

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 47
Date	23 February 2021
Time	10:00 – 13:30
Location	Via Zoom Conferencing
Attendees	
Trevor Pearce (Chair) (TP)	Nicole Sapstead (NS)
Frances Akor (FA)	Philip Bunt (PB)
Pippa Britton (PBr)	Matthew Johnson (MJ)
Nick Griffin (NG)	Pat Myhill (PM)
Nicola Phillips (NP)	Emily Robinson (ER)
Dr Claire-Marie Roberts (CMR)	Gareth Wellings (GW)
Sarah Winckless (SW)	Joanna Innes-Hopkins (JIH - minutes)
Heather Sinclair (HS)	Suzanne Constable (SC) – item 9

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees. Apologies had been received from Lindsay Miles.

2. Declaration of Interests

There were no declarations of interest.

3. Approval of Minutes and Matters Arising

The minutes were accepted as a true record of the previous meeting. It was noted that matters arising around the Policy would be addressed in the CEO Update.

4. Chief Executive's Report – BP 01 2021

NS presented her quarterly report, the contents of which were discussed by the Board and included: an update on cases and legal matters; an update on the position with National Governing Bodies' anti-doping rules; current testing plans; progress on the office moves; the upcoming WADA Audit; and an update on the National Anti-Doping Policy.

NS noted that staff remained well during the pandemic. Those that had suffered from Covid-19 had fully recovered.

It was noted that work on UKAD's People Strategy was delayed but that actions around diversity would be addressed there. TP confirmed a meeting with the DCMS Public Appointments team to discuss diversity at Board level.

5. Finance and Resources Report – BP 02 2021

The Board noted the report. GW provided an update on the possible settlement with the GPA for UKAD's costs of occupation of Fleetbank House. Meetings with GPA, BEIS and DCMS had been arranged to ensure this is resolved before year end. The budget contingency would continue to be monitored on the approach to year end.

5. Budget Approval 2021/22 – BP 03 2021

GW confirmed that the provisional settlement notification had been received from DCMS, however a decision on additional GIA was awaited. The proposed budget represented the previously discussed reduction in PI testing and reduction in staff costs. It was noted there was no PRP included in the budget for 2021/22 and that headcount remained the same. The Board approved the 2021/22 budget.

6. Consideration of Going Concern – BP 04 2021

The paper was taken as read. The Board approved the draft statement of going concern, to be reviewed again at the May or August Board meeting.

7. Compliance with Corporate Governance Code – BP 05 2021

PB outlined the report which is presented annually to Board for review. SW noted that the document is quite difficult to follow and suggested a change in format could improve that. The Board was content with the compliance position as stated and approved the proposed actions.

8. Draft Strategy – BP 06 2021 / BP 06a 2021

Suzanne Constable joined the meeting.

TP introduced the item and noted that the Board's eight priorities had been incorporated into the strategic objectives. A consultation with staff had taken place around UKAD's values. Once the Board is in agreement, the strategy will be submitted to a copywriter for formal drafting.

SC led the Board through the discussion points circulated. Several observations were made regarding some of the language used and it was agreed that this should be accessible to both experts and the general public.

It was noted that the mission statement was a perfect summary of UKAD's mission. There was a discussion around innovation versus the development of an innovative culture and how the two differ. It was noted that any aspiration for, or objectives

requiring additional funding, should be presented with caution and sensitivity and not with the expectation that DCMS would be able to provide those funds.

Overall, the Board was impressed with the process so far in the creation of the new strategy and there was a sense of excitement around the direction of the organisation.

In conclusion:

- The Board was content with the values reached by the staff who engaged with the process
- The Board approved the Operating Model
- The Board was content with the order of priority in which the strategic objectives were listed
- The Board was content with the objectives, strategies for delivery and impact

9. Performance Report – BP 07 2021 / BP 07a 2021

PB presented the paper highlighting the high level of achievement of operational objectives by team. The few that had been delayed were due to Covid-19.

The Board discussed data around disability and diversity and questioned the purpose of gathering this data. It was noted that it was important UKAD was aware when reasonable adjustments were required and that the data is used proactively to inform appropriate actions.

PB confirmed that, of the remaining Tailored Review actions, around five would be completed with the launch of the Assurance Framework and National Anti-Doping Policy.

10. Performance Management Discussion Outcomes – BP 08 2021

PB thanked Board members for their participation in recent discussions. It is intended that Directors will use the information and data already held by UKAD to better inform the Board on organisational performance. **It was agreed that PB will circulate the outcomes to the Board for any feedback.**

11. Annual Review of Legal – BP 13 2021

MJ presented the item to the Board which covered: major cases in the last 12 months; Legal team staffing; case figures; and other projects including the revised Anti-Doping Rules and National Anti-Doping Policy.

NG commented on the accomplishment of what had been achieved despite the challenges in staffing, in particular. There was a discussion around UKAD's insurance policy, however it was felt that the current level of cover was adequate. In response to TP's question, MJ confirmed the nature of the majority of FOI requests.

12. Notice of Charge Consultation Outcome – BP 14 2021 / BP 14a 2021

ER presented the draft release which had changed since last reviewed by the Board. It was confirmed that the release had been supported by DCMS and UKAD's legal advisers following changes to the policy and press release to ensure it was as clear as possible. The Board approved the release with thanks to DCMS for their support and feedback.

13. Report from the Athlete Commission – BP 11 2021

The draft minutes from the January meeting were noted.

14. Report from the Audit and Risk Committee – BP 09 2021

The draft minutes from the February meeting were noted.

15. Report from the Human Resources Committee – BP 10 2021

The draft minutes from the February meeting were noted.

TP noted the quality and variety of work that was going on at committee level on behalf of the Board.

16. Report from the Innovation Commission – BP 12, 12a, 12b 2021

TP noted the high quality and standard of the paper presented to the Board.

FA provided an update on the activities of the Innovation Commission and the kinds of questions and discussions that are being explored. The Board was invited to comment on the proposed direction of travel. **TP requested the Board to send any other thoughts through to FA.**

ER updated the Board on the formation of UKAD's Insight team.

17. Remuneration Commission Terms of Reference

The Board discussed the updated terms of reference and agreed with the addition of responsibility for the annual Board Effectiveness Review.

18. A.O.B

TP informed the Board that UKAD's Athlete Commission was scheduled to meet with WADA President Witold Bańka in March.

TP requested that the proposed stakeholder survey questions be circulated to the Board for feedback before being released to partners.

Date of Next Meeting

Board meeting – Tuesday 18 May 2021