



## **Panel Appointments and Review Committee:**

### **Terms of Reference**

#### **Background**

In order to assist the Sport Resolutions Management Board ("The Board") to oversee appointment of members to the standing panel of arbitrators and mediators, the Board approved the establishment of the Panel Appointments and Review Committee ("PARC") at its meeting on 6 October 2011.

#### **Purpose & Role**

The purpose of the PARC is to:

- Oversee all matters relating to the appointment of individuals to the standing panel of arbitrators and mediators ("The Panel") and the membership of the Panel
- Review the operation of the Panel

The PARC has delegated powers to make appointments in support of the Board's wider corporate strategy. The PARC will function as an advisory committee to the Board, regarding the development of new panel policy which falls outside or conflicts with Sport Resolutions' corporate strategy.

#### **Objectives**

The objectives of the PARC are to:

- draw up and keep under review the procedures for nomination and appointment to the Panel (including the relevant criteria) and submitting, as and when appropriate, recommendations for their update and/or revision to the Board for approval

- consider applications to the Panel at regular intervals and appointing individuals to the relevant part of the Panel in accordance with Sport Resolutions' criteria for appointment
- draw up and keep under review the categories of Panel member and submitting as and when appropriate recommendations for their update and/or revision to the Board for approval
- monitor the categories of Panel member, and the number of Panel members within each category to ensure adequate service coverage
- monitor the diversity of the Panel and put in place strategies to ensure that it remains representative of the stakeholder groups that it serves
- draw up and keep under review, the procedures for the general operation of the Panel, including the procedures for the appointment and cost of Panel members for individual cases, and submitting, as and when appropriate, recommendations for their update and/or revision to the Board for approval
- Monitor the effectiveness and training requirements of Panel members and submitting, as and when appropriate, recommendations to the Board for approval
- Draw up, and keep under review, the procedures for handling and investigating complaints, including the suspension or expulsion of Panel members, and submitting, as and when appropriate, recommendations for their update and/or revision to the Board for approval
- Draw up and keep under review, procedures for the renewal of membership of Panel members on the expiry of their period of office and making recommendations regarding their re-appointment to the Board for approval, including the period of re-appointment
- Consider the need for equality when making appointments to the Panels, ensuring that the Panels are represented by BME, the disabled and women

### **Membership, Composition and Meetings**

The PARC will be composed of a minimum of three and a maximum of five members, of who at least two shall be non-executive directors of the Company and one of who shall be appointed by the PARC as Chair. PARC members will be chosen to provide expert advice and insight into:

- Arbitration and mediation skills, training and accreditation
- Best practice in the selection and appointment of senior professionals
- Dispute resolution requirements of the UK sports sector

The PARC will meet as and when required and not less than once in each calendar year.

Members are expected to attend all meetings. If a member fails to attend three consecutive PARC meetings, the Board may revoke the appointment unless such absence is authorised by the PARC.

A majority of PARC members must approve any decision of the PARC and the Chair of the PARC shall have the casting vote in case of deadlock. A quorum of the PARC shall be a majority of the appointment members (50% plus 1).

The PARC may make appointments by way of circulating the relevant application forms to members of the PARC for consideration and approval. Members of the PARC shall be free to consult with other Board members regarding the suitability of individual applicants.

### **Term**

Members will be appointed for a maximum of two terms of four years, which will be staggered, to ensure the long term stability of the PARC.

### **Remuneration**

Membership of the PARC is voluntary and without remuneration other than for reasonable travel expenses to attend meetings. Members may, however, be reimbursed for expenses incurred as a result of carrying out duties of the PARC provided that such expenditures have been pre-approved by the Chair.

### **Experts and Invited Guests**

The PARC may from time to time require staff, experts or other representatives to attend meetings as presenters, advisors or observers. The Chair will approve such invitations in advance.

<b>Last review (date)</b>	<b>August 2018</b>
<b>Reviewed by (name)</b>	<b>Audit &amp; Risk Committee</b>
<b>Next review and approval due (date)</b>	<b>August 2020</b>