

SPORT RESOLUTIONS^(UK)

SPECIALIST INDEPENDENT DISPUTE SERVICE

Company number: 03351039

Summary 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 6th December 2018

Present:

John Palmer	Senior Independent Non-Executive Director
Richard Harry (RH)	Chief Executive
Margot Daly (MD)	Independent Non-Executive Director
Tracy Harrison	Independent Non-Executive Director (on the phone)
Johanna Sheppard (JS)	Independent Non-Executive Director (on the phone)
Bryn Williams (BW)	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director - Northern Ireland Sports Forum
Elaine Battson	Representative Director - British Paralympic Association
James Allen (JA)	Representative Director - Sport and Recreation Alliance
Richard Hendicott (RHe)	Observer - Welsh Sports Association

In Attendance:

Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkincan	Marketing and Communications Manager

Apologies:

Edwin Glasgow Q.C	Independent Non-Executive Director
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DECISIONS AND ACTIONS FROM 20TH SEPTEMBER 2018

1. Chair's Remarks

- 1.1 Apologies were received in advance of the meeting from the Chairman Edwin Glasgow QC. In the Chair's absence, Senior Independent Non-Executive Director John Palmer chaired the meeting [and for the purpose of these minutes any reference to the position of 'Chair' refers to John Palmer]. The Chair welcomed all to the meeting.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. Bryn Williams declared a potential conflict for item 8.6, with regards IT strategy and consultation.

2. Minutes of previous meetings

- 2.1 The summary minutes of the AGM held on 20th September 2018 were approved and signed as an accurate record by the Chair. These will now be published on the company website.
- 2.2 The minutes of the Management Board meeting held on 20th September 2018 were approved and signed as an accurate record by the Chair.
- 2.3 The summary minutes of the Management Board meeting held on 20th September 2018 were approved and signed as an accurate record by the Chair. These will now be published on the company website.
- 2.4 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 Report

- 4.1 CP provided a report on matters handled by Sport Resolutions from September 2018 to November 2018. This report was taken as read.

5. National Anti-Doping Panel Board

- 5.1 RH advised the Board that both active and completed NADP cases for the period were contained within the Case Management Report and that this would be the reporting method moving forward.

6. National Safeguarding Panel Board

- 6.1 The Board reviewed the National Safeguarding Panel Board Terms of Reference. It was agreed that the Board would be made up of a minimum of four Independent Non-Executive Directors and that meetings would run in conjunction with Management Board meetings. Where appropriate, non-members may be asked to leave the room for NSP Board business. The Terms of Reference were approved subject to minor clarifications such as the removal of a fixed term of office.
- 6.2 RH advised the Board that both active and completed NSP cases for the period were contained within the Case Management Report, and that this would be the reporting process moving forward.

7. Panel Appointments and Review Committee (PARC)

- 7.1 JS advised the Board that the PARC had not met since the last meeting.

8. Audit and Risk Committee (ARC)

- 8.1 The ARC meeting minutes from 15th November 2018 were taken as read.
- 8.2 The Board considered and approved the Management Accounts for the period ending 30th September 2018.
- 8.3 The Board considered and approved the cash-flow forecast for the period to 31 July 2019.
- 8.4 The Board considered the revised Budget Planning Policy. The Board recommended that the Chair of ARC should also review each monthly financial statement. The policy was approved subject to this amendment.
- 8.5 Rather than form a separate Human Resources Working Group, it was agreed that the Panel Appointments and Review Committee would oversee human resources on an interim basis until such time as the new strategy instructs a different direction or until the ARC has time to oversee again.
- 8.6 The Board agreed that a new IT strategy was required and that given the risks surrounding IT and cyber security, this was now a priority. It was agreed that the need for external assistance in writing and delivering this strategy would be monitored.
- 8.7 The Board reviewed and approved the Audit and Risk Committee Terms of Reference, as recommended by ARC.
- 8.8 The Board reviewed and approved the revised Company Risk Register.
- 8.9 The Board was advised that the Annual Governance Statement has been published on the Sport Resolutions website.

9. Marketing and Service Development Committee (MSDC)

- 9.1 The MSDC meeting minutes from 9th November 2018 were taken as read.

10. Nominations Committee

- 10.1 The Nominations Committee Terms of Reference were reviewed and approved.
- 10.2 RM advised the Board that the 2018 Board Evaluation would be reviewed alongside the Board Strategy Day feedback and a summary would be presented to the Board for review and discussion at the next Management Board meeting.

11. Strategic Review

- 11.1 JA provided the Board with an update on strategic development and a timeframe to completion. The development group is currently working on the vision, mission and strategic objectives.
- 11.2 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read.
- 11.3 The Board was advised that a trademark for Sport Resolutions had been granted for 10 years in the United Kingdom.
- 11.4.1 The Board was provided with an update on the 2019 Annual Conference. The venue has been confirmed as Grange St Paul's Hotel and the date confirmed for Thursday 2nd May 2019.
- 11.4.2 The Board was provided with a list of past and future seminars, the topics discussed and the numbers in attendance at each event.
- 11.4.3 The Board was advised that RH and Roxana Weich, Case Manager, had travelled to Greece in November as part of the Erasmus project.

12. Dates for future events

- Thursday 17th January 2019, 1SSQ, Panel Introduction Day
- Thursday 7th February 2019, 1SSQ, Seminar: 'Understanding the high-performance environment from an athlete and sport perspective'
- Thursday 14th March 2019, 1SSQ, 11:00: Management Board
- Wednesday 1st May 2019, Grange St Paul's Hotel, Annual Conference Dinner
- Thursday 2nd May 2019, Grange St Paul's Hotel, Annual Conference
- Thursday 20th June 2019, 1SSQ, 11:00: Management Board (provisional)

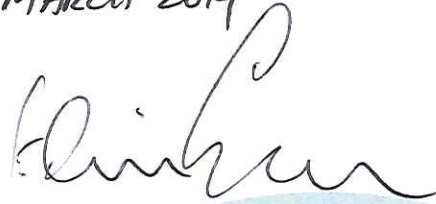
13. Any Other Business

No other business was raised.

Board approval:

Date: 14 MARCH 2019

Signed:



Edwin Glasgow QC (Chair)

