

**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 39 Essex Chambers, 81 Chancery Lane, London, WC2A 1DD1 on Wednesday 21<sup>st</sup> June 2017**

**Present:**

Edwin Glasgow QC	Independent Non- Executive Director/ Chair
Richard Harry	Chief Executive
Margot Daly	Independent Non-Executive Director
John Palmer	Independent Non-Executive Director
Tracy Harrison	Independent Non-Executive Director
Johanna Sheppard	Independent Non-Executive 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
Richard Hendicott	Member Director- Observer

**Apologies received from:**

David Rigney	Independent Non-Executive Director/ Vice- Chair
Ian Braid	British Athletes Commission- Rep. Director
Elaine Battson	British Paralympic Association- Rep. Director

**1. Chairman's Remarks**

- 1.1 The Chairman welcomed all to the meeting. Apologies were received from David Rigney, Ian Braid and Elaine Battson. The Chairman welcomed Johanna Sheppard and Tracy Harrison to the Management Board as Independent Non-Executive Directors.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. Johanna Sheppard declared her position as a current Board Member at Sport Wales. The Board agreed to the appointment of Johanna Sheppard and Tracy Harrison to the Management Board.

## **2. Minutes of previous meetings**

- 2.1 The minutes of the meeting held on 9<sup>th</sup> March 2017 were agreed and signed as an accurate record by the Chairman.
- 2.2 The summary minutes of the meeting held on 9<sup>th</sup> March 2017 were agreed and signed by the Chairman. These will now be published on the company website.

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

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

Human Resources:

Appraisals of all staff, including the Chief Executive, took place in March 2017. The Chair evaluated the Chief Executive with input from the Deputy-Chair, David Rigney.

- 3.2 The Head of Case Management's Report for the period March 2017 to May 2017 was taken as read.

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

- 4.1 The Head of Case Management's NADP Report for the period to 31 March 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 Sport Resolutions Panel three-year terms ends on March 31 2018. Applications will open in the autumn of 2017. Equality and diversity will be considered at all opportunities.
  - Applications for the Pro-Bono Panel are currently being invited from individuals and organisations.

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

- 6.1.1 The FHRC meeting minutes from 1<sup>st</sup> June 2017 were taken as read.
- 6.1.2 The Board considered and approved the Management Accounts for the period ending 31<sup>st</sup> March 2017.
- 6.1.3 The Board considered and approved the cash-flow forecast for the period to 31 December 2017.
- 6.1.4 The Board considered and approved the company Risk Register.

**7. Marketing and Service Development Committee**

7.1 The MSDC minutes from 6<sup>th</sup> June 2017 were taken as read.

**8. Strategic Review**

8.1 The Board reviewed the 2021 Strategy KPI Performance Report and took this as read.

8.2 The Board reviewed the analytics and feedback from the 2017 Annual Conference.

8.5 The Board reviewed the draft Board Skills Matrix. The Board will be invited to give feedback on the Skills Matrix and a final version will be presented to the Management Board for approval at the next meeting.

**9. Dates for Future Meetings**

- Wednesday 20<sup>th</sup> September 2017, 11:00: Management Board and AGM, 1 SSQ
- Thursday 7<sup>th</sup> December 2017, 11:00: Management Board, 1 SSQ and Christmas Lunch

Board approval:

Date: 29.9.17

Signed:

  
Edwin Glasgow QC (Chairman)

2000  
1999  
1998  
1997  
1996  
1995  
1994  
1993  
1992  
1991  
1990  
1989  
1988  
1987  
1986  
1985  
1984  
1983  
1982  
1981  
1980  
1979  
1978  
1977  
1976  
1975  
1974  
1973  
1972  
1971  
1970  
1969  
1968  
1967  
1966  
1965  
1964  
1963  
1962  
1961  
1960  
1959  
1958  
1957  
1956  
1955  
1954  
1953  
1952  
1951  
1950  
1949  
1948  
1947  
1946  
1945  
1944  
1943  
1942  
1941  
1940  
1939  
1938  
1937  
1936  
1935  
1934  
1933  
1932  
1931  
1930  
1929  
1928  
1927  
1926  
1925  
1924  
1923  
1922  
1921  
1920  
1919  
1918  
1917  
1916  
1915  
1914  
1913  
1912  
1911  
1910  
1909  
1908  
1907  
1906  
1905  
1904  
1903  
1902  
1901  
1900