
Minutes of the Meeting: 19 May 2004 (held at the Sports Council for the Sports Council for Wales, Sophia Gardens, Cardiff)

Present

Chair Sue Campbell

Members Philip Carling Eric Saunders
Alastair Dempster Connie St Louis
Laura McAllister Zahara Hyde Peters

UK Sport Staff

Andrew Barnett Head of Communications
Liz Nicholl Acting Chief Executive and Director, Performance Services
Neil Shearer Director, Corporate Services

Observers

Roger Draper Sport England
Huw Jones Sports Council for Wales
Eamonn McCartan Sports Council for Northern Ireland
Ian Robson SportScotland

Introduction

- 1 Sue Campbell welcomed members, thanking the Sports Council for Wales for agreeing to host the meeting.
- 2 The chair reported that Gavin Stewart had expressed his wish to resign from the Council citing the outcome of the governance review and the lack of investment in World Class Programmes as his reasons. Council agreed that Sue Campbell should write thanking him for his 6 years of service on the Council and agreed that his contribution would be missed.
- 3 In his absence congratulations were extended to Patrick Carter on his elevation to the House of Lords.

Apologies for Absence

- 4 Adrian Metcalfe, Gavin Stewart, Louise Martin, Nick Bitel, Tanni Grey-Thompson and Patrick Carter sent their apologies

Minutes of the Meeting held on 18 March 2004

- 5 The minutes were approved subject to clarification on paragraph 43 where assurance was sought regarding due process to ensure there was a proper audit trail for the decision. Liz Nicholl agreed to ensure that this was in place. It was noted that three elements were being actioned: the award offer to the

BOA of £800,000 for the pre-Olympic holding camps, a schedule of acknowledgement opportunities, and the UK Sport/BOA Partnership Agreement.

Minutes of the Special Meeting on 2 April 2004

- 6 It was noted that the wording in the previous minutes would be changed from independent members to individual members and that the notion of independence would be captured in the protocol which will be about every member being independent. It was agreed that the documents would be re-worked to say individual rather than independent members.
- 7 The minutes were agreed as a true and accurate record of the meeting.

Report of the Sports Cabinet

- 8 The Chair reported on the proceedings of the Sports Cabinet and explained that the full minutes would be available in due course as they had been drafted by DCMS and were presently with the devolved administration. If all the issues could be agreed without meeting, there would be no Sports Cabinet meeting in July and the next meeting would be in October.
- 9 It was explained that the four main UK Sport related items were the governance structure, the business plan, Drug Free Sport and the International Strategy. Members were reminded that they had been sent a summary of Sports Cabinet discussions.

Governance Review - next steps (UKSC 027 2004)

- 10 Liz Nicholl introduced this item and a discussion followed which focused predominantly on: the "independence" of members and whether the members with Olympic and Paralympic experience should be representatives of the British Olympic Association (BOA) and British Paralympic Association (BPA) and when recruitment should take place; the proposed "skills audit"; and the appointment of the new Chair.
- 11 Members agreed that all new members of the Council/Board would be "independent" but that there should be five "individual" members including two with Olympic and Paralympic experience who should not be representative of the BOA and BPA. Members agreed that these members should be appointed in line with the normal procedures but in consultation with the BOA and BPA. Any involvement of the chosen members with the BOA and BPA should certainly not preclude their appointment but they would not be representatives of these organisations.
- 12 Members agreed that these appointments should be made as soon as possible but not until the Chair designate had been appointed as this individual should be involved in any further Board appointments. It was therefore agreed that the Chair should write to the Department asking for the recruitment process for a new Chair to begin as soon as possible. The recruitment for the members with Olympic and Paralympic experience should begin as soon as possible and could be initiated at the same time as the recruitment of the chair so long as the chosen candidate for Chair was involved in the final selection of the two other members.
- 13 It was agreed that the remaining members due to retire in November 2004

- would stand down as expected. It was also agreed that the chair would have private discussions with remaining individual members concerning the proposal that they stand down at the end of March 2005. This should take place following the completion of the skills audit and recruitment of the other two new members.
- 14 Discussion took place on the proposed skills audit and it was agreed that this should take place prior to recruitment of any members (apart from the chair designate, the job description and person specification for which could be drawn up separately). It was agreed that this should be based around the core competencies sought for the Board to meet its collective responsibilities but should not be an exhaustive or overly detailed exercise. Laura McAllister offered her assistance in taking forward the skills audit.
- 15 The remaining recommendations were agreed, with officers charged to develop more detailed proposals for both the Investment Panel and for suggested anti-doping scrutiny. The draft terms of reference for the Remuneration Panel were tabled and noted.

