

SPORT RESOLUTIONS (UK)

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 Wednesday 27th September 2017

Present:

Edwin Glasgow QC	Independent Non- Executive Director/ Chair
David Rigney	Senior Independent Non-Executive Director
Richard Harry	Chief Executive
Margot Daly	Independent Non-Executive Director
Tracy Harrison	Independent Non-Executive Director
Elaine Battson	British Paralympic Association- Rep. Director
Keith McGarry	Northern Ireland Sports Forum- Rep. Director

In Attendance:

Ross Macdonald	Business Manager/ Company Secretary
Catherine Pitre	Head of Case Management
James Muncer	Marketing and Service Development Manager

Apologies received from:

Johanna Sheppard	Independent Non-Executive Director
John Palmer	Independent Non-Executive Director
Richard Hendicott	Welsh Sports Association- Rep. Director

1. Chairman's Remarks

- 1.1 The Chairman welcomed all to the meeting. Apologies were received from Jo Sheppard, John Palmer and Richard Hendicott.
- 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 21st June 2017 were agreed and signed as an accurate record by the Chairman.
- 2.2 The summary minutes of the meeting held on 21st June 2017 were agreed and signed by the Chairman. 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 save for the following additional updates:

Staffing:

Two new case managers have been appointed following an open recruitment process. Roxana Weich will commence working for the company on 16th October 2017 and Alex Treacher will start on 6th November 2017. The Board was provided with CV's for information.

4. Case Management

- 4.1 The Head of Case Management's Report on matters handled by Sport Resolutions from June to August 2017 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 the three-year term for Sport Resolutions panel members ends on March 31 2018. Applications for new panel members will open on 1st November 2017 and will close on 31st January 2018.

6. Finance and Human Resources Committee

- 6.1.1 The FHRC meeting minutes from 4th September 2017 were taken as read.
- 6.1.2 The Board reviewed the Financial Statement, Letter of Representation and Management Letter for the period ending 31 March 2017. The Board recommended the Financial Statement and Letter of Representation to the AGM for approval and noted the sole matter identified by the auditors in the Management Letter.
- 6.1.3 The Board considered and approved the Management Accounts for the period ending 30th June 2017.
- 6.1.4 The Board considered and approved the cash-flow forecast for the period to 31 March 2018.

7. Marketing and Service Development Committee

- 7.1.1 The Chair of the MSDC advised the Board that the committee met on 26th September 2017 and gave an update of its activities.

8. Risk and Governance

- 8.1.1 The Board considered the Governance Code Action Plan.
 - 8.1.2 The Board approved the Diversity Action Plan and agreed to it being published on the website.
 - 8.1.3 The Board approved the Board Diversity Statement and agreed to it being published on the website.
 - 8.1.4 The Board approved the Director Declaration of Good Character. The Board was advised that Board Members would be asked to sign this as part of the Board evaluation process.
 - 8.1.5 The Board approved the 2021 Summary Strategy and agreed to it being published on the website.
 - 8.1.6 The Board considered and approved the checklist for policies and procedures in respect of legal and regulatory obligations. The Board was advised that a Bribery Prevention, Gifts and Hospitality Policy would be created by 31 October 2017.
 - 8.1.7 The Board considered and approved the checklist for policies and procedures in respect of finance. The Board was advised that a Procurement Policy would be created by 31 October 2017.
- 8.2 The Board considered and approved the company Risk Register.

9. Strategic Review

- 9.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read.
- 9.2 The Board reviewed the draft Board Skills Matrix and approved it for use in the annual Board evaluation process subject to one minor amendment.

10. Dates for Future Meetings

- Thursday 7th December 2017, 11:00: Management Board, 1 SSQ and Christmas Lunch

Board approval:

Date:

7 December 2017.

Signed:


Edwin Glasgow QC (Chairman)