



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 14th March 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
Margot Daly (MD)	Independent Non-Executive Director
Tracy Harrison (TH)	Independent Non-Executive Director
Nigel Smith (NS)	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director - Northern Ireland Sports Forum
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 Yetkinan (DY)	Marketing and Communications Manager

Apologies:

Johanna Sheppard	Independent Non-Executive Director
Elaine Battson	Representative Director - British Paralympic Association

*via telephone conference call

1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. Apologies were received from Elaine Battson and Johanna Sheppard.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. EG advised the Board that he would excuse himself from item 11.4.1.

2. Minutes of previous meetings

- 2.1 The minutes of the Management Board meeting held on 6th December 2018 were considered, approved and signed as an accurate record by the Chair.
- 2.2 The summary minutes of the Management Board meeting held on 6th December 2018 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 matters arising and agreed that they would be raised within the meeting agenda.

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 December 2018 to February 2019. This report was taken as read.

5. National Anti-Doping Panel Board

- 5.1 RH advised the Board that the president of the NADP, Charles Flint QC, is scheduled to attend the June Management Board meeting to provide a NADP case and operations update. The process and regularity of such attendance will be reviewed after the next meeting.

6. National Safeguarding Panel Board

- 6.1 The Board was advised that the position of president for both the NADP and NSP is reviewed in advance of and at each Annual General Meeting with diversity and expertise being two of the main considerations.

7. Panel Appointments and Review Committee (PARC)

- 7.1 JA advised the Board that the PARC had met to consider ad-hoc applications to Sport Resolutions' main panel and ad-hoc panel.
- 7.2 Notes from the PARC meeting held on 25th January 2019 was taken as read.
- 7.3 The Board reviewed the 2019 staff engagement survey and the executive summary of the survey. RH advised the Board that the suggested actions to address the summarised concerns were being actioned.
- 7.4 RH advised the Board that Roxana Weich had been appointed to the position of Senior Case Manager following an external and open recruitment process.

8. Audit and Risk Committee (ARC)

- 8.1 The ARC meeting minutes from 28th February 2019 were taken as read.
- 8.2 The Board considered and approved the Management Accounts for the period ending 31st December 2018.
- 8.3 The Board considered and approved the cash-flow forecast for the period to 31st December 2019.
- 8.4 The Board considered the draft budget for 2019/20. It was agreed that the draft budget would be circulated for approval shortly after the meeting.
- 8.5 The Risk Register was considered and approved.
- 8.6 The Board was provided with a paper detailing IT development and IT strategy.

9. Marketing and Service Development Committee (MSDC)

- 9.1 The draft MSDC meeting minutes from 14th February 2019 were taken as read.

10. Nominations Committee

- 10.1 EG welcomed Nigel Smith to the company as a new Independent Non-Executive Director. The Board was advised that NS will sit as Chair of the Audit & Risk Committee.
- 10.2 The Board reviewed the 2018 Board engagement survey and the executive summary of the survey. Any areas of concern will be considered by the Nominations Committee. An external Board evaluation will take place in the Autumn.
- 10.3 The Board reviewed the 2018 Board Skills Analysis. The Board was advised that the Nominations Committee assessed current and required skills ahead of any director recruitment.

10.4 The Board reviewed and approved the Board Appointment Letter.

10.5 The Board considered the company succession plan.

11. Strategic Review

11.1 JA provided the Board with an update on strategic development. The existing 2021 strategy remains in place until superseded.

11.2 The Board considered the 2021 Strategy KPI Performance Report.

11.5.1 The Board was provided with an update on the 2019 Annual Conference.

11.5.2 The paper providing attendee number at previous events and details of future events was taken as read.

11.5.3 RH advised the Board that Sport Resolutions' involvement in the Erasmus+ project was nearing completion.

12. Dates for future events

- Wednesday 1st May 2019, Grange St Paul's Hotel, 18:30: Conference Dinner
- Thursday 2nd May 2019, Grange St Paul's Hotel, 09:00: Annual Conference
- Thursday 20th June 2019, 1SSQ, 09:30: Management Board
- Thursday 19th September 2019, 1SSQ, 09:30: Management Board
- Thursday 19th September 2019, 1SSQ, 13:30: Annual General Meeting
- Thursday 5th December 2019, 1SSQ, 09:30: Management Board
- Thursday 5th December 2019, TBC, 13:00: Christmas Dinner

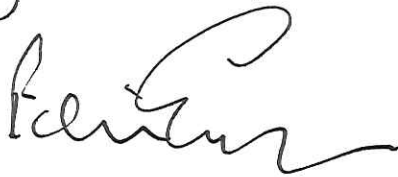
13. Any Other Business

13.1 It was agreed that the next Management Board meeting would begin at 09:30 and would be scheduled for 3 hours to provide sufficient time for the Management Board to fully consider all matters on the agenda.

Board approval:

Date: 20 June 2019

Signed:



Edwin Glasgow QC (Chair)