020 meeting along with a revised communications strategy. ER clarified that the supplementary paper relating to social media was for information and designed to educate those less familiar with the concept of influencers.

14. Athlete Commission Remuneration Options

SW outlined that the paper had not been submitted at the request the Commission members, rather it was considered to be the right thing to do as individuals already volunteer their time for Commission meetings and associated preparation. The Board

considered whether making payment for member involvement in additional activities would remove independence of thought and voice and concluded it did not. The proposal outlined in the associated paper was agreed and therefore a day rate of £215 will be paid to members and other athletes requested to attend events / participate in public relations engagements on UKAD's behalf.

15. COVID-19 Possible Future Scenarios

The Board noted the paper and PB outlined the implications of the pandemic on the 2020/21 budget. The lack of commercial activity and effect on income has resulted in a budget gap which is unlikely to be covered by DCMS. Confirmation is pending as to whether Grant in Aid from 2021/22 can be brought forward to alleviate some pressure. Other mitigating actions were discussed including the possibility of deferring part of the annual contribution to WADA which may be discussed at the May 2020 CAHAMA meeting. HS reminded the Board that as DCMS is invoiced by WADA further consideration would be needed by the department. Scenarios outlined in the paper were discussed and it was noted that further proposals will be brought to the July meeting. In line with recommendations made, the Board agreed the following: PRP for work completed during 2019/20 and provided for in the 2019/20 accounts will be awarded as planned; the annual cost of living process for 2020/21 will **not** be undertaken; no PRP scheme will be operated for the performance year 2020/21.

16. Covert Human Intelligence Sources (CHIS) Update

Further to discussions held during the November Board meeting, PM prepared a follow up presentation outlining discrete circumstances in which UKAD may wish to enact a CHIS policy. It was reiterated that, on occasion, UKAD is unable to perform its duties to the full due to its lack of powers. The Board noted that, in principle, UKAD could operate outside the Regulation of Investigatory Powers Act regime but that this course of action presents multiple risks. TP requested a piece of work to understand the feasibility of a strategic partnership with a law enforcement agency such as the National Crime Agency or the City of London Police which could carry out CHIS handling on behalf of UKAD. PM outlined that this course of action had been considered in the past and discounted on the basis that the relationship was perceived to only benefit UKAD. However, it was agreed that **PM would initiate a discussion with the Home Office** to consider how UKAD might achieve its aims in an ethical and legitimate manner.

AOB

The Board discussed up-coming strategy development sessions.

Date of Next Meeting

Board meeting – Tuesday 28 July 2020