



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 25 September 2024.

Present:

In-person

Audley Sheppard KC (AS)	Independent Non-Executive Director (Chair)
Richard Harry (RH)	Chief Executive
Jacqui Traynor (JT)	Independent Non-Executive Director
Nick Hayes (NH)	Independent Non-Executive Director
Richard Parks (RP)	Representative Non-Executive Director (WSA)
Mark Gannon (MGa)	Member Representative (UK Coaching)
Kylie Brackenridge (KB)	Head of Case Management
Ross Macdonald (RM)	Head of Business Operations
Duygu Yetkincan (DY)	Marketing and Service Development Manager
Caroline Booth	Captionist (C J Captioning)

Online

Martin Gibbs (MG)	Senior Independent Non-Executive Director
Alison Mitchell (AM)	Independent Non-Executive Director
Jack Anderson (JA)	Independent Non-Executive Director
Sarah Newton (SN)	Representative Non-Executive Director (BEAA)
Adrian Stockman (ASt)	Representative Non-Executive Director (BPA)
Keith McGarry (KM)	Member Representative (NISF)

Apologies

Nigel Smith (NS)	Independent Non-Executive Director
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1. Chair's Remarks

1.1 The Chair welcomed all to the meeting.

MG, AM, ASt, SN and JA joined the meeting remotely. AS advised that KM would join the meeting online at item 10 to provide an update on financial matters.

Apologies were received from NS.

JA was welcomed ahead of his formal appointment as a director at item 13.

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 19 June 2024 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 19 June 2024 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 KB provided the directors with a presentation detailing the life cycle of a SR case.

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 2024/2025 contained within the Key Performance Indicator Report.

6. Case Management Report

- 6.1 The directors were presented with a report on matters handled by SR from June 2024 to August 2024. 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 advised that the activities of the NADP were included within the Case Management Report.

- 7.2 The directors received the NADP case figures for the period to 30 June 2024.

8. National Safeguarding Panel (NSP) Board

- 8.1 The Board was advised that the activities of the NSP were included within the Case Management Report.

- 8.2 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 that the SR-administered Pro Bono Service had been refreshed during the previous quarter.

10. Audit and Risk Committee (ARC)

- 10.1 KM joined the meeting to provide the Board with an update on the activities of the Audit and Risk Committee.

- 10.2 The ARC meeting minutes from 29 August 2024 were taken as read.
- 10.3 The directors considered and approved the Financial Statement and Management Accounts for the period ending 30 June 2024.
- 10.4 The directors considered the Financial Statement and Directors Report for 2023/2024. The report was recommended to the Members of SR, for approval at the AGM.
- 10.5 The directors considered and approved the 2023/2024 Letter of Representation.
- 10.6 The directors considered the Audit Completion Report for 2023/2024.
- 10.7 The directors considered and approved the cash-flow forecast for the period to 30 September 2025.
- 10.8 The directors considered and approved the revised risk register.
- 10.9 RH provided the directors with an update on HR matters.
- 10.10 The directors were provided with sight of the CVs of Sport Resolutions' new staff members.

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 11 September 2024 were taken as read.
- 11.3 DY advised that the 2025 Conference is scheduled to take place on 1 May 2025.

12. Strategy Planning Group

- 12.1 NH provided the directors with an update from the SPG.

13. Nominations Committee

- 13.1 The 2023/2024 Annual Governance Statement was reviewed and approved for publication on the Sport Resolutions website.
- 13.2 Audley Sheppard KC was reappointed to the position of Chair for 2024/2025.
- 13.3 Martin Gibbs was appointed as Senior Independent Non-Executive Director for 2024/2025.
- 13.4 Professor Jack Anderson was appointed as an Independent Non-Executive Director for a first term of four-years.
- 13.5 Alison Mitchell and Jacqui Traynor were reappointed as Independent Non-Executive Directors for a second and final term of four-years.
- 13.6 Nigel Smith, Sarah Newton, Adrian Stockman and Keith McGarry were reappointed as members of the Audit and Risk Committee (ARC). The committee is Chaired by Nigel Smith, with Keith McGarry as acting Interim Chair.
- 13.7 Martin Gibbs, Nick Hayes and Alison Mitchell were reappointed as members of the Marketing and Service Development Committee (MSDC). The committee is Chaired by Martin Gibbs.
- 13.8 Jacqui Traynor was reappointed as a member and Chair of the Panel Appointments and Review Committee (PARC). Additional prospective members will be consulted and added to this committee.
- 13.9 Jacqui Traynor was reappointed as Sport Resolutions' Board Safeguarding Champion.
- 13.10 Alison Mitchell was reappointed as Sport Resolutions' Board Equality, Diversity and Inclusion (EDI) Champion.
- 13.11 Adrian Stockman was reappointed as Sport Resolutions' Welfare and Safety Champion.
- 13.12 Ross Macdonald was reappointed as Sport Resolutions' Company Secretary.
- 13.13 The directors agreed that Sarah Newton (BEAA), Adrian Stockman (BPA) and Richard Parks (WSA) should be proposed to the Members at the AGM to continue in their roles as Representative Non-Executive Directors. Ultimately, this is a decision for the Members of the company.

14. Dates for Future Meetings

- Board meeting and Christmas Lunch – from 9:30 a.m. on Wednesday 4 December 2024, 1 Paternoster Lane and Coq d'Argent
- Board meeting – from 9:30 a.m. on Wednesday 19 March 2025, 1 Paternoster Lane
- Sport Resolutions Pre-Conference Dinner – Wednesday 30 April 2025 from 18:30, Swan at The Globe, London
- Sport Resolutions Annual Conference – Thursday 1 May 2025 from 09:30, Leonardo Royal Hotel St Paul's, London
- Board meeting – Wednesday 25 June 2025 from 09:30, 1 Paternoster Lane

Approved on behalf of the Board:

Signed:



Audley Sheppard KC (Chair)

Date: 4th December 2024