



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 June 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 (item 4 onwards) *
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
Elaine Battson (EB)	Representative Director - British Paralympic Association
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 (DY)	Marketing and Communications Manager
Matthew Berry (MB)	Senior Case Manager (item 3.5.6 only)
Charles Flint QC (CF)	President, National Anti-Doping Panel (item 6.1 only)

Apologies:

Tracy Harrison	Independent Non-Executive Director
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*via telephone conference call

1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. Apologies were received from Tracy Harrison. EG acknowledged the contribution of Margot Daly, who stood down as an Independent Non-Executive Director on 01 June 2019.
- 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 3.4.1 and JS would consider any conflict ahead of any discussion on banking.

2. Minutes of previous meetings

- 2.1 The minutes of the Management Board meeting held on 14th March 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 14th March 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 and agreed that they would be discussed within the meeting.

STRATEGIC BUSINESS

3. Performance Reports and Plans

- 3.1 The Board considered the 2021 Key Performance Indicator Report. It was agreed that an amber rating would be introduced. RH advised the Board that this 2021 KPI Report would soon be superseded by a new 2024 KPI Report, as determined by the new strategy.
- 3.2 EG thanked the strategy working group of James Allen, Tracy Harrison and John Palmer, as well the executive team, for their work in developing the new strategic objectives. JA advised the Board that the objectives being considered by the Board were deliberately ambitious.

The Board approved for the existing working group to determine the final draft by committee.
- 3.3 The Board was asked to discuss potential key performance indicators to sit alongside the new strategic objectives.

It was agreed that the strategy working group would develop the KPI's and present them to the Board for further discussion and/or approval.
- 3.4 The Board considered the options for future premises. EG excused himself from the discussion. The Board gave approval for the executive to further investigate the options.
- 3.5.1 The Board congratulated the executive on a fantastic conference. The Board reviewed the excellent feedback and media coverage from the event.

- 3.5.2 The Board was advised that the executive would look to make a few changes for 2020 to keep the event exciting and fresh and were asked for their thoughts. The Board agreed that the 2020 conference should take place on Thursday 30th April 2020.
- 3.5.3 The Board was advised that no seminars had been arranged for 2019 as yet. The Board requested that topics and dates be circulated to them as soon as events are scheduled.
- 3.5.4 RH advised the Board that he had recently travelled with Roxana Weich, Senior Case Manager, to Romania for the penultimate Erasmus+ meeting.
- 3.5.5 The Board was asked to consider its appetite for expansion into the education sector.
- 3.5.6 The Board was presented with the executive's proposal for a new case management system. The executive will begin the process of migrating data from the existing to the new system.

ROUTINE BUSINESS

4. Performance Reports and Plans

- 4.1 The Chief Executive's Performance Report was taken as read.

5. Case Management Report

- 5.1 CP provided a report on matters handled by Sport Resolutions from March 2019 to May 2019. This report was taken as read.

6. National Anti-Doping Panel (NADP) Board

- 6.1 Charles Flint QC, President of the National Anti-Doping Panel, was welcomed to the meeting to provide an update on the activities and future of the NADP. CF advised the Board that the panel had been strengthened through the addition of individuals with medical and psychiatric expertise, and that the panel was collegiate and produced judgements of great quality.

7. National Safeguarding Panel (NSP) Board

- 7.1 RH updated the NSP Board on the Sport England Safeguarding Pilot.

8. Panel Appointments and Review Committee (PARC)

- 8.1 JA advised the Board that the PARC had not met during the last quarter. JA advised that one additional member had been appointed to the panels through the exceptional basis process.

9. Audit and Risk Committee (ARC)

- 9.1 The Chair of the ARC, Nigel Smith, updated the Board as to the financial performance of the company during the period ending 31 March 2019.
- 9.2 The ARC meeting minutes from 31st May 2019 were taken as read.
- 9.3 The Board considered and approved the Management Accounts for the period ending 31st March 2019.
- 9.4 The Board considered and approved the cash-flow forecast for the period to 31st March 2020.
- 9.5 The Board considered and approved the revised Risk Register.

10. Marketing and Service Development Committee (MSDC)

- 10.1 DY advised the Board that the updated website would be ready in early July 2019 and that the website would be stress-tested prior to going public.
- 10.2 The MSDC meeting minutes from 30th May 2019 were taken as read.

11. Nominations Committee

- 11.1 EG welcomed Martin Gibbs to the company as an Independent Non-Executive Director.
- 11.2 EG advised the Board that he and RH had begun succession planning for the position of Chair of the company.
- 11.3 It was agreed that Tracy Harrison would continue as interim Chair of the Marketing and Service Development Committee (MSDC) until the AGM.

12. Dates for future events

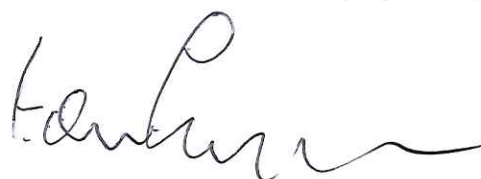
- Thursday 19th September 2019, 1SSQ, 09:30 – 12:30: Management Board
- Thursday 19th September 2019, 1SSQ, 13:30 – 14:30: Annual General Meeting
- Thursday 5th December 2019, 1SSQ, 09:30 – 12:30: Management Board
- Thursday 5th December 2019, TBC, 13:00 – 15:30: Christmas Dinner

Board approval:

Date:

19.09.2019

Signed:



Edwin Glasgow QC (Chair)