Business Plan – Financials (UKSC 028 2004)

- 16 Members were encouraged to discuss the matters of principal about where the priorities were rather than the finer details.
- 17 Council agreed to embed the proposed savings into the business plan acknowledging that it will be possible to enhance the proposed work should additional commercial income be forthcoming or further savings made.
- 18 Council raised concerns over the further savings on the Technical Development side and requested more information on the work of the Technical department. It was decided that there would be a presentation at the next Council Meeting.
- 19 Members were informed that the feedback from DCMS when the Business Plan was submitted to Sports Cabinet was that UK Sports priorities should be focussed on World Class performance, performance investment and drug testing although it was explained that if they are our high spend areas it is very hard to save £15.7 million without impacting on these areas.
- 20 It was explained there were other variables that could have a financial impact. These included the tender for New Market to be the second laboratory as it was anticipated that if there were two Laboratories they would become competitive and the prices would go down but what actually happened was that the cost had increased.
- 21 Members were informed that there was going to be further work carried out into back office savings and the four year budget would require ongoing refinement.

Business Plan Update Location/Back Office (UKSC 029 2004)

- 22 Neil Shearer introduced this item informing Council that this issue was being addressed alongside the development of the staffing structure to deliver the new business plan.

- 23 Ivan Carr of Collinson Grant had been engaged to review location options.
- 24 A review of the staffing structure was being undertaken and the aim is to have proposals to give to share with staff in June. Back office will then be confirmed and opportunities for shared service identified.
- 25 Members were informed that an outline of the Performance Investment Strategy would be brought to Council in July.

Financial and Corporate Services Report (UKSC 030 2004)

- 26 Neil Shearer introduced this item. Members were informed that the first draft of the statutory accounts went to the Audit committee the previous week and the NAO finished the final audit this week. The only significant change that will need to be added in is FRS17, which is the pension liability and is lower than the previous year.
- 27 Members were informed that the cash surplus for the end of the year was £4.6 million which was a consequence of the reform agenda and the awareness of the need to manage costs to ensure savings for the 2005/2006 period.
- 28 It was explained that Lottery income was better than expected in the forecast. Members were informed that most of the variances on the full year cost items are close to the budget. It was explained that in terms of other costs, programme costs and administration costs they were fairly close to budget.
- 29 After discussion, Council noted the financial management report.

Modernisation Programme – Application from the Welsh Sports Association (UKSC 031 2004)

- 30 Liz Nicholl introduced this item, explaining that the application was very similar to the SportScotland application but that it addressed different services. The need had been identified through the application of the investing in change model. It was explained that the application was affordable within the budget and after three years, ongoing costs will be met by the Governing Bodies and the Sports Council for Wales.
- 31 Council agreed the application for modernisation funding of £374,283 over three years.

Report of the Major Events Panel Recommendations from meeting of 21 April 2004 (UKSC 032 2004)

- 32 Council agreed to the awards to provide:
- 32.1 **grant contribution of up to £260,000 towards the bidding for and staging of the Women's Rugby Union World Cup 2006** (with further conditions as follows: £3,642 of the total award is to be allocated towards bidding costs, whether the bid is successful or not; as signatories to the contract with the IRB that written confirmation is received that the RFU will fully underwrite the event; the organisers are

to submit a copy of the contract between RFU and RFUW).

- 32.2 **a grant contribution of up to £350,000 towards the staging of the Rowing World Cup 2005** (further conditions are to be added as follows: written confirmation from ARA that they are to fully underwrite the event; UK Sport is to be provided with a more detailed development plan that combines a programme for the World Cup and World Rowing Championships 2006).
- 32.3 **in-principle support towards the staging of the World Cup Final in Trampoline and Tumbling 2006**, with a request to assess an award figure once officers have had an opportunity to work with British Gymnastics on clarifying a number of areas in the budget and business plan.
- 33 Members noted that under the powers delegated by Council an award of up to £20,000 had been made for the staging of the IBSA World Football Championships for the Partially Sighted 2004.

Report on the London 2012 Bid

- 34 Council noted that “candidate” status had been conferred on London’s bid to host the 2012 Olympic and Paralympic Games.
- 35 Members were informed that there had been good coverage of London’s position, and the main issues concerned transport and the distances athletes had to travel to venues. However coverage had failed to reflect the potential for satellite villages to mitigate this issue.
- 36 Members were told that John Scott had a copy of the technical evaluation, which would be shared with Council on request. It was explained that on a positive side there was a new element in the final bid and requirements which is related to legacy and London came out very strong in terms of legacy evaluation.

Progress on UK Sport’s Drug-Free Sport Education Programme (UKSC 033 2004)

- 37 Council received a presentation on the education programme.
- 38 Concerns were expressed about the fact that an athlete could be a role model one day and be a bad example the next. It was explained that a contract would be developed between UK Sport, the athlete and the programme which specifies expectations and standard of behaviour on both sides. It was stressed that if the athlete was to do something wrong the contract would have been broken and the individual would be taken off the programme.
- 39 Members stressed the impact of a failed role model and how explosive this can be, stating that it isn’t just a matter of taking an athlete off the programme but that the knock on effect of someone who has been set up as a role model who then breaks the rules can be colossal.
- 40 It was suggested that a contingency plan should be put in place to safe guard against anything that could possibly go wrong.

Personnel issues – Members only

41 A confidential minute was taken.

Any other Matters arising

42 Members were invited to respond to the recommendations of the Foster Review of Athletics, a joint UK Sport and Sport England initiative.

Date of next meeting

43 Council agreed that all remaining meetings in the year would be held in London, the next meeting to be on 14 July.