



**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 17<sup>th</sup> March 2021**

**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 (Zoom). 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 9<sup>th</sup> December 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 9<sup>th</sup> December 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.



## **STRATEGIC BUSINESS**

## **3. Key Strategic Business**

- 3.1 The Board discussed Sport Resolutions' positioning in the sector.
- 3.2 The Board was provided with an update on the new offices at Juxon House.

## **4. Performance Report**

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

## **5. Key Performance Indicators**

- 5.1 The Board considered the data for Q3 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 December 2020 to February 2021.

## **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.

RH confirmed that Sport Resolutions had been awarded the contract to administer the National Anti-Doping Panel for the period April 2021 – March 2024.

## **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.

- 8.2 RH provided the Board with an update on the Sport England Safeguarding Project.

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

- 9.1 The Board was provided with an update on the activities of the Panel Appointments and Review Committee. The minutes from the PARC meeting which took place on 1<sup>st</sup> March 2021 were taken as read.

KM gave thanks to Kylie Brackenridge for her work in administering panel recruitment and in preparing all spreadsheets ahead of the PARC meeting.

KM advised that the new panel had been agreed by PARC with assistance from the executive. The Board was assured that gender was a topic of discussion at the PARC meeting.

## **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 25<sup>th</sup> February 2021 were taken as read.

- 10.3 The Board considered the financial statement for the period ending 31<sup>st</sup> December 2020. The financial statement was approved.

- 10.4 The Board considered the budget for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022.

- 10.5 The Board considered and approved the cash-flow forecast for the period to 31<sup>st</sup> March 2022.
- 10.6 The Board considered and approved the proposed Financial Reserves Policy.
- 10.7 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. TH advised that Sport Resolutions would be moving from a '.co.uk' domain to '.com' in May 2021.
- 11.2 The MSDC meeting minutes from 25<sup>th</sup> February 2021 were taken as read.
- 11.3 The Board received an update on the virtual annual conference, taking place on 23<sup>rd</sup> March 2021 and hosted by Jacqui Oatley. DY informed the directors that over 250 attendees had registered to join the event. RH advised the directors that all proceeds would be donated to the charity Headway.

## **12. Nominations Committee**

- 12.1 The Board was provided with an update on recruitment of a new Chair.
- The Board was advised that the Nominations Committee met on 16<sup>th</sup> March to agree on a shortlist and process for interviews.

## **13. Governance**

- 13.1 The Board considered Sport Resolutions membership procedures and criterion.

## **14. Human Resources**

- 14.1 The Board was provided with details of activities related to human resources, including that of the 2021 staff appraisals.

## **15. Dates for future meetings**

- Board meeting, Wednesday 16<sup>th</sup> June 2021 from 09:30, via Zoom (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: 16 June 2021

Signed: 

Edwin Glasgow QC (Chair)

