



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 16th June 2021

Present:

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| 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 |
| Alison Mitchell (AM) | Independent Non-Executive Director |
| Sarah Newton (LS) | Representative Non-Executive Director (BAC) |
| Keith McGarry (KM) | Representative Non-Executive Director (NISF) |
| Richard Hendicott (RHe) | Representative Non-Executive Director (WSA) |

In Attendance:

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|-------------------------|--------------------------------------|
| Ross Macdonald (RM) | Business Manager / Company Secretary |
| Catherine Pitre (CP) | Head of Case Management |
| Duygu Yetkincan (DY) | Marketing and Communications Manager |
| Audley Sheppard QC (AS) | Observer |
| Julie Whitaker (JW) | CJ Captioning |

Apologies:

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|------------------|------------------------------------|
| Nigel Smith (NS) | Independent Non-Executive Director |
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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).

Audley Sheppard QC was introduced and welcomed to the meeting as the Chair-in-waiting. AS will take over from EG on 1st July 2021.

- 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 17th March 2021 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 17th March 2021 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 Directors discussed key strategic business.

4. Performance Report

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

The performance report was taken as read, save for confidential updates.

5. Key Performance Indicators

- 5.1 The Board considered the data for Q4 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 March 2021 to May 2021. 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.
- 8.2 RH provided the Board with an update on the Sport England Safeguarding Project.

9. Role profiles for the NADP President and the NSP President

- 9.1 The Board was asked to consider and approve the revised role profile for the NADP President and the new role profile for the NSP President. RH advised that the profiles included maximum term limits of two terms of three years, to align with existing panel terms and to improve governance.

10. Panel Appointments and Review Committee (PARC)

- 10.1 The PARC has not convened during this period and as such no update was provided.

11. Audit and Risk Committee (ARC)

- 11.1 KM provided the Board with an update on the activities of the Audit and Risk Committee.
- 11.2 The ARC meeting minutes from 4th June 2021 were taken as read.
- 11.3 The Board considered and approved the financial statement for the period ending 31st March 2021.
- 11.4 The Board considered and approved the cash-flow forecast for the period to 30th September 2022.
- 11.5 The Board considered and approved the revised risk register.

12. Marketing and Service Development Committee (MSDC)

- 12.1 TH updated the Board on the activities of the Marketing and Service Development Committee.
- 12.2 The MSDC meeting minutes from 1st June 2021 were taken as read.

12.3 The Board received delegate feedback from the 2021 virtual conference.

13. Nominations Committee

13.1 The Board was provided with an update on recruitment of a new Chair. JP confirmed the selection of AS as the Nomination Committee's preferred candidate, with a start date of 1st July 2021.

14. Governance

14.1 RH advised that discussion of Sport Resolutions' membership had been put on hold while the governance review was undertaken. The directors agreed with the proposal from EG for membership to be discussed at the Annual General Meeting.

15. Human Resources

15.1 RH advised the directors that staff appraisals had been completed. RH advised that a staff engagement survey had been completed. The ARC will consider if and how any improvements can be made based on the feedback received.

16. Dates for future meetings

- Board meeting, Wednesday 29th September 2021 from 09:30, 1 Paternoster Lane (tbc)
- Annual General Meeting, Wednesday 29th September 2021 from 13:00, 1 Paternoster Lane (tbc)
- Board meeting, Wednesday 8th December 2021 from 09:30, 1 Paternoster Lane

17. AOB

JP led a tribute to EG, in what was his last meeting as Chair of Sport Resolutions.

Board approval:

Date: 29th September 2021

Signed:



Audley Sheppard QC (Chair)