



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 6 December 2023.

Present:

In-person

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
Tracy Harrison (TH)	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Jacqui Traynor (JT)	Independent Non-Executive Director
Martin Gibbs (MG)	Independent Non-Executive Director
Nick Hayes (NH)	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
Mark Gannon (MGa)	CEO, UK Coaching (observer, by invitation)
Deidra Jordan (DJ)	CJ Captioning

Online

Sarah Newton (SN)	Representative Non-Executive Director (BEAA)
Adrian Stockman (AS ^t)	Representative Non-Executive Director (BPA)
Richard Parks (RP)	Representative Non-Executive Director (WSA)
Nigel Smith (NS)	Independent Non-Executive Director
Alison Mitchell (AM) ¹	Independent Non-Executive Director

¹ Joined at item 6

1. Chair's Remarks

1.1 The Chair welcomed all to the meeting.

Nigel Smith, Sarah Newton, Adrian Stockman and Richard Parks joined the meeting remotely.

Alison Mitchell joined the meeting remotely, at item 6.

1.2 The Chair welcomed Richard Parks to the meeting following his nomination by the Welsh Sports Association and his subsequent appointment as a Representative Non-Executive Director.

Mark Gannon, CEO at UK Coaching, was welcomed to the meeting as an invited guest following the appointment of UK Coaching as a member organisation.

1.3 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 20 September 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 20 September 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 RH provided the directors with an update on safeguarding developments within the sector.

3.2 RH advised the directors that SR's current strategy runs to 2024 and suggested that the new strategy should be for the period 2024-2028.

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 Q2 of 2023/2024 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 September 2023 to November 2023. The report was taken as read.
- 6.2 The directors were provided with a copy of the ISJ Book Chapter, 'ADR in International Sport', written by Catherine Pitre.
- 6.3 RH provided an update on the Sport Integrity service.
- 6.4 The directors were provided with a copy of the BDO Audit Report for SR services supplied to UK Sport.

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.

The directors were informed that the NADP recently received training on unconscious bias.

- 7.2 The directors received the NADP case figures for the period to 30 September 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.

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

9. Panel Appointments and Review Committee (PARC)

- 9.1 JT advised the directors that the PARC had approved one new member during the last quarter, in response to service requirements.

It was noted that the panel recruitment window for 2024-2027 closes on 19 January 2024.

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 16 November 2023 were taken as read.

- 10.3 The directors considered and approved the Financial Statement and Management Accounts for the period ending 30 September 2023.

- 10.4 The directors considered and approved the cash-flow forecast for the period to 31 December 2024.

- 10.5 The directors considered and approved the revised risk register.

- 10.6 Matters relating to staff structure and changes in personnel were discussed without the presence of RM, CP and DY.

11. Marketing and Service Development Committee (MSDC)

- 11.1 TH provided the Board with an update on the activities of the Marketing and Service Development Committee.

- 11.2 The MSDC meeting minutes from 1 December 2023 were provided shortly prior to the meeting commencing. Directors were asked to read the minutes post-meeting.

- 11.3 The Sport Resolutions Annual Conference takes place on 2 May 2024. The executive is currently discussing potential topics and speakers. The MSDC is assisting with this process.

12. Nominations Committee

- 12.1 The directors were asked to consider training options for 2024.

13. Dates for Future Meetings

- Board meeting – from 9:30 a.m. on Wednesday 13 March 2024, 1 Paternoster Lane
- Sport Resolutions Pre-Conference Dinner – from 6:30 p.m. on Wednesday 1 May 2024, The Swan at Shakespeare's Globe, London
- Sport Resolutions Annual Conference – from 9:30 a.m. on Thursday 2 May 2024, Leonardo Royal Hotel St Paul's
- Board meeting – from 9:30 a.m. on Wednesday 19 June 2024, 1 Paternoster Lane
- Board meeting and AGM – from 9:30 a.m. on Wednesday 25 September 2024, 1 Paternoster Lane

14. AOB

AS gave thanks, on behalf of the Board and SRs stakeholders, to Catherine Pitre, who is leaving SR on 1 January 2024, for her efforts in helping SR grow since she joined the company in 2016.

Approved on behalf of the Board:

Signed:



Audley Sheppard KC (Chair)

Date:

13th March 2024

