

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 14th June 2018

Present:

Margot Daly	Independent Non-Executive Director / Chair
Richard Harry	Chief Executive
Tracy Harrison	Independent Non-Executive Director
Johanna Sheppard	Independent Non-Executive Director
John Palmer	Independent Non-Executive Director
Keith McGarry	Northern Ireland Sports Forum - Rep. Director
Richard Hendicott	Welsh Sports Association - Rep. Director
Elaine Battson	British Paralympic Association – Rep. Director

In Attendance:

Ross Macdonald	Business Manager / Company Secretary
Kylie Brackenridge	Senior Case Manager
Duygu Yetkincan	Marketing and Communications Manager

Apologies:

Edwin Glasgow QC	Independent Non-Executive Director
James Allen	Sport and Recreation Alliance – Rep. Director

1. Chairman's Remarks

- 1.1 Apologies were received in advance of the meeting from James Allen and Edwin Glasgow QC. In the Chair's absence it was agreed that Independent Non-Executive Director Margot Daly would preside over the meeting [and for the purpose of these minutes the position of 'Chair' refers to Margot Daly].

The Chair welcomed all to the meeting.

- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. No conflicts were declared.

2. Minutes of previous meetings

- 2.1 The minutes of the meeting held on 15th March 2018 were agreed and signed as an accurate record by the Chair.
- 2.2 The summary minutes of the meeting held on 15th March 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 Kylie Brackenridge provided a report on matters handled by Sport Resolutions from March 2018 to May 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 letters had been sent to all successful and unsuccessful applicants to the panel for the period 2018-2021.

6. Finance and Human Resources Committee

- 6.1.1 The Chair of the FHRC, David Rigney, resigned from the company on 1 June 2018. Keith McGarry, as interim Chair of the FHRC, thanked David for providing the company with six years of financial leadership and expertise. The FHRC meeting minutes from 23rd May 2018 were taken as read. The Chair of the FHRC 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 31st March 2018.

6.1.3 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 is ongoing.

Duygu Yetkincan joined the company as Marketing and Communications Manager on 19th March 2018 and Anna Thomas joined the company as a Case Assistant on 11th April 2018.

7. Marketing and Service Development Committee

7.1.1 The Board was advised that the Marketing and Service Development Committee met on 7th June 2018. The minutes from this meeting will be circulated to the Board. The Marketing Manager advised the Board that the marketing strategy had been developed and that actions would be agreed after the Board Strategy Session.

7.1.2 Tracey Harrison advised the Board that the Crisis Communications Team (CCT) has developed a Crisis Communications Plan. This details key contacts and responsibilities, as well as actions to be completed. The Board was advised that the plan is a fluid document and the actions will be determined by each unique situation.

7.1.3 The Board reviewed and approved the Crisis Communications Plan.

8. Risk and Governance

8.1 The Board received a report on compliance with the General Data Protection Regulation. The Risk Register is to be updated to include the GDPR requirements.

8.2 The Board reviewed and approved the Privacy Notice for Employees, Workers, Directors and Consultants.

8.3 The Board reviewed the updated Privacy Policy and newsletter opt-in button.

8.4 The Board reviewed the GDPR compliance mailshot.

8.5 The Board reviewed and approved the Password Policy.

8.6 The Board reviewed and approved the Acceptable Use Policy.

8.7 The Board reviewed and approved the Environmental and Sustainability Policy.

9. Strategic Review

9.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read. KPI 3, 4 and 5 are on target. KPI 1 and KPI 2 remain under review. All KPI's will be reviewed at the Board Strategy Session.

9.2 The Board reviewed the feedback from the 2018 conference. 18% of attendees completed the feedback request. Feedback was very positive with 77% rating the event as excellent.

- 9.3 The Board was advised that three applicants were short-listed for the position of Independent Non-Executive Director. The recruitment panel addressed the company skills matrix in their selection and identified Bryn Williams as the strongest candidate. The Chief Executive will contact all applicants. The Company Secretary will follow the Board Recruitment Procedures in finalising this appointment. Bryn will be registered as a director of the company with Companies House from 15th June 2018.
- 9.4 David Rigney resigned as a director of the company on 01 June 2018 leaving the position of Senior Independent Non-Executive Director vacant. John Palmer was appointed to this position until the 2018 AGM.

10. Dates for Future Meetings and Events

- Strategy Planning Away-Day TBC
- Thursday 20th September 2018, 11:00: Management Board and AGM, 1 SSQ
- Thursday 6th December 2018, 11:00: Management Board, 1 SSQ

Board approval:

Date:

26.9.18

Signed:



Edwin Glasgow QC (Chair)