



**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 16<sup>th</sup> March 2022.**

**Present:**

Audley Sheppard QC (AS)	Independent Non-Executive Director (Chair)
John Palmer (JP)*	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Jacqui Traynor*	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
Sarah Newton (SN)*	Representative Non-Executive Director (BAC)
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
Julie Whitaker (JW)*	CJ Captioning

**Apologies:**

Alison Mitchell (AM)	Independent Non-Executive Director
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Note: those marked with an \* attended via video conference call

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

1.1 The Chair welcomed all to the meeting.

JP, JT, NS, TH, SN and KM joined the meeting via video conference call.

Best wishes were sent to AM who had provided her apologies due to illness.

The directors agreed with the Chair's upmost concern for those individuals suffering due to the conflict in Ukraine.

1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. JT advised that she is manager to a colleague appointed by British Rowing as part of the Sport England Safeguarding Programme.

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

2.1 The minutes of the board meeting held on 8<sup>th</sup> December 2021 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 8<sup>th</sup> December 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. Strategic Business**

3.1 RH referred the directors to the paper detailing the existing and proposed projects which SR will administer for the sports councils. The paper was taken as read.

RH advised the directors that the Sport Integrity service will go live on 3<sup>rd</sup> May 2022.

## **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 Q3 of 2021/2022 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 Sport Resolutions from December 2021 to February 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. CP advised that a NADP training session was scheduled for spring 2022.
- 7.2 The directors received the NADP case figures for the period to 31<sup>st</sup> December 2021.

## **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. CP advised that a NSP training session was scheduled for spring 2022.
- 8.2 RH provided the Board with an update on the Sport England Safeguarding Project.

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

- 9.1 KM provided the board with an update on the activities of the Panel Appointments and Review Committee. KM advised that ad-hoc appointments had been made to meet service needs for safeguarding experience and language skills. Additional appointments have also been made to the Pro-Bono Service.

## **10. Audit and Risk Committee (ARC)**

- 10.1 NS provided the Board with an update on the activities of the Audit and Risk Committee.
- NS advised the directors that a comprehensive benchmarking process had been undertaken.
- 10.2 The ARC meeting minutes from 25<sup>th</sup> February 2022 were taken as read.
- 10.3 The Board considered and approved the financial statement for the period ending 31<sup>st</sup> December 2021.
- 10.4 The Board considered and approved the budget for 2022/2023.
- 10.5 The Board considered and approved the cash-flow forecast for the period to 31<sup>st</sup> March 2023.
- 10.6 The directors considered and approved the revised risk register. NS advised the directors that the process for reviewing risks had been discussed by the committee and that training in risk management would be arranged for all staff.
- 10.7 RH provided the directors with an update on staffing matters and the impact of COVID-19.

**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 24<sup>th</sup> February 2022 were taken as read.
- 11.3 DY provided the directors with an update on Sport Resolutions' Annual Conference. The event, scheduled for 5<sup>th</sup> May 2022, will be facilitated by Holly Hamilton.

**12. Nominations Committee**

- 12.1 AS advised the Board that director appraisals will be scheduled to take place during April 2022. AS informed the directors that the Nominations Committee would meet to discuss succession planning.
- 12.2 AS advised the directors that the ARC had suggested a Board Away-Day in 2022. The away-day will be scheduled for summer 2022.

**13. Dates for Future Meetings**

Board meeting – Wednesday 29<sup>th</sup> June 2022 from 09:30, 1 Paternoster Lane

Board meeting and AGM – Wednesday 28<sup>th</sup> September 2022 from 09:30, 1 Paternoster Lane

Board meeting and Christmas Lunch – Wednesday 7<sup>th</sup> December 2022, 1 Paternoster Lane

**Approved on behalf of the Board:**

Signed:



Audley Sheppard QC (Chair)

Date:

29<sup>th</sup> June 2022