

Minutes

Meeting Details

Meeting Name	UKAD Board Meeting 49
Date	3 August 2021
Time	10:00 – 13:00
Location	Teams
Attendees	
Trevor Pearce (Chair) (TP)	Nicole Sapstead (NS)
Frances Akor (FA)	Philip Bunt (PB)
Pippa Britton (PBr)	Nisha Dutt (ND)
Mark Foster (MF)	Pat Myhill (PM)
Nick Griffin (NG)	Emily Robinson (ER)
Claire-Marie Roberts (CMR)	Lindsay Miles (LM - minutes)
Sarah Winckless (SW)	Sam Pool (SP) – items 11& 12
Suman Ziaullah (SZ)	
Heather Sinclair – DCMS (HS)	

Welcome & Apologies

Presented by Trevor Pearce

1. Welcome

TP welcomed all attendees, in particular the newly appointed Board members (MF & SZ) and ND recently appointed as Director of Legal and Regulatory Affairs. Congratulations were extended to ER on her recent appointment as the interim Chief Executive. Apologies were noted from NP due to her attendance of the Tokyo Olympics and GW.

2. Declaration of Interests

PBr confirmed her involvement in the rewriting of the Sports Governance Code to be discussed under item 8.

3. Approval of Minutes and Matters Arising

The minutes of the May 2021 meeting were accepted as a true record and the notes from the June 2021 development day were agreed. NS provided an update on the Spending Review and confirmed that a deadline of 18 August had been set by DCMS whose respective deadline is one month later. It was noted that a narrative response has been drafted which will be circulated to Board following a review by the Directors Team.

4. Finance and Resources Report – BP 21 2021

The Board noted the report which set out the financial position as at 30 June 2021. In GW's absence, PB highlighted that there were no major concerns as the budget is broadly on track despite the higher than average cost per sample due to the burden of COVID-19. PBr confirmed that the report had been considered recently by the Audit and Risk Committee.

5. Annual Report & Going Concern – BP 22 2021

The paper was noted. PB reminded the board that the issue of going concern had last been considered at the February 2021 meeting. Attention was drawn to the financial modelling undertaken to reflect various grant in aid funding scenarios. PB highlighted the recent steer from DCMS was that funding should at least remain flat resulting in a more favourable outcome than those outlined in the meeting papers. With regard the pension deficit, PB clarified that in terms of going concern, the consideration is whether contributions can be maintained by the organisation and not whether any fund deficit could be covered. **The Board approved the proposal that the 2020/21 Financial Statements are prepared on a going concern basis.**

The Board noted that the draft annual report had been recommended by the Audit and Risk Committee for approval subject to some minor amendments. PB outlined that external audit work on the pension fund is still pending and therefore the laying date will be later than hoped. TP extended his thanks to those that had compiled the report. **The Board approved the 2020/21 annual report and accounts for signing by the Chair and Chief Executive.**

6. Head of Terms 4th Pavilion, Sport Park - BP 23 2021

PB confirmed that Loughborough University is expected to receive planning permission for Pavilion 4 at SportPark shortly, has funding in place and is ready to start construction work. As anchor tenant, UKAD has been asked to agree to non-binding terms as a signal of intent to occupy part of the new space. The intention is to include a capital funding request in the Spending Review to cover fit out costs was confirmed and it was noted that the university has agreed to contribute circa £75k. PB confirmed that overall UKAD has 21% less office space which reflects the new hybrid approach to work and the benefits of lower occupancy costs will be realised over time due to the new property strategy. **The Heads of Terms were approved.**

7. Audit & Risk Committee Terms of Reference – BP 24 2021

The Terms of Reference were approved.

8. Meeting Dates 2022 – BP 25 2021

The Board noted and agreed the proposed meeting dates. It was confirmed that the November 2021 Board meeting will be held at Trafalgar House.

9. Compliance with Sports Governance Code – BP 26 2021

PB confirmed that following an extensive consultation, changes to the code had been confirmed by UK Sport and SportEngland. The revised code will come into effect in April 2022. Thanks were extended to HS for the support provided to ensure reference to anti-doping is made, albeit in the accompanying notes. PBr, who was involved in the rewrite process, confirmed that there are equivalent codes in the other home nations with slightly different slants. The Code focusses to a much greater extent on diversity and aims to give more support to cascading governance through all levels of sport. Noting the requirements for legal compliance, **it was agreed to run a refresher session for Board at the December strategy day.** NS confirmed that discussions are underway regarding the treatment of transgender athletes through the doping control process and a draft policy, which considers work already undertaken elsewhere, is pending with Directors Team. **It is proposed that the policy will be brought to the Board for discussion in November.**

10. Reserved Item – BP 37 2021

Sam Pool joined the meeting

11. Insights Update – BP 27 2021

SP provided some context to the work being undertaken by the Insights and Innovation team including how the research and innovation agenda was designed, the key workstreams being pursued and the status of the main projects being undertaken. Following discussions at the recent innovation commission meeting, and given the challenges posed by the size of the in-house team, SP requested guidance from the Board regarding the boundaries within which to operate. The Board acknowledged the level of progress made in a short space of time by the team and the need for the culture of the organisation more broadly to support innovation. The Board confirmed their support for a 'fail fast and learn' mentality and the desire for partners to be sought to expand the resources available. The open appetite to risk in this area was confirmed along with the intent that financial support would be available whilst balancing the need to deliver value for money and spend public money wisely. PBr confirmed that the Audit and Risk Committee is receptive to requests for procurement processes to be waived under limited circumstances and that this can be done outside of the standard meeting cycle. SP outlined the shared intent capitalise on UKAD's co-location with Loughborough University and that opportunities are already being explored.

12. Innovation Commission Terms of Reference – BP 28 2021

The Terms of Reference were approved as submitted.

13. Board Effectiveness Review Actions and Update – BP 29 2021

The updates provided were noted and suggested engagement activities agreed. The Board outlined its willingness to be involved in targeted activities and requested a proactive approach from the organisation to extending invitations.

14. Stakeholder Engagement – BP 30 2021

ER outlined the revised approach which was a follow up to the Board Effectiveness Review. The planned approach was noted. Board members requested support from the organisation to provide an overview of the intended outcome of engagement events along with guidance on key messages and talking points to ensure an aligned approach. The development of a meeting review visit report was suggested to enable feedback.

15. Policy Assurance – Sample Re-analysis Strategy – BP 30 2021

The Board welcomed the opportunity to consider the policy and broaden its understanding of the approach adopted.

16. Performance Report – BP 32 2021

The report was noted by the Board.

17. Chief Executive's Report – BP 33 2021

The Board noted the report. NS made the Board aware that she had been interviewed by WADA as part of its investigation and provided an update on the next steps. It was noted that UKAD will receive an interim report and a subsequent final report will be submitted to the Director General of WADA for his judgement.

18. Report from the Athlete Commission – BP 34 2021

The report was noted by the Board.

19. Report from the Audit and Risk Committee – BP 35 2021

The report was noted by the Board.

20. Report from the Remuneration & Human Resources Committee – BP 36 2021

The report was noted by the Board.

21. A.O.B.

TP gave an update on the CEO recruitment process and highlighted the likely need for a Board session in September to discuss the matter further. TP expressed his thanks to NS for her support and contribution to UKAD and the wider anti-doping agenda. The Board extended their thanks and best wishes to NS for her future career.

Date of Next Meeting

Board meeting – Tuesday 9 November 2021