

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 13 March 2024.

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
Nick Hayes (NH)	Independent Non-Executive Director
Kylie Brackenridge (KB)	Head of Case Management
Ross Macdonald (RM)	Head of Business Operations
Duygu Yetkincan (DY)	Marketing and Service Development Manager
Deirdra Jordan (DJ)	CJ Captioning

Online

Sarah Newton (SN)	Representative Non-Executive Director (BEAA)
Adrian Stockman (ASt)	Representative Non-Executive Director (BPA)
Martin Gibbs (MG)	Independent Non-Executive Director
Alison Mitchell (AM)	Independent Non-Executive Director

Apologies

Nigel Smith (NS)	Independent Non-Executive Director
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1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. KB was introduced to the directors as the new Head of Case Management.

Alison Mitchell, Martin Gibbs, Sarah Newton and Adrian Stockman joined the meeting remotely.

Apologies were received from Nigel Smith.

- 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 6 December 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 6 December 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 regarding strategic matters.
- 3.2 RH provided the directors with an update concerning funding requirements.
- 3.3 The directors were provided with an update on stakeholder relationships.
- 3.4 NH provided the directors with an update from the Strategy Planning Group (SPG).

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 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 December 2023 to February 2024. The report was taken as read.
- 6.2 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 December 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 recently met to review and approve the Sport Resolutions Panel for the period 2024-2027.
- 9.2 The directors were provided with the notes from the PARC meeting for information.

- 9.3 The National Anti-Doping Panel (NADP) Board appointed the members of the NADP for the period 2024-2027, as recommended by the President of the NADP.

10. Audit and Risk Committee (ARC)

- 10.1 ASt provided the Board with an update on the activities of the Audit and Risk Committee.

RM provided the directors with details of the insurance policies for 2024/2025.

RM provided the directors with details of the 2024 audit.

- 10.2 The ARC meeting minutes from 22 February 2024 were taken as read.

- 10.3 The directors considered and approved the Financial Statement and Management Accounts for the period ending 31 December 2023.

- 10.4 The directors considered and approved the cash-flow forecast for the period to 31 March 2025.

- 10.5 The directors considered and approved the 2024/2025 Budget.

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

- 10.7 The directors were provided with an organogram showing the revised team structure.

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 21 February 2024 were provided shortly prior to the meeting commencing. Directors were asked to read the minutes post-meeting.

- 11.3 TH provided the directors with an update of plans for the 2024 Conference taking place on 2 May 2024.

- 11.4 The directors were provided with an update of plans for the 2024 Pre-Conference Dinner taking place on 1 May 2024.

12. Nominations Committee

12.1 The directors were advised that the 2024 director appraisals would be scheduled to take place during April 2024.

RM advised that the 2024 Board Evaluation and Skills Survey would be undertaken in April or May 2024.

12.2 The directors were asked to complete their annual review of the Board Skills Matrix.

13. Dates for Future Meetings

- 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
- Board meeting and Christmas Lunch – from 9:30 a.m. on Wednesday 4 December 2024, 1 Paternoster Lane

Approved on behalf of the Board:

Signed:



Audley Sheppard KC (Chair)

Date:

19th June 2024

