

## **Minutes for Meeting Book - UKSI Board Meeting - 11 June 2024**

11/06/2024 | 09:45 - 16:00 - (GMT+00:00) Edinburgh

Elizabethan Room, Bisham Abbey

### **Attendees (1)**

Please see foot of Minutes for details of attendees.

## **1. General**

### **1.1 Chair's Welcome**

JD welcomed all and advised we would be joined by Dave Reddin (DR) and Andy McSweeney (AMS) later in the meeting.

### **1.2 Apologies**

Apologies were received from Matt Parker.

### **1.3 Declarations of Interest**

There were no new Declarations of Interest.

### **1.4 Minutes of the Last Meeting**

The Minutes of the Last Meeting were approved.

### **1.5 Matters Arising - Summary of Actions**

There were no comments on the Matters Arising - Summary of Actions.

### **1.6 Chair's Briefing**

JD provided an update which included updates since the last board meeting:

He attended the Group Audit & Risk Committee on 18 March.

The St George's Park Board and SLT away day on 7 May was a great success.

He attended a Chairs' meeting and a System Master Planning day on 20 May during which he received good feedback from various attendees on UKSI's services and support leading up to both Paris Games.

Immediate term focus areas are successful Paris preparation and delivery and LA Strategy with the upcoming Submission and Panel Meeting in October.

## **2. Financial**

### **2.1 FY24 Report & Audit Timetable**

JS provided an update.

Audit work had begun remotely, with a 3-week intensive programme commencing start of July.

The annual report and accounts will be shared later in the year. Timetable for sign off will be similar to prior years owing to the timing of pension scheme assurances. This is anticipated to come in September / October.

A specific process will be required for going concern assurances. This will be similar to previous cycles.

### **2.2 Finance Report Current Year and Full Cycle**

Just one month in and some savings are being seen in headcount. A forecast for year end outturn will be brought to the September meeting.

Finance Policies will be circulated in advance of the September meeting for approval.

There is no risk paper this meeting. Risks are being reviewed and discussed at the June GARC meeting. Output from that will be shared in September.

***ACTION: Finance Policies will be shared ahead of the September meeting for approval. (Assignee(s): JS; Due Date: 10 Sep 24***

## **3. Executive Briefing**

### **3.1 CEO Briefing**

A CEO Briefing Paper had been circulated prior to the meeting and MA provided an overview of the Org Health KPIs.

EB encouraged all to complete their EDI data on Cascade. Anyone encountering any issues accessing Cascade, should contact the People Team / JP.

MA introduced a discussion around market trends for SSSM services.

Cycle People Turnover

JP advised that turnover (both external and internal) was being tracked and monitored.

## Sport Engagement

A discussion took place around the current UKSI engagement with Sport in relation to strategy. NH asked if we should be doing more and speaking to every sport?

***ACTION: EB encouraged all to complete their EDI data on Cascade. (Assignee(s): All***

## 3.2 Mission

Mission TORs were approved

MA advised that Anna Watkins had now joined the Mission Group.

## Legal

The legal case is no longer being pursued by the athlete.

## Safeguarding

Since the launch of the online platform, an increase in the number of reported concerns has been noted. This was welcome and to be expected, due to the ease and clarity around the new way of reporting.

## Strategic Operations Review

The Strategic Operations Review, completed by an external consultant, was being considered in the context of the wider changes we are making for the LA cycle.

A review of Technical Lead provision would be undertaken through the summer.

## Board of Women's Sport

The Board of Women's Sport is a Group implemented by the Secretary of State. TC has a leading role in its coordination, and PB is also supporting. The initial meeting took place 26 March, where priorities were identified. The next meeting date is to be confirmed.

## 3.3 Paris Readiness

SLT provided an update on each of their respective areas, supported by a presentation. This presentation to be uploaded to the online Board portal.

### **UKSI People in Paris (JP)**

JP advised of those UKSI employees who were attending Paris in one of three categories: HQ / Attending with Sport as part of Team / Other Volunteering.

TC informed that the BOA had introduced UKSI to Intel, and that they may be able to assist

in the area of Female Athlete Health. This relationship is developing well.

### **Activities in UK (DB)**

Each site was to run at least one event to bring together staff and sport partners during the Games.

### **ParalympicsGB and Team GB CMOs**

Dr Pippa Bennett will be the ParalympicsGB CMO for Paris and Dr Charlotte Cowie will be the TeamGB CMO for Paris.

Both provided a brief update on their respective areas.

CC advised that TeamGB were utilising all of Decompression / Mental Health / Performance Data / Female Athlete Health and that this was proving invaluable and benefitting the wider system.

### **Olympic & Paralympic Update**

MA shared an update on medal expectancy for the Olympic & Paralympic Games as forecast by UKS.

