



**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 video conference from 0930 on Thursday 18<sup>th</sup> June 2020**

**Present:**

Edwin Glasgow QC (EG)	Independent Non-Executive Director (Chair)
John Palmer (JP)	Independent Non-Executive Director (Senior INED)
Richard Harry (RH)	Chief Executive
Martin Gibbs (MG)	Independent Non-Executive Director
Lizzie Simmonds (LS)	Representative Director – British Athletes Commission
Nigel Smith (NS)	Independent Non-Executive Director
Keith McGarry (KM)	Representative Director - Northern Ireland Sports Forum
Richard Hendicott (RHe)	Representative Director – Welsh Sports Association

**In Attendance:**

Ross Macdonald (RM)	Business Manager / Company Secretary
Catherine Pitre (CP)	Head of Case Management
Duygu Yetkincan (DY)	Marketing and Communications Manager

**Apologies:**

Johanna Sheppard (JS)	Independent Non-Executive Director
Tracy Harrison (TH)	Independent Non-Executive Director

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

- 1.1 The Chair welcomed all to the meeting. Lizzie Simmonds was introduced and welcomed to the Board as the new Representative Non-Executive Director for the British Athletes Commission. Due to the ongoing Covid-19 pandemic the meeting was organised to take place by video conference (Microsoft Teams). Apologies were received from Johanna Sheppard and Tracy Harrison.
- 1.2 Board members were invited to declare any conflicts of interest arising from the agenda items. EG advised the Board that as a founding shareholder of the International Dispute Resolution Centre Ltd (IDRC) he would again remain a silent observer for item 3.2, 'Building and Facilities Strategy'.
- 1.3 Before embarking on the matters set out in the Agenda EG drew the Board's attention to the headline financial figures set out in the Performance Report and expressed his admiration and thanks for what had been achieved by RH and the team notwithstanding the exceptional challenges which had been confronted as a result of the pandemic, which had effectively compelled all members of the team to work from home.

## **2. Minutes of previous meetings**

- 2.1 The minutes of the Management Board meeting held on 19<sup>th</sup> March 2020 were considered by the Board. The minutes were approved and will shortly be signed as an accurate record by the Chair.
- 2.2 The summary minutes of the Management Board meeting held on 19<sup>th</sup> March 2020 were approved and will shortly 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. It was agreed that all outstanding items were included within the agenda.

## **STRATEGIC BUSINESS**

## **3. Key Strategic Business**

- 3.1 The Board was asked to consider the proposed changes to the company structure. Provided for information were the existing Articles of Association with tracked changes, the proposed Articles of Association, and accompanying notes from Peter Stockwell summarising the amendments. EG expressed sincere thanks to Peter Stockwell, as an external adviser, for his considerable assistance in reviewing and amending the Articles to meet the aims of this Board.

EG invited feedback from the Board to the proposed Articles so that amendments could be considered and approved by the Board ahead of seeking final approval at the AGM.

EG advised the Board that once the Articles have been further amended to reflect the amendments agreed in this meeting they will be put before the AGM. 75% of the membership must approve of the new Articles for them to take effect.

#### **4. Performance Report**

- 4.1 The Board was presented with a report of activities by the Chief Executive. EG commended the team on their performance during challenging times and asked that the appreciation of the Board be recorded and passed on to all members of the team.

#### **5. Key Performance Indicators**

- 5.1 The Board considered 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 March 2020 to May 2020. This report was taken as read, save for CP advising that the number of cases being administered did not seem to have been greatly affected by COVID-19. EG expressed the Board's appreciation for the excellent work that CP had done in such challenging times and requested that this be recorded.

#### **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.

#### **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.

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

- 9.1 KM advised the Board that the committee had not formally convened during the period. It was noted that panel applications for the period commencing April 2021 will open in the Autumn of 2020.

#### **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 14<sup>th</sup> May 2020 were taken as read.
- 10.3 The Board considered and approved the financial report and statement for the period ending 31<sup>st</sup> March 2020.
- 10.4 The Board considered and approved the cash-flow forecast for the period to 31<sup>st</sup> March 2021.
- 10.5 The Board considered and approved the revised Risk Register, noting the new risks identified, considered and mitigated from the Covid-19 pandemic.

- 10.6 The Board considered the 2020 Staff Evaluation Survey results. RH advised the Board that he was pleased that all staff were proud to work for the company and that they felt supported.

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

- 11.1 DY updated the Board on the activities of the Marketing and Service Development Committee. DY advised that the 2021 conference will take place on 6<sup>th</sup> May 2021.
- 11.2 The MSDC meeting minutes from 19<sup>th</sup> May 2020 were taken as read.

## **12. Nominations Committee**

- 12.1 RM is in contact with UK Sport to ensure the INED job advert reaches as diverse a range of candidates as possible.
- EG advised the Board that he had asked LS to join the Audit & Risk Committee through until the 2020 AGM. RM will contact LS post-meeting to discuss further.
- 12.2 The Board was invited to provide feedback to the Board Evaluation Report, administered by the Sport and Recreation Alliance.

### Board approval:

Date: 01 October 2020

Signed:



Edwin Glasgow QC (Chair)