

Minutes

Meeting Details

Meeting Name	UK Anti-Doping Board Meeting
Date	20 June 2017
Time	09.30
Location	Fleetbank House
Attendees	Trevor Pearce CBE QPM Chair (TP) John Brewer (JB) Pippa Britton (PBr) Janice Shardlow (JS) by phone Sarah Winckless (SW) Nicole Sapstead (NS) Philip Bunt (PB) Matthew Johnson (MJ) Pat Myhill (PM) Emily Robinson (ER) Vince Weaver (VW) Joseph Bondatti (JBo) Julia Hardy

Meeting Information

1. Welcome and Apologies

TP welcomed attendees, particularly JBo who was attending as an observer from DCMS Public Appointments. TP also welcomed Matthew Johnson, Acting Director of Legal, Vince Weaver Senior Policy Advisor, Anti-Doping in Sport & International Sport, DCMS and Julia Hardy who were attending their first Board meetings. TP advised that Justin Turner QC has resigned from the Board with effect from 19 June and expressed his thanks to Justin for his contribution over the past seven years noted.

2. Declaration of Interests

No declarations of interest were made, however, SW reminded the Board of her role as Team England Chef de Mission Commonwealth Games.

3. Approval of Minutes and Matters Arising

The minutes of the 21 March meeting were approved as a true record.

PBr enquired if there was any formal feedback as to why UKAD had been unsuccessful with its IAAF tender. PB updated the Board that UKAD had received no formal response. More information was to be sought over the next quarter relating to the sample collection market. PB noted that the 2016/17 underspend was just under the 1% target and TP congratulated the Finance team for being the first ALB to submit its accounts for the second year running.

Information

4. Report from Athlete Committee

SW reported on the Athlete Committee meeting. Responsibility for the Committee would rest ER in the future. SW reported that new terms of reference were being drafted. The Board discussed whether or not the Athlete Committee Chair should be a Board member. **It was agreed that there would be more formal notes taken which would be brought to Board for increased transparency and information flow.**

Consideration had been given to the Duty of Care Report by Tanni Grey-Thompson and there was support for many of the views expressed in the report. Consideration was also given to how committee attendance by busy athletes might be better managed given that they may be training and are not remunerated for their contribution.

5. Report from Audit Committee

Further to the minutes, JS highlighted the discussions around the NAO Report and Annual Accounts. The Board considered the insurance recovery limit. Mazars had agreed to look at Case Management as a priority in light of the possible move from Wynyard to an alternative case management system. It was explained that the alternative was likely to lead to cost efficiencies as well as a more functional and user friendly interface.

It was agreed that the Board would consider strategic risks at its September meeting. It was noted that David Woodhouse had reached the end of his co-opted term and he was again thanked for his input. However, it was noted that dependent on the skillset within the new Board appointments it may be necessary to co-opt a similar financially qualified committee member. A discussion took place around future legal representation costs insurance arrangements.

6. Report from the Remuneration and Human Resources Committee

JB reported that it had been the last meeting for JT and himself, which meant that a new committee chair would need to be appointed before November meeting. The 2016/17 staff PRP award had been agreed with the method of calculation reverting to the previous arrangements. The staff pay award had been approved, but it was formally reported that the committee considered 1% was an insufficient pay increase and carried a risk for the organisation relating to staff retention and attraction. VW acknowledged this on behalf of DCMS and hoped that this situation would not continue.

Action had been raised to assure the Committee that the PRP awards were fairly distributed across the grades, and also to consider a wider review of pay grades to provide more opportunities for advancement within the government pay restraints. VW noted that there would shortly be a Chairs and CEO event at DCMS and recommended that this issue be raised by UKAD.

It was reported that the refreshed DCP scheme was going well, but DCP at the front line were at risk of being influenced, so ongoing bribery and corruption awareness was necessary. TP raised the issue of safeguarding and whether there was a policy in force to ensure the safety of both vulnerable athletes and the DCOs undertaking the test. **PM is currently drafting an improved policy which will be presented at the September Board meeting.** JS suggested that a Duty of Care guardian could be appointed from within the Board.

