



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 Thursday 1st October 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). Alison Mitchell and Jacqui Traynor were introduced and welcomed to the Board as recently appointed Independent Non-Executive Directors. EG expressed his personal thanks, and those of the Board, to Johanna Sheppard, who resigned as an Independent Non-Executive Director on 28 August 2020. EG wished to record the Boards appreciation for the significant contributions which Johanna had made. Full meeting attendance was noted.
- 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 Management Board meeting held on 18th June 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 Management Board meeting held on 18th June 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 considered the current funding model. The Board agreed that the future funding model should be explored in greater detail and that the matter will be re-visited at the next Board meeting.
- 3.2 The Board was provided with an update on current and future office space.

4. Performance Report

- 4.1 The Board was presented with a report of activities by the Chief Executive. EG commended the team on their performance during challenging times and asked that the appreciation of the Board be recorded and passed on to all members of the team.

5. Key Performance Indicators

- 5.1 The Board considered 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 June 2020 to August 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.

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 RH 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 will open 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.
- 10.2 The ARC meeting minutes from 17th September 2020 were taken as read.
- 10.3 The Board considered and approved the financial report and statement for the period ending 30th June 2020.
- 10.4 The Board considered the Financial Statement and Directors' Report for the year ended 31st March 2020. The statement was approved for submission to Companies House and for external publishing.

The Board considered the Letter of Representation and approved for it to be signed and returned to the auditor.

- 10.5 The Board considered and approved the cash-flow forecast for the period to 30th September 2021.

- 10.6 The Board considered and approved the revised risk register.
- 10.7 The Board reviewed and approved the revised budget for 2020/2021.
- 10.8 The Board was provided with an update on staffing matters and the impact of COVID-19.

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 3rd September 2020 were taken as read.

12. Nominations Committee

- 12.1 The Board discussed appointments to the Board and committees ahead of the Annual General Meeting.
The Board agreed upon the need to increase diversity across the organisation.

13. Governance

- 13.1 The Annual Governance Statement 2019/2020 was approved for external publication.
- 13.2 The updated Board Diversity Action Plan was approved for external publication.

14. Dates for future meetings

The next meeting is scheduled to take place remotely from 09:30 on Wednesday 9th December 2020.

Board approval:

Date: 11 December 2020

Signed: 

Edwin Glasgow QC (Chair)