

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) held at 1 Salisbury Square, London, EC4Y 8AE on Thursday 5th December 2019

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
Johanna Sheppard (JS)	Independent Non-Executive Director
Nigel Smith (NS)	Independent Non-Executive Director
Tracy Harrison (TH)	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director - Northern Ireland Sports Forum
Richard Bryan (RB)	Representative Director - Professional Players Federation
Richard Hendicott (RHe)	Representative Director - Welsh Sports Association
Elaine Battson (EB)	Representing the British Paralympic Association (proxy)

In Attendance:

Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkincan (DY)	Marketing and Communications Manager
Rob Tate (RT)	Governance Manager, UK Sport (observer)
Vijaya Panangipalli (VP)	Head of Governance, Sport and Rec. Alliance (observer)

Apologies:

Warren Phelops	Representative Director - European Sponsorship Association
Leigh Thompson	Representative Director - Sport and Recreation Alliance
Victoria Aggar	Representative Director - British Athletes Commission

1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. Richard Bryan was welcomed to the company as recently appointed Representative Director for the Professional Players Federation. Rob Tate, Governance Manager at UK Sport and Vijaya Panangipalli, Head of Governance at the Sport and Recreation Alliance, were welcomed to the meeting as guests. Apologies were received from Warren Phelops, Leigh Thompson and Victoria Aggar.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items.

2. Minutes of previous meetings

- 2.1 The minutes of the Management Board meeting held on 19th September 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 19th September 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.

STRATEGIC BUSINESS

3. Key Strategic Business

- 3.1 The Board was asked to consider the structure of the company and was provided with the company Articles of Association and Management Board Terms of Reference for review.
- 3.2 TH provided the Board with an update on the Strategic Strapline Project.

4. Business Updates and Planning

- 4.1 The Board considered the 2024 Key Performance Indicator Report and noted the new areas which would be reported upon moving forward.
- 4.2 The Board considered the 2021 Key Performance Indicator Report. It was agreed that this had now been succeeded by the 2024 KPI Report and would therefore not be monitored and reported upon in future.
- 4.3 RH provided the Board with an update on future premises and the development of a Building and Facilities Strategy.
- 4.4 RH provided the Board with an update on plans for the 2020 Annual Conference and the Pre-Conference Dinner. The event will take place at the Leonardo Royal Hotel St Paul's on Thursday 30th April 2020.

5. Performance Report

- 5.1 The Board was presented with a report of activities by the Chief Executive and was provided with additional oral updates.

6. Case Management Report

- 6.1 CP provided a report on matters handled by Sport Resolutions from September 2019 to November 2019. This report was taken as read.

6. National Anti-Doping Panel (NADP) Board

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

7. National Safeguarding Panel (NSP) Board

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

8. Panel Appointments and Review Committee (PARC)

- 8.1 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 21st October 2019 were taken as read.
- 10.3 The Board considered and approved the Management Accounts for the period ending 30th September 2019.
- 10.4 The Board considered and approved the cash-flow forecast for the period to 30th September 2020.
- 10.5 The Board considered the revised target ratings and approved the revised Risk Register.

11. Governance

- 11.1 RM confirmed that trademarks had now been secured for Sport Resolutions in New Zealand, Australia and the European Union.

12. Marketing and Service Development Committee (MSDC)

- 12.1 TH and DY updated the Board on the activities of the Marketing and Service Development Committee.
- 12.2 The MSDC meeting minutes from 1st November 2019 were taken as read.

13. Nominations Committee

- 13.1 The Board discussed appointments to the Management Board and Committees ahead of approval at the AGM.
- 13.2 Vijaya Panangipalli provided the Board with details of the 2019/20 Board Evaluation.

14. Dates for future events


- Thursday 19th March 2020, 1SSQ, 09:30 – 12:30: Management Board
- Wednesday 29th April 2020, Sport Resolutions Pre-Conference Dinner
- Thursday 30th April 2020, Sport Resolutions Annual Conference
- Thursday 18th June 2020, 1SSQ, 09:30 – 12:30: Management Board

Board approval:

Date:

19.3.20

Signed:



Edwin Glasgow QC (Chair)