

Minutes for UKSI Board Meeting 12th March 2024

12/03/2024 | 09:45 - 16:00

The Athlete Lounge. EAC. Loughborough University

Attendees

Board:

Andy Parkinson (AW)	Anna Watkins (AW)	Charlotte Cowie (CC)
Emma Boggis (EB)	John Dowson (Chair) (JD)	Matt Rogan (MR) (via Teams)
Nigel Holl (NH)	Sarah Williams (SW)	Jamie Skiggs (JS) (also SLT Member)
Matt Archibald (MA) (also SLT Member)		

Board Observers:

Kate Baker (KB)	Ismail Amla (IA)	Lisa Grufferty (Apprentice) (LG)
-----------------	------------------	----------------------------------

Apologies:

SLT:

Craig Ranson (CR)	Di Benham (DB)	Jaqui Perryer (JP)
Kev Currell (KC)	Matt Parker (MP)	Pippa Bennett (PB)
Tash Carpenter (TC)	Jo Ardern (JA) (Minutes)	

Guests:

Jo Maher (JM), Pro Vice Chancellor Sport, Loughborough University

Mitch Hammond (MH), Performance Advisor, UKS

Nik Diaper (NP), Head of Paralympic Performance, UKS

1. General

JD welcomed all to the meeting, advising that this was Sarah Williams' and Nigel Holl's first official attendance.

1.1 Chair's Welcome

1.2 Welcome, Pro Vice Chancellor Sport

Jo Maher joined the meeting.

Jo Maher was welcomed to the meeting and provided an overview of her background. JM updated on the Loughborough University strategy, advising that this was focussed on three core areas: Women and inclusion in sport / Sustainability in Sport / AI & Data.

JM advised that £400k of funding had been made available in the area of women's health and that they would be working closely with UKSI in this field.

Jo Maher left the meeting.

1.3 Apologies

There was partial attendance at the meeting by KC / JP / MP due to Strategy writing commitments.

1.4 Declarations of Interest

There were no new Declarations of Interest.

1.5 Minutes of the Last Meeting

An updated set of 5 December 2023 minutes had been included in the Board Pack.

1.6 Matters Arising – Summary of Actions

December 23, point 3.4 can be updated to reflect that webinars are now accessible to Board members.

A further review of the ongoing items will be undertaken for the June Board Meeting.

ACTION: JA to update Dec 23 action 3.4

ACTION: MA / JS / JA to update Matters Arising prior to the June 2024 Board Meeting

1.7 Chair's Briefing

JD provided an update and advised that:

The Board 1:1 meetings were now complete.

The May 7th Away Day is to be held at St George's Park, and KB and IA to be included in the invitation.

JD had attended the WCF World Cup and the Mental Health in Elite Sport Conference. This had been an excellent and impressive event with c. 120 attendees.

The Silverstone Strategy Workshop had taken place on 6 February 2024.

JD had attended the HoS Meeting in Loughborough on 28 Feb 24 and the UKS Chairs Network Call.

ACTION: JA to update invitation to St George's Park, once all details finalised

ACTION: Board asked to give feedback to JS and JA on any suggested improvements to the presentation of the Board Pack

2. Financial

2.1 Finance Report Current year

JS 's update included that UKSI were on track for a break even for the current financial year.

No reduction was being seen in relation to NGB income.

UKSI were still seeing higher than planned savings in people costs.

Travel costs are increasing as a result of more travel and higher costs.

A 1% non-consolidated payment is to be made to all eligible staff in March 2024.

Innovation is on track for year-end position.

WCF is on track for break even for the cycle.

Planning is underway for the upcoming audit and JS advised there will be changes to the fixed asset register.

2.2 FY25 Budget and Full Cycle Plan

JS advised there is a balanced budget to end of cycle.

Facilities costs assume an increase of 5%. This is linked to RPI.

There is an increase in IT costs and L&D spend is maintained.

No redundancy costs are planned.

Travel is running higher than budget, although during and after Games, the domestic travel costs will reduce.

Consideration will be given to further savings this year to help support year 1 of next cycle if the opportunity arises.

Budget approved.

3 Executive Briefing

3.1 CEO Briefing

MA advised the current focus is the execution of Mission 2025 and Paris Preparation. MA shared his presentation and provided supporting information to the UKSI Dashboard KPIs. There was discussion on the possible trends going forward for overall Exchequer and Lottery funding along with how these would impact considerations around NGB and partner funding.

