

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 38
Date	4 December 2018
Time	10:00am
Location	Fleetbank House
Attendees	Trevor Pearce CBE QPM (Chair) TP Dr Frances Akor (FA) Pippa Britton (PBr) Nicholas Griffin QC (NG) Professor Nicola Philips (NP) Sarah Winckless (SW) Dr Claire-Marie Roberts (CMR) Nicole Sapstead (NS) Philip Bunt (PB) Matthew Johnson (MJ) Pat Myhill (PM) Gareth Wellings (GW) David Segar (DS) DCMS Tony Josiah (TJ) (items 9, 10, 11)

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees and introduced David Segar who joined the meeting in Hitesh Patel's absence. Apologies were received from Emily Robinson.

2. Approval of Minutes and Matters Arising

The Board accepted the minutes as a true record of the previous meeting. There were no matters arising.

3. Report from the Athlete Commission

The Board noted the report. SW explained that the focus of the meeting was Russia which had led to an energetic and impassioned debate. It was noted that the high levels of engagement among commission members presented a great opportunity to create change.

4. Report from the Audit and Risk Committee

The Board accepted the report. NG extended his thanks to PBr for chairing the meeting in his absence. It was noted that the planned work around determining the Board's risk appetite will be welcomed by the Audit and Risk Committee and have a positive impact on its work. As an outcome of the previous committee meeting, NS updated the Board concerning steps to ensure website content was accurate. Directors are holding their teams accountable for reviewing and updating content by the end of January 2019. PB provided an overview of the project to create a new website and high-level timelines. Board members sought reassurance that learnings from other projects had been considered, content updates would be easily managed in-house and consideration had been given to the varying user audiences. **It was agreed that screen shots to give a flavour of the planned look and feel of the site would be shared with the Board once available.**

5. Report from the Remuneration and Human Resources Committee

The Board accepted the report. There were no matters arising.

6. 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; staffing; stakeholder engagement and events; and an update regarding eSports. It was agreed that **pre-emptive preparation of UKAD's stance on individual cases likely to draw media attention would be beneficial to ensure a timely response.**

During the staffing update it was acknowledged that several requests for internships had been received. To ensure a fair, open and consistent approach to dealing with such requests, TP asked for **a process to be drafted and considered at the next Remuneration and HR Committee meeting (February 2019).**

TP provided an update to the Board on the recent Integrity Meeting hosted by Bird & Bird. It was agreed that **a briefing note and copy of the presentation used would be circulated in advance of the next meeting.**

The Board discussed eSports and agreed that this growth area presented an opportunity for UKAD, but that the offering will need careful consideration given the vast differences in concept and demographics when compared to traditional sport. **It was agreed that the Innovations Commission should consider this matter.**

7. Finance and Resources Report

The report was noted and the Board acknowledged how close to budget finances are tracking despite the volatility of the underlying assumptions.

8. Outline Budget 2019/20

GW presented the outline budget for the next financial year highlighting the most pertinent points including major events and pricing. The Board accepted the assumptions upon which the outline budget was based and acknowledged that, following a review by the Audit and Risk Committee in January, the final budget would be submitted to the Board for approval in February 2019.

9. RUSADA – Request for Further Support

PM provided an update regarding UKAD's engagement with RUSADA on behalf of WADA. It was confirmed that, following the recent WADA decision to reinstate RUSADA subject to 'strict conditions', the project had been concluded.

10. WADA Governance Update

NS highlighted the key points of the paper which was accepted as a helpful briefing given the significant amount of recent activity. The three proposed candidates for WADA President were noted and NS reminded the Board that a ministerial decision would determine who the UK would support.

11. International Strategy

NS and TJ presented the proposed international strategy which formalises the way in which UKAD will mobilise its efforts outside of the UK. The strategy was written to support delivery of the strategic objectives and in response to the Tailored Review recommendations.

The Board considered that human rights and broader integrity issues should be considered as part of deciding whether to work with an organisation / country. The safety of staff would also be of paramount importance. TJ provided reassurance that the Foreign and Commonwealth Office (FCO) guidance is taken into account.

The Board approved the international strategy and requested two further pieces of work; **to distil the most salient points into an info graphic / flyer for communication purposes; and to expand the decision-making framework with clear classification of those pieces of work that will require Board approval.**

12. Use of Outside Counsel

MJ presented an overview of the Legal directorate covering resources, workload and expenditure over the preceding three years. The session provided some context around the level of contingency funding allocated to the directorate.

The Board discussed circumstances when individuals do not adhere to all conditions associated with their suspension. **Consideration would be given by the Education team as to whether our education programmes are sufficiently clear about the**

implications of a suspension being more wide-reaching than being unable to compete.

There was consensus that the overview was extremely helpful and **an annual review**, in a similar vein, **will be added to the agenda plan**. It was also agreed that **a metric would be added to the dashboard to track cases** and the extent to which the expected outcome has been achieved.

CMR left the meeting following this item.

13. East Wing Memorandum of Terms of Occupation (MOTO)

The Board approved the MOTO and authorised the directors to sign this on behalf of UKAD.

14. Performance report

The Board considered the dashboard which had been amended to incorporate feedback given during the last meeting. The format and content continue to provide a sound overview of key metrics.

The Board reviewed the strategic objectives and key deliverables noting: the delays relating to an IT project set out against SO1 and the plan for **key learnings to be shared with the Audit & Risk Committee**; delivery of SO2 is on track; the continuing delays in consultation around the NADP and the need to decouple issues which are impacting on progress; recruitment is underway for an International Assistant who will support delivery of SO4 and items currently tracking 'red'.

The Board noted that good progress is being made in many areas of Tailored Review implementation. However, it was stated that in some areas insufficient action by DCMS is causing a delay. DS cited challenges around personnel changes and workload but reassured the Board of HP's commitment to making progress.

15. Future agenda items

TP invited Board members to suggest future agenda items and proposed creating a shared area in Convene for this purpose. **LM will action this and confirm details in advance of the next meeting.**

16. Private session

Staff left the meeting while the Board held a private session.

Date of Next Meeting

Tuesday 5 February 2019 – Board meeting followed by Risk Management Strategy session