

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 29th September 2021.

Present:

Audley Sheppard QC (AS)	Independent Non-Executive Director (Chair)
John Palmer (JP)*	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Nigel Smith (NS)*	Independent Non-Executive Director
Martin Gibbs (MG)	Independent Non-Executive Director
Jacqui Traynor (JT)	Independent Non-Executive Director
Alison Mitchell (AM)*	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)

*attended via video link

In Attendance:

Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkinan (DY)	Marketing and Communications Manager
Julie Whitaker (JW)	CJ Captioning

Apologies:

Tracy Harrison (TH)	Independent Non-Executive Director
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1. Chair's Remarks

- 1.1 The Chair introduced himself and welcomed all to the meeting. AS spoke of his admiration for Sport Resolutions' work and of his delight at being appointed to Chair the organisation in its next stage of development.

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

Apologies were received from TH.

AS gave thanks to JW for joining the meeting to provide captioning services.

- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. No conflicts were declared.

2. Minutes of Previous Meetings

- 2.1 The minutes of the Board meeting held on 16th June 2021 were considered by the Board. 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 16th June 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 The directors reviewed strategic business.

4. Performance Report

- 4.1 The Board was presented with a report of activities by the Chief Executive.

5. Key Performance Indicators

- 5.1 The Board considered the data for Q1 of 2021/2022 contained within the 2024 Key Performance Indicator Report.

It was noted that gender equality had been improved for both the panels and in appointments.

6. Case Management Report

- 6.1 The Board was presented with a report on matters handled by Sport Resolutions from June 2021 to August 2021.

7. National Anti-Doping Panel (NADP) Board

- 7.1 The Board was advised that the activities of the National Anti-Doping Panel were included within the Case Management Report.
- 7.2 The Board received the NADP case figures for the period to 30th June 2021.
- 7.3 The NADP Board confirmed the re-appointment of Charles Flint QC to the position of NADP President for the period 2021/2022.

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 The NSP Board confirmed the re-appointment of Stephen Bellamy-James QC to the position of NSP President for the period 2021/2022.
- 8.3 RH provided the Board with an update on the Sport England Safeguarding Programme.

9. Panel Appointments and Review Committee (PARC)

- 9.1 The PARC has not convened during this period and as such no update was provided.

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 that the Conflicts of Interest Policy had been revised to cover conflicts which may arise outside of the boardroom, and that the Recruitment Policy had been amended to include the criteria required to ensure compliance with 'Disability Assured'.
- 10.2 The ARC meeting minutes from 24th August 2021 were taken as read.
- 10.3 The Board considered and approved the financial statement for the period ending 30th June 2021.

- 10.4 The Board considered and approved the cash-flow forecast for the period to 30th September 2022.
- 10.5 The Board considered and approved the revised risk register.
- 10.6 RH provided the directors with an update on staffing matters and the impact of COVID-19.
- 10.7 The Financial Statement and Directors Report for the period ended 31st March 2021 were reviewed ahead of the 2021 Annual General Meeting.
- 10.8 The directors noted the Audit Findings Letter.

11. Marketing and Service Development Committee (MSDC)

- 11.1 JP updated the Board on the activities of the Marketing and Service Development Committee.
- 11.2 The MSDC meeting minutes from 9th September 2021 were taken as read.

12. Nominations Committee

The following appointments were made for the period to the 2022 AGM with unanimous agreement from all directors:

- 12.1 Audley Sheppard QC was appointed as Chair of Sport Resolutions.
- 12.2 John Palmer was reappointed as the Senior Independent Director.
- 12.3 Tracy Harrison was reappointed for a second term of four years as an Independent Non-Executive Director.
- 12.4 Alison Mitchell was reappointed as the Board Equality Champion.
- 12.5 Jacqui Traynor was reappointed as the Board Safeguarding Champion.
- 12.6 Sarah Newton was appointed to the Audit and Risk Committee. Nigel Smith, as Chair, and Keith McGarry, were reappointed to this committee. Adrian Stockman, Member Representative for the British Paralympic Association, is to remain as a co-opted member.
- 12.7 Alison Mitchell was appointed to the Marketing and Service Development Committee. Tracy Harrison, as Chair, John Palmer, and Martin Gibbs were reappointed to this committee.
- 12.8 Keith McGarry, as Chair, Jacqui Traynor, Tracy Harrison and Richard Hendicott were reappointed to the Panel Appointments and Review Committee.
- 12.9 Ross Macdonald was reappointed as Company Secretary.

13. Governance

- 13.1 The 2020/2021 Annual Governance Statement was approved for external publication.
- 13.2 The 2021-2025 Board Diversity Action Plan was approved for external publication.

14. Dates for Future Meetings

- Board meeting, Wednesday 8th December 2021 from 09:30, 1 Paternoster Lane
- Board meeting, Wednesday 16th March 2022 from 09:30, 1 Paternoster Lane

Approved on behalf of the Board:

Signed:



Audley Sheppard QC (Chair)

Date:

8th December 2021