

# Minutes

## Meeting Details

Meeting Name	UKAD Board Meeting 62
Date	5 November 2024
Time	11:00 – 14:30
Location	Trafalgar House, Croydon (and via Teams)
Attendees:	Adam Sutcliffe (AS) – via Teams Akshay Dattani (AD) – via Teams Alison O’Riordan (AO) Ama Agbeze (AA) Angelina Bassford (AB) Frances Akor (FA) – via Teams Funmi Burton (FB) – via Teams George Walker (GW) – via Teams Hamish Coffey (HC) Heather Sinclair (HS) – DCMS Jane Rumble (JR) Kirsty Cockburn (KC) Mark Foster (MF) Mashaer Alyami (MA) - Minutes Nicola Phillips (NP) Nicola Shannon (NS) Nisha Dutt (ND) Stacey Cross (SC) – via Teams Suman Ziaullah (SZ) Trevor Pearce (TP) – Chair

Apologies:

## Welcome & Apologies

### 1. Welcome, Apologies, Declaration of Interests

The meeting began with Chair TP welcoming all attendees and noting remote attendance from SC, AD, AS, GW, FA, and FB via Teams. TP acknowledged that this was the last meeting for FB and expressed appreciation for her contributions. There were no apologies and no new declarations of interest.

## **2. Approval of Minutes and Matters Arising**

The minutes from the previous meeting were reviewed and approved with minor corrections, including a typo in item 3. Action points from the last meeting were confirmed as completed.

## **3. Stakeholder Engagement – BP 24 2024**

TJ presented on UKAD's stakeholder engagement, highlighting key relationships with WADA and the Council of Europe, and emphasising the importance of the "Athlete First" principle and sport diplomacy. The Board identified stakeholder mapping as essential, suggesting a structured approach to prioritise stakeholders by engagement needs. The discussion included the use of data analytics to enhance insights.

The Board agreed that enhancing stakeholder mapping through data analytics and feedback mechanisms would help track engagement impact and prioritise relationships effectively, strengthening UKAD's influence.

## **4. Athlete Commission End of Year Update – BP 25 2024**

AA presented the Athlete Commission End of Year Update, underscoring the significance of building trust and rapport with athletes and ensuring their needs are met. She highlighted the value of a tailored communication approach to better engage athletes and proposed regular briefings to keep them updated. The Board discussed challenges in athlete engagement, including varying perceptions of anti-doping measures, and acknowledged the importance of recognising athlete feedback to align with UKAD's "Athlete First" commitment.

## **5. Board Performance Pack – BP 26 2024a, BP 26 2024b, BP 26 2024c.**

The executive team presented the performance pack, highlighting any concerns or challenges faced under each strategic objective. A discussion on the performance metrics took place and the executive team agreed to review the metrics and report back at the next Board meeting.

The Chair thanked JR AB and the Directors Team on the development and production of the new pack.

## **6. CEO Report – BP 27 2024**

JR presented an update on key activities, strategic projects, and current developments. Highlights included lessons learned from the Paris Olympics and updates on international partnerships. The Board emphasised the need for clear and consistent communication with stakeholders in light of recent challenges.

## 7. AOB

The Board reviewed and approved amendments to the Framework Document and Articles of Association. Additionally, the appointment of the Director of Finance and Business Services as a director ex officio was approved, along with a written resolution to be submitted to the DCMS Secretary of State for final approval.

## 8. Date of Next Meeting

A Board Development Day is scheduled for December 9, 2024, at Bird & Bird in London. The following Board Meeting is planned for February 25, 2025, in Central London.

## 9. Reports Provided for Information – BP 28 2024, BP 29 2024, BP 30 2024, BP 31 2024, BP 32 2024

The Board noted the following reports:

- Finance & Resources Report
- ARC Assurance Report
- People Assurance Report
- Innovation Commission Assurance
- Athlete Commission Assurance.

Action	Lead	Deadline
Circulate the latest media training papers, including protocols and talking points for interviews.	KC	
Review and enhance storage for historical documents on Convene to ensure easy access and proper archiving	MA	
Consult with the People Committee to explore solutions for recruitment and retention in key roles, particularly for the case management role	SZ	