

# 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 28<sup>th</sup> September 2022.**

## **Present:**

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
John Palmer (JP)	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
Tracy Harrison (TH)	Independent Non-Executive Director
Alison Mitchell (AM)	Independent Non-Executive Director
Sarah Newton (SN)*	Representative Non-Executive Director (BEAA)
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
Charles Flint KC (CF)**	President, National Anti-Doping Panel
Deirdra Jordan (DJ)	CJ Captioning

## **Note:**

\* attended via video conference call

\*\* joined the meeting for items 7.2, 7.3 and 7.4 only

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

The Chair welcomed all to the meeting. SN and RHe joined the meeting via video conference call. All other directors of the company were present in person.

AS invited all to join him in a moment of silence to recognise the contribution made by H.M. Queen Elizabeth II in supporting sport in the UK and the Commonwealth during her reign.

AS advised the directors that the British Athlete Commission had renamed and rebranded to the British Elite Athletes Association.

- 1.1 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 29<sup>th</sup> June 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 29<sup>th</sup> June 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 RH provided the directors with an update on strategic business, including the Safeguarding Case Management Programme (SCMP).

### **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.

### **5. Key Performance Indicators**

- 5.1 The Board considered the data for Q1 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 June 2022 to August 2022. The report was taken as read.

## **7. National Anti-Doping Panel (NADP) Board**

- 7.1 The directors reappointed Charles Flint KC as President of the National Anti-Doping Panel for the period to the 2023 AGM.
- 7.2 The directors were advised that the activities of the National Anti-Doping Panel were included within the Case Management Report.
- 7.3 The directors received the NADP case figures for the period to 30<sup>th</sup> June 2022.
- 7.4 Charles Flint KC joined the meeting to update the NADP Board on recent matters.

## **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 The directors reappointed Stephen Bellamy-James KC as President of the National Safeguarding Panel for the period to the 2023 AGM.
- 8.3 RH provided the Board with an update on the Sport England SCMP. RH advised that the number of NGB's signed up to use the SCMP had recently increased from 18 to 41 sports.

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

- 9.1 KM provided the directors with an update on the activities of the Panel Appointments and Review Committee. The PARC made appointments for panels operating during the Birmingham 2022 Commonwealth Games. KM advised that diversity was a focus when making the appointments.

## **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 1<sup>st</sup> September 2022 were taken as read.
- 10.3 The directors considered and approved the financial statement for the period ending 30<sup>th</sup> June 2022.
- 10.4 The directors considered and approved the Financial Statement and Directors Report for 2021/2022.
- 10.5 The directors considered and approved the Letter of Representation for the period ended 31<sup>st</sup> March 2022.
- 10.6 The directors reviewed the Audit Findings Letter for the period ended 31<sup>st</sup> March 2022.
- 10.7 The directors considered and approved the cash-flow forecast for the period to 30<sup>th</sup> September 2023.
- 10.8 The directors reviewed and approved the revised budget for 2022/2023.
- 10.9 The directors considered and approved the revised risk register, noting the addition of 'staff wellbeing' to the list of risks.
- 10.10 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.
- 11.2 The MSDC meeting minutes from 7<sup>th</sup> September 2022 were taken as read.

## **12. Nominations Committee**

- 12.1 RH advised the directors that he and RM had considered the criteria for membership of SR. The membership form will be considered again at the next meeting.
- 12.2 Audley Sheppard KC was reappointed as chair of SR for 2022/2023.
- 12.3 Tracy Harrison was appointed as Senior Independent Non-Executive Director for 2022/2023.

- 12.4 Nigel Smith (chair), Sarah Newton, Adrian Stockman and Keith McGarry were reappointed to the Audit and Risk Committee for 2022/2023.
- 12.5 Tracy Harrison (chair), Martin Gibbs and Alison Mitchell were reappointed to the Marketing and Service Development Committee for 2022/2023.
- 12.6 Jacqui Traynor (chair), Keith McGarry, Tracy Harrison and Richard Hendicott were reappointed to the Panel Appointments and Review Committee for 2022/2023.
- 12.7 Jacqui Traynor was reappointed as Board Safeguarding Champion for 2022/2023.
- 12.8 Alison Mitchell was reappointed as Board Equality and Diversity Champion for 2022/2023.
- 12.9 Ross Macdonald was reappointed as Company Secretary for 2022/2023.

### **13. Annual Governance Statement**

- 13.1 The directors reviewed and approved the Annual Governance Statement for 2021/2022.

### **14. Dates for Future Meetings**

- Board Strategic Away-Day – Thursday 10<sup>th</sup> November 2022, Sky HQ, Isleworth
- Board meeting and Christmas Lunch – Wednesday 7<sup>th</sup> December 2022, 1 Paternoster Lane
- Board meeting – Wednesday 15<sup>th</sup> March 2023, 1 Paternoster Lane
- Sport Resolutions Annual Conference – Thursday 4<sup>th</sup> May 2023, Leonardo Royal Hotel St Paul's

#### **Approved on behalf of the Board:**

Signed:



Audley Sheppard KC (Chair)

Date: 7<sup>th</sup> December 2022

