



**Company number: 03351039**

**Summary minutes of a Meeting of the Board of Directors of Sports Dispute Resolution Panel Limited (trading as Sport Resolutions) held by video conference from 0930 on Wednesday 9<sup>th</sup> December 2020**

**Present:**

Edwin Glasgow QC (EG)	Independent Non-Executive Director (Chair)
John Palmer (JP)	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Tracy Harrison (TH)	Independent Non-Executive Director
Martin Gibbs (MG)	Independent Non-Executive Director
Jacqui Traynor (JT)	Independent Non-Executive Director
Nigel Smith (NS)	Independent Non-Executive Director
Alison Mitchell (AM)	Independent Non-Executive Director
Lizzie Simmonds (LS)	Representative Non-Executive Director (BAC)
Keith McGarry (KM)	Representative Non-Executive Director (NISF)
Richard Hendicott (RHe)	Representative Non-Executive Director (WSA)

**In Attendance:**

Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkincan (DY)	Marketing and Communications Manager

**Apologies:**

Not applicable

## **1. Chair's Remarks**

- 1.1 The Chair welcomed all to the meeting. Due to the ongoing COVID-19 pandemic the meeting was organised to take place by video conference (Google Meet). Full meeting attendance was noted.
- 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 Board meeting held on 1<sup>st</sup> October 2020 were considered by the Board. The minutes were approved and will be signed as an accurate record by the Chair.
- 2.2 The summary minutes of the Board meeting held on 1<sup>st</sup> October 2020 were approved and will be signed as an accurate record by the Chair. The summary minutes will be published on the company website.
- 2.3 The Board considered all matters arising. It was agreed that all outstanding items were included within the agenda.



## **STRATEGIC BUSINESS**

## **3. Key Strategic Business**

- 3.1 The Board was asked to further consider Sport Resolutions' current funding model.
- 3.2.1 RH provided the Board with an update on the office move to Juxon House in the summer of 2021. The Board was provided with details of Juxon House and the area of the building to be occupied by Sport Resolutions.

## **4. Performance Report**

- 4.1 The Board was presented with a report of activities by the Chief Executive. All matters were taken as read.

## **5. Key Performance Indicators**

- 5.1 The Board considered the data for Q2 of 2020/2021 contained within the 2024 Key Performance Indicator Report.

## **6. Case Management Report**

- 6.1 The Board was presented with a report on matters handled by Sport Resolutions from September 2020 to November 2020. This report was taken as read.

## **7. National Anti-Doping Panel (NADP) Board**

- 7.1 The Board was advised that the activities of the National Anti-Doping Panel were included within the Case Management Report. The Board was presented with the NADP data for Q2 of 2020/2021.

## **8. National Safeguarding Panel (NSP) Board**

- 8.1 The Board was advised that the activities of the National Safeguarding Panel were included within the Case Management Report. RH updated the Board on the Sport England Safeguarding Pilot.

## **9. Panel Appointments and Review Committee (PARC)**

- 9.1 KM advised the Board that the committee had not formally convened during the period. It was noted that panel applications for the three-year period commencing April 2021 opened in November 2020 and that the PARC will be asked to select the new panel in February 2021.

## **10. Audit and Risk Committee (ARC)**

- 10.1 NS provided the Board with an update on the activities of the Audit and Risk Committee.

NS advised that the biennial policy review was complete. The directors were advised that the Health and Safety Policy, and the Business Continuity Plan had also been revised. A workplace self-assessment was being undertaken by all staff for their home offices as part of the former. RH advised that the Maternity and Paternity Policy had also been revised.

- 10.2 The ARC meeting minutes from 19<sup>th</sup> November 2020 were taken as read.
- 10.3 The Board considered and approved the financial report and statement for the period ending 30<sup>th</sup> September 2020.
- 10.4 The Board considered and approved the cash-flow forecast for the period to 31<sup>st</sup> December 2021.
- 10.5 The Board considered and approved the revised risk register.

**11. Marketing and Service Development Committee (MSDC)**

- 11.1 TH updated the Board on the activities of the Marketing and Service Development Committee.
- 11.2 The MSDC meeting minutes from 3<sup>rd</sup> December 2020 were taken as read.
- 11.3 TH advised the Board that the MSDC had decided that May 2021 will not be an appropriate time to hold a physical conference. A virtual conference is therefore planned for the spring of 2021.

**12. Nominations Committee**

- 12.1 The Board was provided with sight of the signed special resolution submitted to Companies House confirming the amendments to the Articles of Association.
- 12.2 The Board was provided with the revised Board Terms of Reference which have been amended to reflect the new structure of the Board.

**13. Dates for future meetings**

Board meeting, Wednesday 17<sup>th</sup> March 2021 from 09:30, location tbc

Board meeting, Wednesday 23<sup>rd</sup> June 2021 from 09:30, location tbc

Board meeting, Wednesday 29<sup>th</sup> September 2021 from 09:30, location tbc

Annual General Meeting, Wednesday 29<sup>th</sup> September 2021 from 13:00, location tbc

Board approval:

Date:

Signed:

Edwin Glasgow QC (Chair)