

# SPORT RESOLUTIONS <sup>(UK)</sup>

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 81 Chancery Lane, London, WC2A 1DD on Thursday 19<sup>th</sup> September 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 3.5 onwards) *
Nigel Smith (NS)	Independent Non-Executive Director
Tracy Harrison (TH)	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

**In Attendance:**

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

\*via telephone conference call

## **1. Chair's Remarks**

- 1.1 The Chair welcomed all to the meeting. It was noted that JS would join the meeting from item 3.5 onwards and that her comments, which had been shared in advance of the meeting, would be referred to at the relevant times.
- 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 20<sup>th</sup> June 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 20<sup>th</sup> June 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 these are included within the agenda.

## **STRATEGIC BUSINESS**

### **3. Key Strategic Business**

- 3.1 The Board reviewed the 2024 Strategy and approved the vision, mission and values. The Board was advised that EG and RH would add their introductions to the strategy shortly.
- 3.2 The Board reviewed the 2024 Key Performance Indicators. It was noted that these are for internal monitoring only and will not be made publicly available.
- 3.3 The Board considered the proposed amendments to the structure of the company and the subsequent revisions to the Articles of Association. These will be considered further at the next meeting.
- 3.4 The Board discussed the Strategic Strapline Project. Approval was given to proceed with the project.
- 3.5 The Board considered potential conflicts of interest in relation to future Board appointments.
- 3.6 The Chair Role Profile was reviewed and approved.

### **4. Business Updates and Planning**

- 4.1 The Board considered the 2021 Key Performance Indicator Report. It was noted that a new amber rating had been added to the report.
- 4.2 RH provided the Board with an update on future premises and the development of a Building and Facilities Strategy.

4.3 RM 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, as per all previous years, on Thursday 30<sup>th</sup> April 2020.

4.4 The Board was asked to consider its appetite for expansion into the education sector.

## **5. Performance Report**

5.1 The Board was presented with a report of activities by the Chief Executive.

## **6. Case Management Report**

6.1 CP provided a report on matters handled by Sport Resolutions from June 2019 to August 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 RH updated the NSP Board on the Sport England Safeguarding Pilot. The Board was advised that there was a requirement for additional Safeguarding Investigators and this role is currently being advertised.

## **8. Panel Appointments and Review Committee (PARC)**

8.1 The Board was advised that there was no update at this time.

## **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 5<sup>th</sup> September 2019 were taken as read.

10.3 The Board considered and approved the Management Accounts for the period ending 30<sup>th</sup> June 2019.

10.4 The Board reviewed the Directors Report, Letter of Representation and the Audit Findings Letter for the period to 31 March 2019 and recommended them for approval at the AGM.

10.5 The Board considered and approved the cash-flow forecast for the period to 31<sup>st</sup> March 2020.

10.6 The Board considered the revised target ratings and approved the revised Risk Register.

- 10.7 The Board took the IT development paper on the updated website, case management system and file storage platform as read.
- 10.8 The Board noted that Sharon Hoyos-Martinez resigned from her position at Business Support Officer in August 2019 and will be replaced by Joshua Ingham-Headland, who joins the company on 23 September 2019.

## **11. Governance**

- 11.1 The Board received an update on compliance with the Code for Sports Governance. The Board was provided with correspondence received from UK Sport confirming the company was meeting all requirements of the 2018/19 thematic review.
- 11.2 The Board considered and approved the Annual Governance Statement 2018/19.
- 11.3 The Board reviewed the Diversity Action Plan 2019-2023 and approved it for publication on the company website.
- 11.4 The Board discussed UK Sport's request to observe the December Management Board meeting. The request was approved.

## **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 13<sup>th</sup> August 2019 were distributed at the meeting.

## **13. Nominations Committee**

- 13.1 The Board discussed appointments to the Management Board and Committees ahead of approval at the AGM.
- 13.2 The Board was asked to review the terms of reference for the Audit and Risk Committee (ARC), the Marketing and Service Development Committee (MSDC), the Panel Appointments and Review Committee (PARC) and the Nominations Committee. As per its existing terms, the Board agreed that Human Resources should again be included within the ARC's remit.
- 13.3 The Board reviewed the recommendation from RM for the Sport and Recreation Alliance (SRA) to undertake the 2019/20 Board Evaluation. The Board considered and approved of the SRA proposal.

## **12. Dates for future events**


- Thursday 5<sup>th</sup> December 2019, 1SSQ, 09:30 – 12:00: Management Board

## **13. Any Other Business**

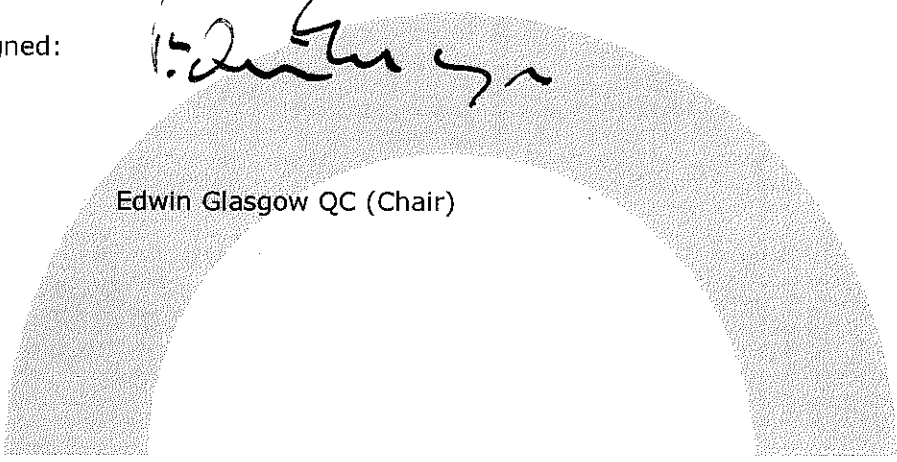
- 13.1 The Board was advised that details of the Christmas Lunch on 5<sup>th</sup> December 2019 would be circulated in due course.

Board approval:

Date: 5.12.19

Signed: 

Edwin Glasgow QC (Chair)



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