

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 Thursday 9th March 2017

Present:

Edwin Glasgow QC	Independent Non- Executive Director/ Chair
Richard Harry	Chief Executive
David Rigney	Independent Non-Executive Director/ Vice- Chair
Margot Daly	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

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:

Ian Braid	British Athletes Commission- Rep. Director
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1. Chairman's Remarks

- 1.1 The Chairman welcomed all to the meeting. Apologies were received from Ian Braid.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items.

2. Minutes of previous meetings

- 2.1 The minutes of the meeting held on 7th December 2016 were agreed and signed as an accurate record by the Chairman.
- 2.2 The summary minutes of the meeting held on 7th December 2016 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:

Company:

Simon Cliff has resigned as an Independent Non-Executive Director of the company. The recruitment process has begun for a new Independent NED and the position has been widely advertised as per the Board Recruitment Procedures.

Human Resources:

Appraisals of all staff, including the Chief Executive, are taking place and these will be complete by 15th March 2017.

- 3.2 The Head of Case Management's Report for the period December 2016 to February 2017 was taken as read.

4. National Anti-Doping Panel

- 4.1 The Head of Case Management's NADP Report for the period October 2016-December 2016 was taken as read.

5. Panel Appointments and Review Committee

- 5.1 The Chief Executive highlighted the following item from Ian Braid's PARC meeting summary.

- The mid-term Panel appointments of Lord Dyson and Dr Rod Jacques have been ratified. Both individuals were deemed to be exceptional candidates.

6. Finance and Human Resources Committee

- 6.1.1 The FHRC meeting minutes from 10th February 2017 were taken as read
- 6.1.2 The Board considered and approved the Management Accounts for the period ending 31st December 2016.
- 6.1.3 The Board considered and approved the summary four-year rolling budget for 2017-2021.
- 6.1.4 The Board were advised that the cash-flow is healthy. The Board approved the cash-flow forecast to 30 September 2017.

7. Marketing and Service Development Committee

- 7.1.1 The MSDC minutes from 9th February 2017 were taken as read.

8. Strategic Review

- 8.1 The Board considered the report and action plan and agreed upon the actions required in order for Sport Resolutions to meet the tier 3 criteria set-out in the new Governance Code for Sport.

9. Strategic Review

- 9.1 The Board considered the 2021 Strategy KPI Performance Report.
- 9.2 The Board considered the agenda, speaker list, ticket sales, conference dinner invitation list and sponsors for the 2017 annual conference.
- 9.3 The Board Code of Conduct was considered and approved. This Code will be added to the annual Board Evaluation Pack and should be signed and returned by each director to evidence their understanding.

The Board was advised that the vacant Independent Non-Executive Director position had now been advertised and the deadline for applications is 15th March 2017. Under the amended Articles there is space for up to three new Independent NED's. The Board Recruitment Procedures are being followed. It is anticipated that this appointment will be made in March 2017.

10. Dates for Future Meetings

- 10.1 - Wednesday 3rd May 2017, 18:00: 2017 Conference Dinner, St Paul's
- Thursday 4th May 2017, 09:00: 2017 Conference, St Paul's
- Wednesday 21st June 2017, 11:00: Management Board, 1 SSQ
- Wednesday 20th September 2017, 11:00: Management Board and AGM, 1 SSQ
- Thursday 7th December 2017, 11:00: Management Board, 1 SSQ

11. Any Other Business

- 11.1 It was agreed that the increased workload and subsequent increase in staff numbers has brought forward the need to devise a Property Strategy. The CEO and Business Manager will create this for the September Board meeting.

Board approval:

Date:

Signed:



Edwin Glasgow QC (Chairman)

