



SPORTS DISPUTE RESOLUTION PANEL LIMITED (trading as Sport Resolutions)

Company number: 03351039

Minutes of the Annual General Meeting of Sports Dispute Resolution Panel Limited held by way of a "Hybrid" meeting on Wednesday 28th September 2022 at 13:00.

Present:

Audley Sheppard KC	Independent Non-Executive Director / Chair
John Palmer (JP)	Senior Independent Non-Executive Director
Richard Harry (RH)	Chief Executive
Tracy Harrison (TH)	Independent Non-Executive Director
Nigel Smith (NS)	Independent Non-Executive Director
Jacqui Traynor	Independent Non-Executive Director
Martin Gibbs	Independent Non-Executive Director
Alison Mitchell	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director – Northern Ireland Sports Forum
Adrian Stockman	Representative Director – British Paralympic Association
Sarah Newton*	Representative Director – British Elite Athletes Association
Richard Hendicott*	Representative Director – Welsh Sports Association
Richard Bryan*	Member Representative – Professional Players Federation
Shahab Uddin* (SU)	Member Representative – British Olympic Association
Leigh Thompson*	Member Representative – Sport and Recreation Alliance

*via video link

In attendance:

Ross Macdonald	Business Manager / Company Secretary
Duygu Yetkincan	Marketing and Communications Manager
Catherine Pitre	Head of Case Management

Apologies:

Warren Phelops	Member Representative – European Sponsorship Association
Kim Atkinson	Member Representative – Scottish Sports Association

The Chair welcomed the Member Representatives and Directors to the 2022 Annual General Meeting. Apologies were received from Kim Atkinson and Warren Phelops. The meeting was quorate, with seven of the nine member organisations represented.

1. 2021 AGM Minutes

The minutes of the Annual General Meeting held on 29th September 2021 were signed as a true record of the meeting. The minutes will be published on the Sport Resolutions website.

2. Report and Financial Statement

The Financial Statement and Directors' Report of the Company (Full Accounts) for the year ended 31 March 2022 were considered. The accounts were audited by SBM & Co Chartered Accountants. The Members were advised that the accounts had been recommended for approval by the Audit and Risk Committee (ARC), and subsequently approved by the directors. The accounts will be submitted to Companies House and published on the company website.

3. Directors Report of Activities

The Members were presented with the 2021/2022 Annual Report. This included a report on the activities of the company and a report on the activities of the National Anti-Doping Panel and National Safeguarding Panel. The report will be published on the company website.

RH provided the Members with an update on significant performance-related events over the past 12 months. This included details of the contracts with Sport England and UK Sport to administer the Safeguarding Case Management Project (SCMP) and Sport Integrity, respectively. RH advised that Sport Resolutions administered independent panels for the Commonwealth Games and the World Athletics Championships. RH advised that the small financial deficit in 2021/2022 was due to a salary benchmarking exercise that resulted in an upward adjustment of salaries across the board.

NS provided the Members with an update from the Audit and Risk Committee (ARC). The update included the move in the autumn of 2021 to serviced offices at 1 Paternoster Lane and improvements made to Sport Resolutions' IT systems. NS advised that the financial position and projections for the company were strong and assured the members of the regular monitoring of risks posed to the organisation.

TH provided the Members with an update from the Marketing and Service Development Committee (MSDC). TH advised that the company website had been revised to provide an improved user experience. The members were advised that a survey is currently circulating to obtain views on Sport Resolutions administering a higher education course.

KM provided the Members with an update from the Panel Appointments and Review Committee. The members were advised that a number of ad-hoc appointments had been made to meet the demand for Sport Resolutions' new and existing services. This included 11 safeguarding investigators and 68 appointments to the Legal Advice Service, which is a new service providing affordable legal representation to NGB's in relation to safeguarding hearings.

4. Strategic development

RH provided the Members with an oral update on strategic development and plans for the company.

RH advised that the company would continue on its existing trajectory, mindful of the need to ensure that resources are in place to maintain the high-level of service expected from new and existing clients.

RH advised that due to the growth of the company the directors had agreed that a Strategic Away-Day would be beneficial, to reflect and plan. The Away-Day is scheduled for November 2022.

5. Membership of Sport Resolutions

RH reminded the Members that Sport Resolutions currently has nine members but that new members can apply for membership. RH advised that the company would not advertise for new members but that umbrella organisations that provide representation not currently within the membership, may be approached and invited to apply.

6. Representative Non-Executive Directors

The Members were reminded that they may appoint up to four individuals as Representative Non-Executive Directors to sit on the Sport Resolutions Board.

The Members were notified that KM was required to resign, having served the maximum of two terms of four years permitted by the Articles.

KM proposed Adrian Stockman as a Representative Non-Executive Director. The Members unanimously agreed with this appointment.

The Members approved the re-appointment of Sarah Newton and Richard Hendicott as Representative Non-Executive Directors for the period to the 2023 AGM.

7. Auditors

It was agreed that the appointment of the auditors for 2023 would be delegated to the Audit and Risk Committee, which will assess the proposed fee and service provided.

8. AOB

SU enquired as to how well placed the company was to cope with increased costs caused by inflationary pressures. RH advised that this was being closely monitored by the ARC and that an operating surplus was evidence that increased costs were being absorbed. RH advised that the salary benchmarking exercise ensured that staff were on the correct pay as of April 2022, and that salaries would be reviewed again in March 2023.

The Chair gave thanks to John Palmer and Keith McGarry, both having served their maximum terms as directors, for their efforts in growing the company. JP and KM will attend the Strategy Away-Day as invited guests.

The Chair thanked the executive team for their efforts over the previous 12 months.

The meeting closed at 13:35.

Approval


Chair

Date: 20 September 2023


Representative Director

Date: 20/9/23

Print Name R. HENDISOTT