

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 20th September 2018

Present:

Edwin Glasgow QC	Independent Non-Executive Director / Chair
John Palmer	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
Bryn Williams	Independent Non-Executive Director
Keith McGarry	Representative Director - Northern Ireland Sports Forum
Elaine Battson	Representative Director - British Paralympic Association
James Allen	Representative Director - Sport and Recreation Alliance
Richard Hendicott	Observer - Welsh Sports Association

In Attendance:

Ross Macdonald	Business Manager / Company Secretary
Matthew Berry	Senior Case Manager (present until item 4.2)
Duygu Yetkincan	Marketing and Communications Manager

1. Chairman's Remarks

- 1.1 The Chair welcomed all to the meeting. With full Board attendance no apologies were received.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. Johanna Sheppard notified the Board of a conflict of interest should Barclays be discussed within item 6.

2. Minutes of previous meetings

- 2.1 The minutes of the meeting held on 14th June 2018 were agreed and signed as an accurate record by the Chair.
- 2.2 The summary minutes of the meeting held on 14th June 2018 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 Senior Case Manager Matthew Berry provided a report on matters handled by Sport Resolutions from June 2018 to August 2018. This report was taken as read.

5. Panel Appointments and Review Committee

- 5.1 The Chief Executive reported on the activities of the Panel Appointments and Review Committee. The Board was advised that the committee had not been required to meet during the period.

6. Finance and Human Resources Committee

- 6.1.1 The FHRC meeting minutes from 6th September 2018 were taken as read. The interim Chair of the FHRC, Keith McGarry, advised the Board that the company was in a strong financial position.
- 6.1.2 The Board considered and approved the Management Accounts for the period ending 30th June 2018.

- 6.1.3 The Board reviewed the Financial Statement, Letter of Representation and Directors Report for the period to 31 March 2018 and will recommend them to the AGM for approval.
- 6.1.4 The Board considered and approved the cash-flow forecast for the period to 31 March 2019.
- 6.1.5 The Board was advised that the application for a Tier 2 Restricted Certificate of Sponsorship was successful.
- 6.1.6 The Board was advised that Alex Treacher left the company on 2nd September 2018. Anna Thomas has been promoted to Case Manager to replace Alex. Sharon Hoyos-Martinez joined the company on 28th August as Business Support Assistant. There are currently 10 full-time members of staff.

7. Marketing and Service Development Committee

- 7.1 The MSDC meeting minutes from 30th August 2018 were taken as read.

8. Nominations Committee

- 8.1 The Board, in its capacity as the nominations committee, discussed appointments to the Management Board and Committees and will make the following recommendations ahead of the AGM.

Chair:

Edwin Glasgow.

Senior Independent Director (SID):

John Palmer.

Management Board Members:

All Independent Non-Executive Directors and the Chief Executive (ex-officio capacity) are automatically members of the Management Board.

It was recommended that Elaine Battson, Keith McGarry and James Allen be re-appointed to the Management Board in their capacity as Member directors.

National Anti-Doping Panel Board

It was recommended that the NADP Board will consist of four Independent Non-Executive Directors of the company and that the President of the NADP would be asked to present to the NADP Board once per annum.

National Safeguarding Panel Board

It was recommended that an NSP Board would be created, consisting of four Independent Non-Executive Directors of the company and that the President of the NSP would be asked to present to the NSP Board once per annum.

Finance and Human Resources Committee

Bryn Williams (Chair), Keith McGarry, Elaine Battson, Johanna Sheppard and the Chief Executive.

The Board recommended that the Finance and Human Resources Committee (FHRC) would be re-named the Audit and Risk Committee (ARC).

Marketing and Service Development Committee

Margot Daly (Chair), Tracy Harrison, John Palmer, James Allen, John Kerr and the Chief Executive.

Panel Appointments and Review Committee

Johanna Sheppard (Chair), Tracy Harrison, James Allen and the Chief Executive.

Nominations Committee

Chair, Senior Independent Director and Chair of the Audit and Risk Committee (fixed).

Up to two additional members best suited to the Board position to be filled.

Company Secretary

Ross Macdonald.

Equality Champion

Elaine Battson.

Safeguarding Champion

Keith McGarry.

Auditors

It was recommended that SBM & Co Chartered Accountants be re-appointed.

9. Risk and Governance

- 9.1 The Board was presented with the new Risk Register. The new format, incorporating an inherent risk rating and a mitigation score, was approved. It was requested that the risks be grouped so that the 16 current risks can be reduced and that a trend column be added to advise on projected risk. The Audit and Risk Committee (ARC) will review the revised Risk Register ahead of the next Board meeting.
- 9.2 The Board reviewed and approved the Annual Governance Statement which is required as part of the Code for Sports Governance. The statement will be published on the company website.

10. Strategic Review

- 10.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read. All KPI's will be reviewed at the Board Strategy Session.
- 10.2 The Board reviewed the staff engagement survey 2017/18. No concerns were raised.
- 10.3 The Board reviewed the board evaluation survey 2017/18. The Board requested that a summary of both the staff engagement survey and the board evaluation survey be presented to the Board at the strategy day, with a focus on the free-text comments.
- 10.5.1 The Board was advised that the Strategy Planning Away-Day will take place at Coldra Court Hotel in Newport on Tuesday 30th and Wednesday 31st October 2018.

11. Dates for Future Meetings and Events

- Wednesday 10th October 2018, 1SSQ, 13:00: Seminar – 'Prevention and Cure'
- Wednesday 17th October 2018, 1SSQ, 08:30: Press-Day with Diane Modahl
- Tuesday 30th and Wednesday 31st October 2018, Newport: Strategy Planning Day
- Thursday 6th December 2018, 1SSQ, 11:00: Management Board
- Thursday 14th March 2019, 1SSQ, 11:00: Management Board (provisional)
- Thursday 20th June 2019, 1SSQ, 11:00: Management Board (provisional)

Board approval:

Date:

06/12/2018

Signed:



John Palmer (Senior Independent Director)