

# 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 29<sup>th</sup> March 2023.**

## **Present:**

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
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
Alison Mitchell (AM)	Independent Non-Executive Director
Sarah Newton (SN)*	Representative Non-Executive Director (BEAA)
Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkincan (DY)	Marketing and Service Development Manager
Anna Baily (AB)*	C J Captioning

## **Apologies:**

Tracy Harrison (TH)	Independent Non-Executive Director (Senior INED)
Richard Hendicott (RHe)	Representative Non-Executive Director (WSA)
Adrian Stockman (ASt)	Representative Non-Executive Director (BPA)

Note:

\* attended via video conference call

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

- 1.1 The Chair welcomed all to the meeting. MG and SN joined the meeting via video conference call. Apologies were received from TH, ASt and RHe.
- 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 7<sup>th</sup> December 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 7<sup>th</sup> December 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 The directors discussed strategic business.
- 3.2 Notes from the Board Away-Day were presented to the directors. No further comments were received. RH advised that the actions listed would be progressed ahead of the next Board meeting.

### **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 2022/2023 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 2022 to February 2023. The report was taken as read.

CP advised that active cases were at their highest ever level. During the quarter, SR had also received its highest number of referrals to the international team and to the safeguarding team.

## **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<sup>st</sup> December 2022.

## **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 regarding the Sport England SCMP.

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

9.1 JT provided the directors with an update regarding PARC matters.

## **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<sup>th</sup> February 2023 were taken as read.

10.3 The directors considered and approved the financial statement for the period ending 31<sup>st</sup> December 2022.

10.4 The directors considered and approved the cash-flow forecast for the period to 31<sup>st</sup> March 2024.

10.5 The 2023/2024 budget was approved by the directors.

10.6 The directors considered and approved the revised risk register.

10.7 RH provided the directors with an update on staffing matters.

## **11. Marketing and Service Development Committee (MSDC)**

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

11.2 The MSDC meeting minutes from 23<sup>rd</sup> March 2023 were taken as read.

11.3 DY provided the directors with an update on the Annual Conference, which takes place on 4<sup>th</sup> May 2023.

## **12. Nominations Committee**

12.1 The directors approved of the revised Membership Application Form.

12.2 The directors were provided with the Board Skills Survey results, for information. AS commented that there was a good diversity of skills and that the results would be used by the Nominations Committee to assist with director recruitment.

12.3 The directors were asked to consider the recruitment of a new Independent Non-Executive Director (INED).

The directors were advised that Board diversity would be a high priority in the recruitment of new member representatives and directors. RH advised that SR met the requirements of A Code for Sports Governance with regards to gender but that work was needed to improve diversity of ethnicity on the Board.

12.4 The directors were provided with the role profile for the position of Welfare and Safety Champion.

12.5 AS advised that he will work with RM to schedule the 2023 director appraisals.

## **13. Dates for Future Meetings**

- Board meeting – from 9:30am on Wednesday 21<sup>st</sup> June 2023, 1 Paternoster Lane
- Board meeting and AGM – from 9:30am on Wednesday 20<sup>th</sup> September 2023, 1 Paternoster Lane

**Approved on behalf of the Board:**

Signed:

A handwritten signature in blue ink, appearing to read 'Audley Sheppard', with a horizontal line underneath.

Audley Sheppard KC (Chair)

Date: 21<sup>st</sup> June 2023

