

# Minutes

## Meeting Details

<b>Meeting Name</b>	<b>UKAD Board Meeting 55</b>
Date	21 February 2023
Time	10:30 – 13:30
Location	SportPark, Loughborough
Attendees	
Trevor Pearce (Chair) (TP)	Jane Rumble (JR)
Frances Akor (FA) - via Teams	Philip Bunt (PB)
Mark Foster (MF) – via Teams	Nisha Dutt (ND)
Nick Griffin (NG)	Tony Josiah (TJ)
Alison O’Riordan (AO)	Pat Myhill (PM)
Nicola Phillips (NP)	Hamish Coffey (HC)
Claire-Marie Roberts (CMR)	Lindsay Miles (LM) – minutes
George Walker (GW) - via Teams	Sam Lloyd – DCMS (SL)
Suman Ziaullah (SZ) – via Teams to item 7	Angelina Bassford (AB) – items 1 to 6
Lonyae Thomas (LT) – Board Apprentice	Harriet Purcell – (HP) – items 6 & 8
Anthony Taylor (AT) - Observer	Paul Ouseley (PO) – item 6 Mario Theophanous (MT) – item 6 Sam Pool – item 7

## Welcome & Apologies

### 1. Welcome, Apologies, Declaration of Interests

TP welcomed attendees, extending an extra warm welcome to AT observing the meeting as part of his masters in Sports Directorship, LT attending her first meeting under the Board Apprenticeship scheme and SL attending his first meeting on behalf of DCMS. Apologies were received from Heather Sinclair, DCMS. Noting it would be his last Board meeting, TP extended thanks to PM on behalf of the Board for his almost ten years’ service. No declarations of Interest were made.

### 2. Approval of Minutes and Matters Arising

The minutes of the 8 November 2022 meeting were accepted as a true record. The open actions were reviewed and updates noted.

### 3. Finance and Resources Report – BP 01 2023

The paper was noted. AB outlined that as at the end of December 2022 the budget is tracking well. AB highlighted that the remaining capital expenditure is largely intended for the fit out of the new SportPark office and that funds need to be spent by the end of March which is expected to be achievable. The Board was made aware of two low value (less than £1k in total) debtors which may need to be written off due to recovery challenges, despite best endeavours. GW confirmed that the paper had been considered in detail at the recent Audit and Risk Committee. Noting the Legal budget is almost expended, the Board sought reassurance of how costs arising in Q4 will be settled. AB confirmed that it is expected these will be covered from the contingency or other budget lines.

### 4. Consideration of Going Concern – BP 02 2023

The Board approved that the 2022/23 Financial Statements should be prepared on a going concern basis. As sign off of the accounts is not expected until October, it was noted that a further review will be required later in 2023.

### 5. Budget Approval 2023/24 – BP 03 2023

The draft budget was noted. AB highlighted the challenge of presenting a balanced budget due to inflationary pressures combined with the 1% increase in baseline Grant in Aid (GIA). PB highlighted that confirmation of the GIA is unlikely to be received until the end of March and that recently announced structural changes at DCMS may impact the timescales further. Key assumptions were highlighted and discussed including the approach to inflation and staff costs. It was noted that due to a smaller number of major events in the coming year, commercial income is anticipated to be at a much reduced level compared to 2022/23 during which both the Commonwealth Games and Rugby League World Cup took place. PB outlined that discussions are ongoing with the DCMS finance team regarding the UK's WADA contribution and whether this will be paid directly by the department in future. It was agreed that planning for the 2024/25 budget will start as early as possible and opportunities to seek additional funding, supported by well-reasoned business cases, will continue to be sought. It was also agreed that consideration should be given to how to measure efficiencies resulting from improved digital and analytical capabilities and a paper will be submitted to the July Audit and Risk Committee. Thanks were extended to AB for her work developing and presenting the budget. **The Board approved the budget. It was agreed that an update will be provided if necessary once details of the GIA settlement are confirmed by DCMS.**

