

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 8th December 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
Tracy Harrison (TH)*	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 Yetkincan (DY)	Marketing and Communications Manager

Apologies:

Jacqui Traynor (JT)	Independent Non-Executive Director
Alison Mitchell (AM)	Independent Non-Executive Director

1. Chair's Remarks

1.1 The chair welcomed all to the meeting.

TH, MG and SN joined the meeting via video conference call.

Apologies were received from JT and AM.

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 29th September 2021 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 29th September 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. The performance report was taken as read.

The directors congratulated CP on her success in winning the WISLaw Award, awarded to a WISLaw member who has 'shown a great contribution to WISLaw, or has made great strides in the promotion of WISLaw values in their region or country'.

5. Key Performance Indicators

- 5.1 The board considered the data for Q2 of 2021/2022 contained within the 2024 Key Performance Indicator Report.

6. Case Management Report

- 6.1 The board was presented with a report on matters handled by Sport Resolutions from September 2021 to November 2021.

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 30th September 2021.

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 on the Sport England Safeguarding Programme.

9. Panel Appointments and Review Committee (PARC)

- 9.1 KM provided the board with an update on the activities of the Panel Appointments and Review Committee.

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 24th November 2021 were taken as read.
- 10.3 The Board considered and approved the financial statement for the period ending 30th September 2021.

- 10.4 The Board considered and approved the cash-flow forecast for the period to 31st December 2022.
- 10.5 The directors considered and approved the revised risk register. NS advised the directors that the process for reviewing risks would be discussed at the next committee meeting.
- 10.6 RH provided the directors with an update on staffing matters and the impact of COVID-19.

11. Marketing and Service Development Committee (MSDC)

- 11.1 TH updated the Board on the activities of the Marketing and Service Development Committee.
- 11.2 The MSDC meeting minutes from 15th November 2021 were taken as read.

12. Nominations Committee

- 12.1 RM advised the directors that the 2021/2022 board evaluation would be administered internally. The Nominations Committee will oversee the process and will consider the feedback provided.
- 12.2 The directors considered the board skills matrix.
- 12.3 RM advised the directors that 2022 director appraisals would take place in February 2022.

13. Governance

- 13.1 RM advised the directors that the updated Code for Sports Governance had been published on 7th December 2021. RM advised that diversity and welfare were two areas of focus.

14. Dates for Future Meetings

Board meeting – Wednesday 16th March 2022 from 09:30, 1 Paternoster Lane

Annual Conference – Thursday 5th May 2022 from 09:30, Leonardo Hotel St Paul's

Board meeting – Wednesday 29th June 2022 from 09:30, 1 Paternoster Lane

Board meeting and AGM – Wednesday 28th September 2022 from 09:30, 1 Paternoster Lane

Approved on behalf of the Board:

Signed:



Audley Sheppard QC (Chair)

Date: 16th March 2022

