

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 20 September 2023.

Present:

In-person

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
Tracy Harrison (TH) ¹	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
Alison Mitchell (AM)	Independent Non-Executive Director
Nick Hayes (NH) ²	Independent Non-Executive Director
Richard Hendicott (RHe)	Representative Non-Executive Director (WSA)
Catherine Pitre (CP)	Head of Case Management
Ross Macdonald (RM)	Head of Business Operations
Duygu Yetkincan (DY)	Marketing and Service Development Manager
Anna Bailey (AB)	CJ Captioning

Online

Sarah Newton (SN)	Representative Non-Executive Director (BEAA)
Adrian Stockman (ASt)	Representative Non-Executive Director (BPA)

¹ Joined at item 3.2

² Appointed at item 1.2

1. Chair's Remarks

- 1.1 The Chair welcomed all to the meeting. Full attendance was noted.
- 1.2 The Chair welcomed Nick Hayes to the meeting and requested that the directors ratify the appointment of NH as an Independent Non-Executive Director. The directors gave their unanimous support in favour of this appointment.
- 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 21 June 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 21 June 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 in UK sport.

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 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 June 2023 to August 2023. 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 informed that Charles Flint KC had stepped down as President of the NADP.

The National Anti-Doping Panel Board appointed Kate Gallafent KC to the position of President of the NADP from 1 October 2023.

- 7.2 The directors were advised that the activities of the National Anti-Doping Panel were included within the Case Management Report.

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 National Safeguarding Panel Board reappointed Stephen Bellamy-James KC to the position of President of the NSP.

- 8.3 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 new members for the panel including five female investigators, in response to service requirements.

It was noted that the panel recruitment window for 2024-2027 opens in the autumn of 2023.

- 9.2 The directors were provided with a copy of the revised Panel Code of Conduct, for information.

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 31 August 2023 were taken as read.
- 10.3 The directors considered and approved the Financial Statement and Management Accounts for the period ending 30 June 2023.
- 10.4 The directors considered and approved the Financial Statement and Directors Report for 2022/2023.
- 10.5 The directors approved of the Letter of Representation.
- 10.6 The directors were provided with the Audit Findings Report for 2022/2023, noting that no concerns had been raised.
- 10.7 The directors considered and approved the cash-flow forecast for the period to 30 September 2024, noting the healthy projections.
- 10.8 The directors considered and approved the revised risk register.
- 10.9 RH provided the directors with an update on staffing matters.

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 6 September 2023 were taken as read.

12. Nominations Committee

- 12.1 The directors received notes from a Nominations Committee meeting held on 2 August 2023.
- 12.2 Audley Sheppard KC was reappointed as Chair of Sport Resolutions.
- 12.3 Tracy Harrison was reappointed as Senior Independent Non-Executive Director.
- 12.4 Martin Gibbs and Nigel Smith were reappointed as Independent Non-Executive Directors for their second and final four-year term.

- 12.5 Nigel Smith was reappointed as Chair of the Audit and Risk Committee (ARC) with Sarah Newton, Adrian Stockman and Keith McGarry being reappointed as committee members. The CEO is also a committee member.
- 12.6 Tracy Harrison was reappointed as Chair of the Marketing and Service Development Committee with Martin Gibbs and Alison Mitchell being reappointed as committee members. Nick Hayes was appointed as a new member. The CEO is also a committee member.
- 12.7 Jacqui Traynor was reappointed as Chair of the Panel Appointments and Review Committee with Tracy Harrison and Keith McGarry reappointed as committee members. The CEO is also a committee member.
- 12.8 Jacqui Traynor was reappointed as Board Safeguarding Champion.
- 12.9 Alison Mitchell was reappointed as Board Equality Champion.
- 12.10 Adrian Stockman was reappointed as Welfare and Safety Champion.
- 12.11 Ross Macdonald was reappointed as Company Secretary.

13. Governance

- 13.1 The directors reviewed and approved the Annual Governance Statement for 2022/2023. The statement will be added to the SR website.

14. Dates for Future Meetings

- Board meeting and Christmas Lunch – from 9:30 a.m. on Wednesday 6 December 2023, 1 Paternoster Lane
- Board meeting – from 9:30 a.m. Wednesday 13 March 2024, 1 Paternoster Lane
- Sport Resolutions Pre-Conference Dinner – from 6:30 p.m. on Wednesday 1 May 2024, 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

15. AOB

AS gave thanks to Richard Hendicott for his dedicated and distinguished service to SR in the role of Representative Non-Executive Director. RHe gave thanks to all and spoke of how far the organisation had come in his time with the organisation.

Approved on behalf of the Board:

Signed:



Audley Sheppard KC (Chair)

Date:

6th December 2023