



SPECIALIST INDEPENDENT DISPUTE SERVICE

## **SPORT RESOLUTIONS (UK)**

### **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 29<sup>th</sup> September 2016**

#### **Present:**

Edwin Glasgow QC  
Richard Harry  
David Rigney  
Simon Cliff  
John Palmer  
Ian Braid  
Richard Hendicott

Independent Non- Executive Director/ Chair  
Chief Executive  
Independent Non-Executive Director/ Vice- Chair  
Independent Non-Executive Director  
Independent Non-Executive Director  
British Athletes Commission- Rep. Director  
Welsh Sports Association- Rep. Director

#### **In Attendance:**

Ross Macdonald  
Catherine Pitre  
James Muncer

Business Manager/ Company Secretary  
Head of Case Management  
Marketing and Service Development Manager

#### **Apologies received from:**

Keith McGarry  
Margot Daly

Northern Ireland Sports Forum- Rep. Director  
Independent Non-Executive Director

## **1. Chairman's Remarks**

- 1.1 The Chairman welcomed all to the meeting. Apologies were received from Margot Daly and Keith McGarry.
- 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 8<sup>th</sup> June 2016 were agreed and signed as an accurate record by the Chairman.

### **3. Performance Reports and Plans**

- 3.1 The Chief Executive's Report was taken as read with additional comments made.
- 3.2 The Head of Case Management's Report was taken as read with the additional comments made.

### **4. National Anti-Doping Panel**

- 4.1 The Head of Case Management referred the directors to her quarterly report.

### **5. Panel Appointments and Review Committee**

- 5.1 The Chair of the PARC advised the Board that the committee had recently met to discuss the build-up to the next panel appointments in April 2018:

### **6. Finance and Human Resources Committee**

- 6.1.1 The FHRC meeting minutes were taken as read.
- 6.1.2 The Board considered and approved the financial statement, audited accounts and letter of representation for the year ended 31 March 2016. These will now be referred to the AGM for final approval and signing.
- 6.1.3 The board considered and approved the amended cash-flow to March 31<sup>st</sup> 2017.
- 6.1.4 The Board were advised that a new narrative had been added to the Risk Register to give more recent updates.
- 6.1.5 The Board were advised of the appointments of James Muncer as Marketing and Service Development Manager and of Richard Bazley as Business Support Assistant.
- 6.1.6 The Board reviewed the off-line self-assurance checklist completed by the Company Secretary and recommended by the FHRC. The Board collectively considered the most appropriate self-assurance rating for each of the six areas and agreed that a 'full' assurance was appropriate for each. The Chair and CEO will sign off the checklist and this will be sent for review along with a signed Annual Report, signed accounts and our amended Articles of Association.

### **7. Marketing and Service Development Committee**

- 7.1.1 The MSDC minutes were taken as read.
- 7.1.2 The Board were advised that the first seminar of the new series, which is a 'Post-Rio Review', is nearing capacity.
- 7.1.3 The Board were referred to the Annual Report which has now been published online

## **8. Strategic Review**

- 8.1 The Board considered the amended 2021 Strategy and discussed necessary amendments.
- 8.2 The Board considered and approved the Stakeholder Influencing Strategy.
- 8.3 The Board reviewed the performance of the company against the 2021 KPI's in light of the amendments at 8.1.
- 8.3.1 The Board were advised that changes were needed in the make-up of the Management Board and amendments to the company Articles of Association would be put forward at the 2016.

## **9. Dates for Future Meetings**

- 9.1 The next Management Board meeting will take place on Wednesday 7<sup>th</sup> December 2016 at 1100. This will be followed by the Board Christmas Lunch.

The Company Secretary will circulate provisional dates for 2017 meetings.

Board approval:

Date: 7.12.16.

Signed:



Edwin Glasgow QC (Chairman)