

# Minutes

## Meeting Details

<b>Meeting Name</b>	<b>UKAD Board Meeting 57</b>
Date	25 July 2023
Time	10:30 – 13:30
Location	SportPark, Loughborough (and via Teams)
Attendees:	In attendance:
Mark Foster (MF)	Jane Rumble (JR) – via Teams
Nick Griffin (NG)	Philip Bunt (PB)
Alison O’Riordan (AO)	Kirsty Cockburn (KC)
George Walker (GW)	Hamish Coffey (HC)
Suman Ziaullah (SZ) – via Teams	Stacey Cross (SC)
Trevor Pearce (Chair) (TP)	Nisha Dutt (ND)
Frances Akor (FA) – via Teams	Tony Josiah (TJ)
Nicola Phillips (NP) – via Teams	Lonyae Thomas (LT) – Board Apprentice
Claire-Marie Roberts (CMR) – via Teams	Heather Sinclair (HS) – DCMS
	Joanna Innes-Hopkins (JIH) – minutes
	Alex Simmons (AS) – for item 6
	Nikola Costa (NC) – for item 18 via Teams

## Welcome & Apologies

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

TP welcomed the attendees, and noted this as the last meeting for Nick Griffin and Claire-Marie Roberts as they reach the end of their second terms on the Board. There were no apologies or declarations of interest.

### 2. Approval of Minutes and Matters Arising

The minutes of the 23 May 2023 meeting were accepted as a true record. There were no matters arising not dealt with under the agenda.

There was a brief discussion regarding the addition of tramadol to the Prohibited List for 2024 and the planned stakeholder engagement.

### 3. Finance and Resources Report – BP 26 2023

The paper was noted by the Board and PB highlighted some key points. The Board considered the budgetary position in relation to legal costs and reduced testing

income. JR noted ongoing conversations regarding contracted testing income. The position regarding the UK's WADA contribution remained under discussion.

#### **4. Annual Report and Going Concern – BP 27 2023**

PB confirmed the preparation of the 2022/23 annual report which was due to be published in the Autumn. The Board considered and approved the proposal to continue financial reporting on a going concern basis. It was expected that the Annual Report and Accounts 2022/23 would be recommended to the Board for approval at the next meeting in November.

#### **5. Strategic Plan Review – BP 28 2023**

JR presented an update to the Strategic Plan review following discussions at the Board's Development Day in June. The Board considered and approved the proposed timeline for the redrafting and publication. Alongside feedback provided on content and wording, the Board discussed UKAD's funding model. It was suggested this could form part of a wider discussion at Audit and Risk Committee in the future.

**PB to circulate commercial modelling paper from 2017.**

#### **6. Communications Strategy**

Alex Simmons (AS) joined the meeting for this item. KC presented a draft Comms Strategy detailing purpose, principles, themes, media targets and a timeline for implementation in line with the refreshed Strategic Plan. The Board welcomed the proactive and innovative approach. Feedback was provided around areas such as greater input and engagement from Board, sensitivities around confidentiality, and increased athlete voice and mention of para-athletes. TP confirmed the intention to prepare and publish a strategic threat assessment.

#### **7. Chief Executive's Report – BP 29 2023**

JR outlined highlights from the circulated report and noted responses to comments raised in advance of the meeting. It was suggested a more detailed update on the Assurance Framework and the next phase of Assurance Reviews be submitted to a future meeting.

ND provided an update regarding ongoing legal matters and associated comms preparations.

HS provided an update on the revised Sports Strategy due to be published this year. A call for evidence regarding sport integrity would also be released, the results of which would be shared with UKAD.

## **8. Board Apprenticeship Scheme Update**

TP introduced the item and noted that UKAD had subscribed to the Board Apprenticeship Scheme for 2024. LT provided a summary of her positive experience with the scheme and with the UKAD Board. FA had agreed to act as mentor for the successful candidate in 2024.

## **9. Board Members End of Tenure Review**

TP thanked CMR and NG for their support and expertise over their two terms of six years total with the UKAD Board.

CMR and NG reflected on their experiences, particular highlights and challenges, and the highly functional environment of the UKAD Board, made strong through its diversity, and thanked TP for his support.

## **10. Performance Report – BP 30 2023**

The report was noted.

## **11. Compliance with Sports Governance Code – BP 31 2023**

The Board noted the circulated paper and accepted UKAD's compliance with the Sports Governance Code. It was noted that Board lead responsibilities need to be explored and assigned.

## **12. Committee Terms of Reference – BP 32a 2023, BP 32b 2023**

The Board considered and approved the updated terms of reference for Audit & Risk Committee and People Committee. It was noted that the nominations committee sits within the People Committee.

## **13. Governance Dates 2024 – BP 33 2023**

The meeting dates for 2024 were noted.

## **14. DCMS Framework Agreement – BP 34 2023**

PB noted the proposed change to the Board structure to appoint the CEO and COO to the Board in line with HM Treasury requirements. The Board considered potential risks and reflected on the position of similar organisations. It was agreed that risks and conflicts of interest could be suitably managed as needed and therefore the Board agreed to adopt the change in structure.

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

NP provided an update on planned media training for Athlete Commission members and further increased engagement.

## **16. Report from the Audit & Risk Committee**

The minutes of Committee meetings were noted. There were no further updates.

**17. Report from the People Committee**

The minutes of the Committee meeting were noted. There were no further updates.

**18. Report from the Innovation Commission**

Nikola Costa (NK) joined the meeting for this item to present an update on committee membership and recruitment. The next Innovation Commission meeting in September would follow a new format to encourage greater engagement and activity. It was agreed the presentations would be made available to Board.

**19. AOB**

**Board Appointments**

TP provided an update on Board recruitment. Appointable candidates had been identified and now awaited Cabinet approval.

**20. Date of Next Meeting**

Tuesday 7 November 2023 (Trafalgar House, Croydon)