

SPORT RESOLUTIONS^(UK)

SPECIALIST INDEPENDENT DISPUTE SERVICE

Company number: 03351039

Summary minutes of a Meeting of the Board of Directors of Sports Dispute Resolution Panel Limited (trading as Sport Resolutions) held by telephone conference call from 0930 on Thursday 19th March 2020

Present:

Edwin Glasgow QC (EG)	Independent Non-Executive Director (Chair)
John Palmer (JP)	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Martin Gibbs (MG)	Independent Non-Executive Director
Victoria Aggar (VA)	Representative Director – British Athletes Commission
Nigel Smith (NS)	Independent Non-Executive Director
Tracy Harrison (TH)	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director - Northern Ireland Sports Forum
Richard Hendicott (RHe)	Representative Director – Welsh Sports Association

In Attendance:

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

Apologies:

Johanna Sheppard	Independent Non-Executive Director
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1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. Due to the outbreak of Covid-19 the meeting was organised to take place by telephone conference call. EG thanked RM and DY for joining him and all those on the call for participating. Apologies were received from Johanna Sheppard.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. EG advised the Board that as a founding shareholder of the International Dispute Resolution Centre Ltd (IDRC) he would again remain a silent observer for item 3.2, 'Building and Facilities Strategy'.

2. Minutes of previous meetings

- 2.1 The minutes of the Management Board meeting held on 5th December 2019 were considered by the Board. The minutes were approved and signed as an accurate record by the Chair.
- 2.2 The summary minutes of the Management Board meeting held on 5th December 2019 were approved 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. It was agreed that all items were included within the agenda.

STRATEGIC BUSINESS

3. Key Strategic Business

- 3.1 The Board was asked to consider the Board composition and structure proposal.
- 3.2.1 RH advised the Board that the deed of variation for 1 Salisbury Square is in the final drafting stages and will likely be approved by both parties soon.
- 3.2.2 RH advised the Board that he had been invited to join the Board of International Dispute Resolution Centre. It was unanimously agreed that RH could accept this position immediately.
- 3.3 The Board unanimously agreed that the annual conference, due to take place on 30th April 2020, should be postponed due to the Covid-19 outbreak and that an announcement should be made immediately.

4. Performance Report

- 4.1 The Board was presented with a report of activities by the Chief Executive. These were taken as read and no questions were tabled.

5. Key Performance Indicators

- 5.1 The Board considered the 2024 Key Performance Indicator Report.

6. Case Management Report

- 6.1 The Board was presented with a report on matters handled by Sport Resolutions from December 2019 to February 2020. This report was taken as read.

7. National Anti-Doping Panel (NADP) Board

- 7.1 The Board was advised that the activities of the National Anti-Doping Panel were included within the Case Management Report.

8. National Safeguarding Panel (NSP) Board

- 8.1 The Board was advised that the activities of the National Safeguarding Panel were included within the Case Management Report.

9. Panel Appointments and Review Committee (PARC)

- 9.1 The Board was advised that the committee had not formally convened during the period but that ad hoc panel appointments had been approved promptly by email.

10. Audit and Risk Committee (ARC)

- 10.1 NS provided the Board with an update on the activities of the Audit and Risk Committee.
- 10.2 The ARC meeting minutes from 28th February 2020 were taken as read.
- 10.3 The Board considered and approved the financial report and statement for the period ending 31st December 2019.
- 10.4 The Board considered and approved the cash-flow forecast for the period to 31st March 2021.
- 10.5 The Board reviewed the annual budget for 2020/2021. The Board approved the 2020/2021 budget.

- 10.6 The Board considered and approved the revised Risk Register.
- 10.7 RH provided the Board with an update on staffing issues and the measures taken since the Covid-19 outbreak to protect employee wellbeing. RH advised that best practice cleaning routines were promoted to staff and visitors from the outset, and additional hygiene supplies were purchased. Responding to government advice, additional hardware and software has been purchased so that all staff can work remotely from home and RH advised that this would likely be fully implemented within the next day or two. NS encouraged all staff to engage with each other to maintain wellbeing during the forced remote working.

11. Marketing and Service Development Committee (MSDC)

- 11.1 TH and DY updated the Board on the activities of the Marketing and Service Development Committee.
- 11.2 The MSDC meeting minutes from 27th February 2020 were taken as read.

12. Nominations Committee

- 12.1 The Board was presented with the Independent Board Evaluation Report, administered by the Sport and Recreation Alliance.

13. Dates for future events

- Thursday 18th June 2020, 1SSQ, 09:30 – 12:30: Board meeting
- Thursday 24th September 2020, 1SSQ, 09:30 – 13:30: Board meeting and AGM

Board approval:

Date:

19. March 2020

Signed:



Edwin Glasgow QC (Chair)