7. Chief Executive's Report

NS provided an update on several cases including the potential for large cost implications and the impact on UKAD. An update was provided as to why UKAD would not be providing the education outreach at the

IAAF World Championships in August, with the organising committee deciding not to award a contract and to undertake the outreach using its own resources.

The current staff turnover was reported. TP requested anonymised statistics from the Empathy helpline to determine if there is any trend with which the Board may be able to assist. TP offered to speak at Doping Download alongside NS to help address any concerns, particularly if they arose from the Tailored Review. The presentation also summarised stakeholder engagement activity; partners/environment and significant media coverage.

8. Appointment of UKAD Board Members

Dates for selection days have been rescheduled due to non-availability of panel members following the calling of the general election, but the new Board members should be in post before 30 September. It was reported that term lengths would be staggered to prevent a similar bunching of appointments when appointments expire.

Consent

9. Annual Report and Accounts 2016/17

Ministerial approval was still pending but the Annual Report and Accounts were complete subject to some minor typographical corrections. The Board approved the Annual Report and Accounts.

10. Finance and Resources Report

PB reported on the management accounts to the end of April 2017 and noted that there were no matters in the May 2017 management accounts which he wanted to bring to the attention of the Board.

11. Strategic Plan Update Q4

The Board noted the report and the actions taken where objectives were behind their target dates.

The Quarterly Business Review was discussed. The Board noted that the testing team's preferred test distribution plan would not be delivered due to availability of funding but were made aware that a risk approach had been taken in respect of this year's testing. NS agreed to refine the table of sports to highlight progress (or the lack of progress) being made on their education strategies and how we can move them on.

12. Strategic Risk Register

There were no fundamental changes to the Strategic Risk Register.

Strategic

13. Russia - Update

PM reported that some of the dates in the WADA roadmap for Russia have not been met. RUSADA remains non-compliant and therefore has not yet taken back control of its testing programme. It was reported that RUSADA now has a team of five testing officers and is planning a programme under our guidance. As soon as RUSADA takes over the testing UKAD will start to reduce its input and consequently its invoicing. JB raised concerns about potential future problems after the arrangement concludes. However, it was agreed that this would be under the remit of WADA not UKAD. It was confirmed that DCOs receive broad integrity training when they are recruited to help protect from bribery and corruption.

14. Communications Strategy

ER presented the draft Communications Strategy. Priorities over the next 6-12 months were outlined. Stakeholder engagement was addressed. Forthcoming communications activities were outlined. SW advised to remain engaged with the athlete community whilst seeking wider audience engagement. PBr suggested approaching UK Sport to request the possible inclusion of some UKAD questions in UK Sport's annual questionnaire. The approach was felt to be the right one with an acceptable tone of voice. Sponsorship and morality were questioned by JS. ER proposed changing perceptions to balance the negatives.

15. Tailored Review

TP reported that he had met with Amy Casterton for her update. It was reported that the consultation phase has been concluded and UKAD would be moving into the recommendations phase. PB confirmed that the team based round table sessions would take place over the next two weeks. Amy Casterton would attend the September Board meeting.

16. Strategic Planning

It was agreed that following the Tailored Review, planning for the new strategic plan would begin in October.

17. Substantial Assistance Guidelines

The revised guidelines were tabled alongside the current version. It was suggested that there could be more open communication of the principles around substantial assistance. Board agreed to approve the guidelines as a framework for decision making and it was agreed that there would be no need to refer back to the Board on individual cases.

18. Cyber Security

Following a full and frank discussion, Board was content that the risk was currently being managed. It was agreed that the additional measures were not required at this time but that there should be increased activity around staff awareness.

19. Future Agenda Items

It was agreed that the draft Safeguarding policy, and Risk would be on the agenda in September when Amy Casterton would also be in attendance to discuss the outcomes of the Tailored Review, and a further agenda item on communications would be included in the December meeting.

20. A.O.B

None

21. Private Session

Date of Next Meeting

12 September 2017