



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 Thursday 7th December 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
Johanna Sheppard	Independent Non-Executive Director
John Palmer	Independent Non-Executive Director
Elaine Battson	British Paralympic Association- Rep. Director
Keith McGarry	Northern Ireland Sports Forum- Rep. Director
Richard Hendicott	Welsh Sports Association- Rep. Director
James Allen	Sport and Recreation Alliance – Rep. Director

In Attendance:

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

1. Chairman's Remarks

- 1.1 The Chairman welcomed all to the meeting. A full turnout was reported.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. Johanna Sheppard declared her position as Director of Compliance at Barclays as the company's Barclays bank account is on the agenda to be discussed within the meeting.
- 1.3 The 2016/17 Annual Report was presented to the Board. James Muncer was congratulated for its content and format. The Annual Report was approved for publication on the website in its digital format.

2. Minutes of previous meetings

- 2.1 The summary minutes of the Annual General Meeting held on 27th September 2017 were agreed and signed as an accurate record by the Chair. These will now be published on the company website.
- 2.2 The minutes of the meeting held on 27th September 2017 were agreed and signed as an accurate record by the Chair.
- 2.3 The summary minutes of the meeting held on 27th September 2017 were agreed and signed as an accurate record by the Chair. These will now be published on the company website.
- 2.4 The Board considered all matters arising and agreed that all carried actions would be discussed within this meeting.

It was agreed that the first quarterly 'SRUK Director Bulletin', sent to all directors of the company to keep them updated between meetings, will be sent in January 2018. This was an action from the 2017 Annual General Meeting.

3. Performance Reports and Plans

- 3.1 The Chief Executive's Report was taken as read save for the following additional update:

2018 Conference:

The 2018 Annual Conference will take place at Grange St Paul's Hotel on Thursday 3rd May 2018. A Pre-Conference Dinner will again be scheduled for the evening of Wednesday 2nd May 2017.

4. Case Management

- 4.1 The Head of Case Management's Report on matters handled by Sport Resolutions from September to November 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 application window for new panel members opened on 1st November 2017 and will close on 31st January 2018. The Board was reminded of the need for a diverse Panel and was encouraged to put forward the names of individuals with the skills and experience required.

6. Finance and Human Resources Committee

- 6.1.1 The FHRC meeting minutes from 15th November 2017 were taken as read.
- 6.1.2 The Board considered and approved the Management Accounts for the period ending 30th September 2017.

- 6.1.3 The Board considered and approved the cash-flow forecast for the period to 30 June 2018.
- 6.1.5 The Board was advised that James Muncer would be leaving the company in early 2018 to take up a position at Saracens Rugby Club. Two candidates have been short-listed at first interview by the CEO and the Marketing Manager for the position of 'Marketing, Communications and Service Development Manager'. The Board was provided with their CV's for information.

The Board was advised that Roxanna Weich and Alex Treacher had now joined the case management team.

7. Marketing and Service Development Committee

- 7.1.1 The MSDC meeting minutes from 26th September 2017 were taken as read.

8. Risk and Governance

- 8.1 The Board was advised that the company is complying with the UK Sport Governance Code. The only outstanding areas are where further information is required from UK Sport or on matters that are recorded as not being applicable.
- 8.2 The Board considered and approved the company Risk Register. The Board was advised that the Finance and HR Committee had discussed the risk to reputation arising from recent high-profile cases.

The Board was advised that the Chief Executive and Business Manager had reviewed the risk of undertaking the Erasmus+ project and that any risks associated with it were covered by the existing risk register.

The Board was advised that all panel members are required to have their own indemnity insurance. Sport Resolutions has indemnity insurance for wing-members and has recently extended its policy to include individuals undertaking investigations and reviews.

9. Strategic Review

- 9.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read. KPI 1 and KPI 2 remain under review.
- 9.2 The Chief Executive advised the Board that discussions are taking place about the new UK Sport grant for 2018-2021.
- 9.3 The Board was advised that a proposal had been submitted to DCMS outlining the charges of administering the NADP from April 2018 to March 2021.
- 9.4 The Board was advised that the Chief Executive will meet with DCMS and Sport England to discuss issues which are not within the high-performance sector.
- 9.5 As not all responses have been received, the Board Evaluation 2017 will be analysed again at the next Management Board meeting.

The Chair closed the meeting at 12:50 by thanking the Chief Executive and the executive for all of their hard work during what has been a very busy period.

10. Dates for Future Meetings and Events

- Thursday 15th March 2018, 11:00: Management Board, 1 SSQ
- Wednesday 2nd May 2018, 18:00: Pre-Conference Dinner, Grange St Paul's
- Thursday 3rd May 2018, 09:00-17:00: Annual Conference, Grange St Paul's
- Thursday 14th June 2018, 11:00: Management Board, 1 SSQ
- 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:

Signed:



Edwin Glasgow QC (Chair)