

# SPORT RESOLUTIONS

**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 21 June 2023.**

**Present:**

In-person

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
Richard Harry (RH)	Chief Executive
Jacqui Traynor (JT)	Independent Non-Executive Director
Catherine Pitre (CP)	Head of Case Management
Ross Macdonald (RM)	Head of Business Operations
Duygu Yetkincan (DY)	Marketing and Service Development Manager
Deidra Jordan (DJ)	CJ Captioning

Online

Nigel Smith (NS)	Independent Non-Executive Director
Martin Gibbs (MG)	Independent Non-Executive Director
Alison Mitchell (AM)*	Independent Non-Executive Director
Richard Hendicott (RHe)	Representative Non-Executive Director (WSA)
Sarah Newton (SN)	Representative Non-Executive Director (BEAA)

**Apologies:**

Tracy Harrison (TH)	Independent Non-Executive Director (Senior INED)
Adrian Stockman (ASt)	Representative Non-Executive Director (BPA)

\*joined at item 12.2

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

- 1.1 The Chair welcomed all to the meeting. Apologies were received from TH and ASt.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. No conflicts, in addition to those raised and carried from previous meetings, were declared.

## **2. Minutes of Previous Meetings**

- 2.1 The minutes of the Board meeting held on 29 March 2023 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 29 March 2023 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.

## **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 Q4 of 2022/2023 contained within the 2024 Key Performance Indicator Report, noting that all KPI's were healthy and on-track.

## **6. Case Management Report**

- 6.1 The directors were presented with a report on matters handled by SR from March 2023 to May 2023. The report was taken as read.

6.2 RH provided the directors with an update on the Safeguarding Case Management Programme (SCMP).

6.3 RH provided an update on the Sport Integrity service.

## **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 31 March 2023.

## **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.

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

9.1 JT advised the directors that updates with regards to panel appointments were included within the Performance Report. It was noted that the panel recruitment window for the 2024-2027 panel opens in the autumn of 2023.

## **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 26 May 2023 were taken as read.

10.3 The directors considered and approved the financial statement for the period ending 31 March 2023.

10.4 The directors considered and approved the cash-flow forecast for the period to 30 June 2024.

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 MG provided the Board with an update on the activities of the Marketing and Service Development Committee.

11.2 The MSDC meeting minutes from 12 June 2023 were taken as read.

11.3 The directors were provided with feedback from the 2023 Annual Conference.

AS thanked the executive for their efforts in making the annual conference a great success.

11.4 The directors approved of the 2022/2023 Annual Report for publication.

## 12. Nominations Committee

12.1 The directors were provided with a paper detailing the current position regarding the recruitment of an Independent Non-Executive Director.

12.2 The directors were provided with the results from the 2023 Board Evaluation Survey.

AS advised that he has completed the director appraisals.

The Nominations Committee will meet to further discuss the evaluation results and feedback provided to AS.

## 13. Dates for Future Meetings

- Board meeting and AGM – from 9:30am on Wednesday 20 September 2023, 1 Paternoster Lane
- Board meeting and Christmas Lunch – from 9:30am on Wednesday 6 December 2023, 1 Paternoster Lane

### Approved on behalf of the Board:

Signed:



Audley Sheppard KC (Chair)

Date:

20<sup>th</sup> September 2023