

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 42
Date	12 November 2019
Time	09:30 – 14:00
Location	Bird and Bird
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)	Emily Robinson (ER)
Nick Griffin (NG)	Gareth Wellings (GW)
David Segar (items 1-9)	Lindsay Miles (LM - minutes)
	Sarah Hillary (item 10 only)

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees and noted apologies from Frances Akor due to family illness and Heather Sinclair due to professional commitments.

2. Approval of Minutes and Matters Arising

The minutes were accepted as a true record of the previous meeting.

The actions schedule was reviewed and updates given on those items marked as in progress. NS confirmed that the IPED Report (previously referred to as the State of Doping Report) is close to being finalised. However, publication is not possible due to the current period of purdah. **LM to update log to reflect current action status. LM to share IPED report via Convene.**

Nick Griffin joined the meeting

3. 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; National Anti-Doping

Panel and the associated appeal mechanism; UKAD's approach to social drugs testing and cyber-security.

4. Q2 Finance & Resources Report

The report was noted by the Board. GW confirmed that the budget is on-track at the halfway point in the year. Variances were highlighted but it was noted that there are no areas of concern in terms of cost, income or variances. Contingency allocation was discussed and it was confirmed that a further review would be undertaken by Finance in December 2019.

5. Outline Budget 2020/21

GW shared the outline budget for 2020/21. A final version will be submitted to the Audit and Risk Committee in January and to the subsequent Board meeting. Verbal confirmation of a reduction in the level of grant in aid funding for 2020/21 has been received following the conclusion of the Spending Review. As commercial income is anticipated to be at a similar level to the current year, the resulting overall shortfall needs to be reflected in expenditure. Areas of planned savings and associated Board member concerns were discussed and GW assured the Board that Finance is live to the various scenarios and will model a number of these as part of the budget development process. It was noted that a contingency remains in the budget to afford continued flexibility.

GW confirmed that no additional funding will be received in support of the planned relocation despite the moves being made at the behest of DCMS. The broader relocation topic will be discussed at the Board development day in December 2019.

6. Report from the Audit and Risk Committee

NG made the Board aware that the Committee had received an internal audit report relating to laboratory contract management. It was highlighted that the report had identified issues in a similar vein to those experienced during the recent IT procurement process. NG reassured the Board that the Committee is closely monitoring the re-tender process for a new contract commencing on 1 April 2021. Minutes of the meeting will be provided with the February Board papers.

7. Wilton Park Conference

The Board noted the report and the honest reflections it contained. ER drew attention to the tangible outputs of the conference which align to the international strategy and the positive feedback received from the diverse attendees. A number of potential opportunities for consultancy work have been identified and will be pursued. Follow up activities are underway and include agreeing a memorandum of understanding with Dr Simon Rofe to map work being undertaken by UKAD with the UN's sustainable development goals. When prompted to outline the benefits of considering the wider integrity agenda (in addition to maintaining focus on the core business) the following

were discussed: providing a platform for smaller NADOs and RADOs; broadening the audience for UKAD's message; encouraging broader discussions and consideration of more varied viewpoints.

8. Review of Doping Control and Related Processes

PM set out the context behind the review, progress to date and the action plan. Regional workshops and the recent DCP conference have been used as opportunities to reinforce key messages. The use of case studies has enabled discussion and education around appropriate action to take in a number of scenarios. The use of the logistics support group was also noted. PM confirmed that the work undertaken will be shared with WADA which had identified similar concerns. Thanks were extended to the Deputy Director of Operations (Testing) for the work undertaken to date. **Update to be given to Board in May 2020.**

9. Open Board Meeting - Review

PB outlined the proposed approach following reflection on the meeting held in July 2019. The Board supported the proposals and the plan to enable staff to attend meetings to support their development and to utilise internal experience of webinars to broaden external reach.

David Seger left the meeting. Sarah Hillary (SH) joined the meeting

10. Board Effectiveness Review

SH provided feedback from the recent Board Effectiveness Review and shared observations and opportunities for continuous improvement across seven categories. It was noted that a facilitated session to explore the themes further will take place at the December development day.

LM to circulate a word version of the report. All to provide any feedback to PB by end November

11. Reserved Item

12. Performance Report

The Board reviewed the Q2 dashboard, strategic objectives and key deliverables and were content with the progress being made. It was reiterated that publishing of the IPED Report has been further delayed due to the period of purdah. ER highlighted that during this period UKAD is only able to respond to breaking news with factual responses. **LM to circulate final version of the IPED report via Convene**

NS reported that the National Anti-Doping Policy is out for consultation which concludes on 25 November. A joint response from the home nations is expected.

13. Remuneration and Human Resources Committee

SW gave a brief overview of the recent meeting highlighting that the employee survey is due to go-live imminently, using a new on-line process. The plan is to take a temperature check intermittently. PB gave a brief update of the relocation project and confirmed that a paper would be tabled at the December Board development day for further discussion.

14. Athlete Commission

SW confirmed that the Commission was meeting on the afternoon of 12 November and would be undertaking a network mapping exercise. After six years of membership, two athletes are standing down which presents an opportunity to review the composition of the Committee and consider opportunities for recruitment.

15. Innovation Commission

In FA's absence the written update was noted. PB confirmed that the Research and Innovation lead vacancy has gone live with a broad science scope (including social science) in an attempt to secure the best candidate.

16. AOB

NS made the Board aware of on-going discussions regarding the commercial strategy. Its contents are being tested with a number of experienced CEOs and non-executive directors to assimilate an external view. Outcomes will be brought back to the February Board meeting.

PM updated the Board on the latest developments in the Dr Freeman GMC tribunal.

Date of Next Meeting

Development day – Tuesday 3 December 2019

Board meeting – Tuesday 25 February 2019