### **Practitioner Preparation (KC)**

Practitioner Prep / Decompression was available to all staff, including BOA and BPA. This may be offered to athletes and Sports if time / capacity allows. There was discussion around Arena skills. One action was to check if we need to ensure that, at least, all staff going for the first time attend.

### **Paris UKSI PI Apparel & Equipment Production**

UKSI have created bespoke apparel and equipment. The PI team are prepared for last minute requests from sports.

### **Paris Comms - Coordination**

TC gave an update on the Paris Comms.

***ACTION: The Paris Readiness presentation is to be uploaded to Board Portal***

***(Assignee(s): Matt Archibald, Jo Ardern; Due Date: None)***

## **4. Governance (for Information, Discussion or Approval)**

### **4.1 GARC Update**

SW provided an update on the 18 March 2024 GARC Meeting and the Minutes of these are included at Appendix E.

### **4.2 RemCom Update**

A Remcom Meeting took place on 13 May.

EB's update included that Remcom are working through the Board Effectiveness actions and that there will be a further Board Effectiveness review in the Autumn. JD would be carrying out annual review meetings with each board member and in turn EB would be assembling feedback for JD's annual review. The Remcom ToR had been reviewed and updated and Board were asked for their approval of these.

Approved.

### **4.3 Health and Safety**

DB advised that this area now fell under her remit, following PE's retirement and good progress had been made generally over the last 6 - 9 months.

General and specific training had now been implemented.

A new H&S Management System would be implemented, which would improve reporting capabilities and should increase engagement. DB provided an update on reporting generally.

Significant incident reporting was noted, but near misses under reported, and this requires further work.

Board appreciated the thorough and informative paper and report, provided by DB.

## **5. Strategy**

### **5.1 Board & SLT Away Day Feedback**

The Board Away Day at St George's Park in May was well received.

### **5.2 LA Planning and Strategy**

A discussion followed around LA Planning and Strategy and the following areas were noted: Clarification of timeline needed - what is due and by when.

Future sessions may include: A further Board Away Day / Workshop / Walk & Talk sessions / Sprint Sessions.

St George's Park was considered to be a good venue for future face to face meetings.

The next Board Meeting will focus heavily on our submission.

An LA Strategy Sub-Committee of the board has been re-established and comprises of: AW (Chair) / EB / NH / Vic Luck / JS / MA supported by JP / DB / LF. The Group are to meet fortnightly.

JD asked for Board Approval of this sub-committee.

Approved.

A Cross Board update group has been established to meet 2 / 3 times, comprising of: JD, AW, NH, IA, Sally Bolton, Sally Munday, Katherine Grainger (Chair) with Kate Baker and Dave Reddin (DR) being present.

The upcoming SLT 2-day meeting on 18/19 June is to focus on the strategy. DR is to join this meeting on the 19th.

**Next steps:**

Assign a planned leader for each of the strands including:

- Strategic Plan
- Design of Organisation
- Comms
- Change Management Implementation

DR & Andy McSweeney (AMS) joined the meeting and introductions were made, with DR providing an update on his background. DR had been appointed to facilitate the strategic process and would report to KB.

**Next steps:**

Ensure we build costing into the timeline.

Time from the funding decision to implementing changes requires thought, as this will have cost implications. The current funding ends at the end March 25 and any decision time over this, uses funds from the next cycle.

What can we do ahead of time?

What are our drivers for change?

Define objectives (problem/purpose/north star) / create methodology, how to reinvent business / explore and plan analysis.

### **5.3 Strategic Relationships**

TC provided an update on the current strategic relationships position.

What value can we extract from university relationships in the next cycle?

JD highlighted the link between these relationships and the UKSI strategy. This reinforces the need to expand these relationships and think about how they can work with our LA strategy.

### **6. AOB**

#### **Crisis Comms Planning**

TC asked if Board had any objection to their personal email addresses being located in a secure location, outside of UKSI systems, for the purposes of Crisis Comms Planning. Board had no objection to this.

Bisham Staff had been invited to join for lunch and the benefits of doing so were noted.

The next scheduled meeting is 10 September, at the BOA/BPA offices in London. However, additional workshops and sprint calls are likely to be scheduled in the meantime. JD thanked all for their attendance.

#### **Close**

**DATE OF NEXT MEETING: 10 September 2024: Board Meeting - BPA / BOA Offices, London**

## **ATTENDEES**

### **Board:**

Andy Parkinson (AP)                      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)  
Lisa Grufferty (Boardroom Apprentice) (LG)

### **Board Observers:**

Kate Baker (KB)                      Ismail Amla (IA)

### **Apologies:**

Matt Parker (MP)

### **SLT:**

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