



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 way of a "hybrid" meeting hosted from 1 Paternoster Lane from 0930 on Wednesday 7th December 2022.

Present:

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
Tracy Harrison (TH)	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)*	Chief Executive
Jacqui Traynor (JT)	Independent Non-Executive Director
Nigel Smith (NS)	Independent Non-Executive Director
Martin Gibbs (MG)	Independent Non-Executive Director
Alison Mitchell (AM)*	Independent Non-Executive Director
Sarah Newton (SN)*	Representative Non-Executive Director (BEAA)
Adrian Stockman (ASt)*	Representative Non-Executive Director (BPA)
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
Deirdra Jordan (DJ)	CJ Captioning

Note:

* attended via video conference call

1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. RH, AM, AS and SN joined the meeting via video conference call. All other directors of the company were present in person.
- 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 Board meeting held on 28th September 2022 were considered by the directors. 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 28th September 2022 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. Strategic Business

- 3.1 The directors discussed strategic business.
- 3.2 AS confirmed details of SR's Board Away-Day.

4. Performance Report

- 4.1 The Board was presented with a report of activities by the Chief Executive.

5. Key Performance Indicators

- 5.1 The Board considered the data for Q2 of 2022/2023 contained within the 2024 Key Performance Indicator Report.

6. Case Management Report

- 6.1 The directors were presented with a report on matters handled by SR from July 2022 to November 2022. The report was taken as read.

7. National Anti-Doping Panel (NADP) Board

- 7.1 The directors were advised that the activities of the National Anti-Doping Panel were included within the Case Management Report.
- 7.2 The directors received the NADP case figures for the period to 30th September 2022.

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 regarding the Sport England SCMP.

9. Panel Appointments and Review Committee (PARC)

- 9.1 JT provided an update regarding the activities of the PARC. JT advised that further work would be required to ensure the equality of the SR Panel was further improved, by approaching groups and networks outside of the sports sector.

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 4th November 2022 were taken as read.
- 10.3 The directors considered and approved the financial statement for the period ending 30th September 2022.
- 10.4 The directors considered and approved the cash-flow forecast for the period to 31st December 2023.
- 10.5 The directors considered and approved the revised risk register.
- 10.6 RH provided the directors with an update on staffing matters.

11. Marketing and Service Development Committee (MSDC)

11.1 TH updated the Board on the activities of the Marketing and Service Development Committee. The directors were advised that the 2023 Annual Conference will take place on Thursday 4th May.

11.2 The MSDC meeting minutes from 23rd November 2022 were taken as read.

12. Nominations Committee

12.1 The directors considered the Membership Application Form in response to feedback at the previous meeting.

12.2 AS gave notice to the directors that the annual Board evaluation survey will be circulated for completion in January 2023.

12.3 AS gave notice to the directors that the annual director appraisals will be scheduled for spring 2023.

13. Dates for Future Meetings

- Board Away-Day – Thursday 23rd February 2023, Sky HQ, Isleworth
- Board meeting – Wednesday 29th March 2023, 1 Paternoster Lane

It was noted that the date of this meeting had been pushed back from its original date by two weeks so as not to be too close to the Away-Day.

- Sport Resolutions Pre-Conference Dinner – Wednesday 3rd May 2023, London
- Sport Resolutions Annual Conference – Thursday 4th May 2023, Leonardo Royal Hotel St Paul's
- Board meeting – Wednesday 21st June 2023, 1 Paternoster Lane
- Board meeting and AGM – Wednesday 20th September 2023, 1 Paternoster Lane

Approved on behalf of the Board:

Signed:

Audley Sheppard KC (Chair)

Date: