



Company number: 03351039

Minutes of a Meeting of the Board of Directors of the Sports Dispute Resolution Panel Limited (trading as Sport Resolutions (UK)) held at 1 Salisbury Square, London, EC4Y 8AE on Thursday 15th March 2018

Present:

Edwin Glasgow QC	Independent Non- Executive Director/ Chair
David Rigney	Senior Independent Non-Executive Director
Richard Harry	Chief Executive
Margot Daly	Independent Non-Executive Director
Tracy Harrison	Independent Non-Executive Director
Johanna Sheppard	Independent Non-Executive Director
John Palmer	Independent Non-Executive Director
Keith McGarry	Northern Ireland Sports Forum- Rep. Director
Richard Hendicott	Welsh Sports Association- Rep. Director
James Allen	Sport and Recreation Alliance – Rep. Director

In Attendance:

Ross Macdonald	Business Manager/ Company Secretary
Catherine Pitre	Head of Case Management
James Muncer	Marketing and Service Development Manager

Apologies:

Elaine Battson	British Paralympic Association- Rep. Director
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1. Chairman's Remarks

- 1.1 The Chairman welcomed all to the meeting. Apologies were received from Elaine Battson.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. No conflicts were declared.

2. Minutes of previous meetings

- 2.1 The minutes of the meeting held on 7th December 2017 were agreed and signed as an accurate record by the Chair.
- 2.2 The summary minutes of the meeting held on 7th December 2017 were agreed and signed as an accurate record by the Chair. These will now be published on the company website.
- 2.3 The Board considered all matters arising and agreed that all carried actions would be discussed within this meeting.

3. Performance Reports and Plans

- 3.1 The Chief Executive's Report was taken as read.

4. Case Management

- 4.1 The Head of Case Management's Report on matters handled by Sport Resolutions from December 2017 to February 2018 was taken as read.

The Board congratulated Catherine Pitre on her recently being called to the Bar for the Law Society of Upper Canada.

5. Panel Appointments and Review Committee

- 5.1 The Chief Executive reported on the activities of the Panel Appointments and Review Committee.
 - 5.1.1 The Board was advised that there had been a record number of 149 new applications to the Sport Resolutions Panel over and above those current members who elected to remain on the panel. The PARC is to convene immediately after the Board meeting to discuss the applications and to finalise the panel. The Board was assured that panel diversity would be an important consideration.

6. Finance and Human Resources Committee

- 6.1.1 The FHRC meeting minutes from 14th February 2018 were taken as read. The Chair of the FHRC advised the Board that the company was in a strong financial position with a healthy surplus for the period.
- 6.1.2 The Board considered and approved the Management Accounts for the period ending 31st December 2017.
- 6.1.3 The Board considered and approved the cash-flow forecast for the period to 31 December 2018.
- 6.1.4 The Board considered and approved the four-year rolling budget for the period 2018-2021.
- 6.1.5 The Board was presented with the CV's of Duygu Yetkincan who starts working with the company as Marketing Manager on 19th March 2018 and of Anna Thomas who starts working with the company as a Case Assistant on 11th April 2018.
- 6.1.6 The Safeguarding Champion, Keith McGarry, updated the Board with the progress made towards achieving the Advanced Level of the Safeguarding Standards.
- 6.1.7 The Equality Champion, David Rigney, updated the Board with the progress made towards achieving the Intermediate Level of the Equality Standards. The Board was advised that a new online equality monitoring form is now being used for panel and staff recruitment as well as the annual board evaluation.

7. Marketing and Service Development Committee

- 7.1.1 The MSDC meeting minutes from 26th January 2018 were taken as read save for the following comments:

The Board requested details of what steps have and will be taken to ensure compliance with the General Data Protection Regulations (GDPR) which comes into force on 25 May 2018.
- 7.1.2 The Board was advised that the newly formed Crisis Communications Team (CCT) will report to the Board once they have further discussed and agreed the process.

8. Risk and Governance

- 8.1 The Board reviewed and approved of the revised company Risk Register.
- 8.2 The Board was provided with letter from UK Sport confirming that Sport Resolutions has complied with A Code for Sports Governance. The Business Manager is responsible for ensuring compliance with new actions as and when they arise.

9. Strategic Review

- 9.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read. KPI 1 and KPI 2 remain under review. All KPI's will be reviewed at the Board Strategy Day.

- 9.3.1 The Chief Executive advised the Board that Roxana Weich was making good progress with the Erasmus+ project.
- 9.3.2 The Board discussed the 2018 annual conference.
- 9.3.3 The Board agreed that the Pre-Conference Dinner on Wednesday 2nd May 2018 could be increased to 48 seats to allow additional special guests to be invited. The Business Manager will circulate a provisional dinner list.
- 9.3.4 The Board considered the options for conference keynote speaker and added some additional options to the existing list. It was agreed that the Business Manager would distribute all names and that the Board would score each option with the favoured speaker then being approached.
- 9.4.1 It was agreed that the 2017 Board Evaluation would be discussed as part of the wider discussion at the Board Strategy Day.
- 9.4.2 The Board reviewed the Board Skills Matrix which is to be used when identifying skills gaps ahead of the recruitment of Independent Non-Executive Directors.

The Chair closed the meeting at 12:50.

10. Dates for Future Meetings and Events

- Wednesday 2nd May 2018, 18:00: Pre-Conference Dinner, Grange St Paul's
- Thursday 3rd May 2018, 09:00-17:00: Annual Conference, Grange St Paul's
- Thursday 14th June 2018, 11:00: Management Board, 1 SSQ
- Strategy Planning Away-Day TBC
- Thursday 20th September 2018, 11:00: Management Board and AGM, 1 SSQ
- Thursday 6th December 2018, 11:00: Management Board, 1 SSQ

11. AOB

- 11.1 The Board agreed that the organisation is in need of a Strategy Day to enable it to fully understand the changing nature and scope of the business and to then better enable it to set future strategy. The Business Manager will circulate a list of potential dates.

Board approval:

Date:

Signed:

Edwin Glasgow QC (Chair)