ACTION: JA / MA to recirculate the CEO briefing slides due to updates

3.2 Mission

MA shared slides on Mission and provided a supporting narrative.

3.3 Paris Performance & KPIs

MA shared slides on Paris Performance & KPIs and CR provided an update. BOA have requested to put 40 athlete/practitioners through the UKSI Decompression Plan, which can also be made available to Board, should they wish.

3.4

ED&I Strategy and DIAP

TC provided an update on ED&I Strategy & DIAP and requested approval. Board approved DIAP and ED&I Strategy. TC advised an ED&I manager had been appointed to UKSI and that they were due to commence in May.

10 Year Ambitions:

TC asked for approval of the demographic % change.

Board approved.

A discussion took place around the short and medium term actions.

TC advised on the difficulties faced in incorporating the required demographic / communities into our activities.

This subject is currently tabled to be discussed every 9 months, with the potential to discuss more frequently.

20% of people chose not to disclose their ethnicity on their HR form ('no response' or 'prefer not to say'). How to report against this is to be reviewed in line with data team proposal and any industry norm approach. Caution was urged against using any average for 'prefer not to say' responses. Board members are to be provided with Cascade access and are encouraged to complete their ED&I data.

IA urged UKSI to consider more active and potentially risky options to accelerate progress in this area.

ACTION: JA to advise Board how to complete their ED&I data

Staff Survey Summary

TC advised a focussed action plan is in place in relation to the Staff Survey, concentrating on where the biggest swings had been identified (both positive and negative).

JD advised to be mindful of responding to what we have seen, whilst also predicting what might be raised.

As the Survey falls in November, be aware that any funding decisions or uncertainty may have a bearing on the 2024 Staff Survey Results.

National Conference Feedback

TC provided an update on the 2023 National Conference. AP raised that SLT should consider whether any alternative to a full conference may be possible this year given the success and the importance of getting staff together post Games.

4. Paralympic Focus

4.1 UK Sport Para Framework

Mitch Hammond & Nik Diaper joined the meeting.

MA welcomed MH and ND to the meeting.

MH and ND shared presentations, which had also been included within the Board Pack and advised that the framework provided direction on the future of Paralympic Sport.

MH asked the Institute to consider what it would take to be the world leading Para Institute

MH informed that finding athletes to place onto a pathway is getting harder.

Board were asked to raise any questions directly with ND and MH, after the meeting.

MH and ND were thanked for their time and left the meeting.

5. Governance (for Information, Discussion or Approval)

5.1 Risk and Governance Review

JS provided an update on risks and the risk assurance map was reviewed.
The risk appetite is to be reviewed in September, to align against strategy.

ACTION: JS to revise the wording around cyber and medical practices risks

5.2 Remcom Update

JD advised that, following Board Member 1:1s in Jan 24, board member roles were reviewed, and an updated Table had been attached as an Appendix to the Board Pack. The following approvals were now requested of Board:

Emma Boggis to be appointed as Senior Independent Director (SID) – Approved.

SID Role Description required approval - Approved.

Charlotte Cowie to be appointed to Remcom with effect from September – Approved.

Anna Watkins to be appointed to Mission – Approved.

ETC role to be left open until the end of the Operations Review.

EB provided a general Remcom overview.

ACTION: JS to update SID details on the UKSI website

5.3 Safeguarding

MA gave an update on Safeguarding including timeline to introduce a new reporting tool.

5.4 Governance Code Compliance

Taken as read.

5.5 GARC ToR

GARC ToR required approval - Approved.

5.6 Board Attendance Register

Taken as read.

6. Strategy

6.1 LA Planning

MA shared a presentation and provided an update on the Panel sessions.

The draft submission will be shared with Board on 4 April, with final submission due on 11 April.

The planned communication with staff, post submission, is being considered.

IA and KB left the meeting.

A valuable and detailed discussion was held learning from the approach to strategy development so far and agreeing direction for the content of the submission due on 11 April.

MA thanked all for their candour.

7. AOB

JA advised the Board that the annual Declaration of Interest Form requires completion and will be circulated before the end of the week.

ACTION: JA to circulate the annual Declaration of Interest Form to Board

CLOSE

NEXT BOARD MEETING:

11 June 2024 – Bisham

Elizabethan Room: Bisham Abbey, Bisham Abbey National Sports Centre, Marlow Rd, Bisham,
Marlow SL7 1RR