MT, HP and PO joined the meeting

### 6. Investigatory Powers Update – BP 04 2023

The report outlining progress made since November 2022 when the Board agreed the working groups' direction of travel was noted. TP provided some background context

for newer Board members and acknowledged the valuable support received from partners at DCMS. PM highlighted that independent legal advice has been sought on key areas of the programme and the assurance framework is being considered as a mechanism for embedding NGB requirements. PM explained that the Head of Risk and Information had supported the working group to focus on ensuring the appropriate controls and mitigations are in place to manage both the project risks and those relating to implementing its outcomes. The Board considered and discussed the information provided at length. TP thanked PM for his leadership in this area. The Head of Intelligence and Investigations (MT) was congratulated on his appointment to the WADA International Investigations steering group. **It was agreed that a further progress report will be provided to the May meeting to include the overall campaign plan and the risk work.**

MT, HP, PO & AB left the meeting

SP joined the meeting along with representatives from Axia Origin (Pamela Doherty, Shai Roy & Tim Ip)

## **7. Data Analytics – BP 05 2023**

TP welcomed Axia Origin to the meeting. SZ declared that he is acquainted with Shai Roy, Axia Origin Managing Director, and confirmed that he was not involved in the selection process of the consultants. Following introductions, TI outlined the work undertaken to date, the hypotheses that have been drawn from analysing data and demonstrated the tool which has been built with support from the UKAD team. The Board discussed the impressive and rapid progress that has been made and the potential of the application. It was noted that the work is at an early stage and SP and HC outlined the potential opportunities for further evolution and future efficiencies but that further developments are dependent on the level of future funding. It was noted that relevant work is being undertaken by other NADOs (as outlined in the accompanying paper) and there is the potential to establish a global working group. The upcoming WADA Symposium and INADO meetings will be an opportunity to share the work undertaken by UKAD to date. SZ spoke about visualisation and offered to discuss further with SP outside the meeting. TP expressed his thanks for the work undertaken so far and reiterated the Board's commitment to its strategic objectives, including the development of data capabilities, tools and techniques.

SP & Axia Origin left the meeting. SZ left the meeting.

HP joined the meeting

### **8. Stakeholder Engagement Strategy Refresh – BP 06 2023**

The report was noted. The Board welcomed HP and congratulated her on her recent appointment to Head of Global Engagement. TJ reiterated the intended approach and the aim to develop Board to Board engagement across Tier 2 and 3 sports (subject to completion of the 2023/24 categorisation process). The key areas of international focus were highlighted including closer collaboration with the French NADO ahead of the Paris 2024 Olympics and Paralympics, B2022 Commonwealth Games legacy project and continuation of the work started in 2022 with WADA Africa Zone 5 in Uganda. TJ outlined the continued focus on influencing across the various international groups of which UKAD is a part. HP extended thanks to the Board for their engagement with the assurance framework webinars and outlined the planned approach for future, similar sessions. It was **agreed that the outcomes of the categorisation process will be circulated (HP – timing tbc) and members will select those sports with which they wish to partner.**

HP left the meeting

### **9. Chief Executive's Report – BP 07 2023**

The Board noted the report and JR provided a briefing on several current matters. ND provided an update on ongoing legal cases.

GW left the meeting

### **10. Performance Report – BP 08 2023**

The report was noted & suggested enhancements discussed. PB outlined that the report continues to evolve and that feedback on further refinements is welcome.

### **11. Compliance with Corporate Governance Code – BP 09 2023**

PB reiterated that although UKAD is not technically bound by the code, DCMS requires that it is considered on an annual basis. The Board noted the report and agreed that UKAD is compliant with the requirements of the Code.

### **12. Report from the Audit and Risk Committee**

Report to follow at the May meeting.

### **13. Report from the Remuneration and HR Committee – BP 10 2023**

The Board noted the report.

### **14. Report from the Athlete Commission**

Report to follow at the May meeting

### **15. Report from the Innovation Commission – BP 13 2023**

The Board noted the report and welcomed FA back following her recent maternity leave.

**16. Items for Reserved Minute**

Items were agreed.

**17. Board Effectiveness Review Action Planning**

TP confirmed that he had met with NG, JR and PB to agree a number of actions to address the board effectiveness review recommendations. The continuous improvement plan will be shared with Board members ahead of the May meeting.

**18. AOB**

SL confirmed details of recent structural changes at DCMS including the digital work moving to the newly created Department for Science, Innovation and Technology and the appointment of a new Secretary of State (Lucy Frazer) and interim Permanent Secretary.

**Date of Next Meeting**

Tuesday, 23 May 2023 (Trafalgar House, Croydon)