



British Paralympic
Association



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Summary Minutes

Name of Company British Paralympic Association
Meeting Board Meeting
Location BPA Offices, 60 Charlotte St, London W1T 2NU
Date/Time Tuesday 12 December 2017, 14.00 – 18.15

Item	Topic	Action
1.0	<p>Chair's Welcome and Introductions</p> <p>The Chair began the meeting by welcoming everyone present and provided an update on his recent activity.</p>	
2.0	<p>Attendance and Apologies for Absence</p> <p>BOARD</p> <p>Present:</p> <ul style="list-style-type: none"> • Nick Webborn (Chair) • Emma Boggis (EB) • David Clarke (DC) • Forbes Dunlop (FD) from item 6.3 • David Hadfield (DH) • Annamarie Phelps (AMP) until item 8.2 <p>Apologies received:</p> <ul style="list-style-type: none"> • Geoff Newton (GN) • Greg Nugent (GNu) • Dee Paterson (DP) <p>STAFF</p> <p>In attendance:</p> <ul style="list-style-type: none"> • Elaine Battson (ECB) • Penny Briscoe (PB) • Peter Cherry (PC) for minutes • Iain Gowans (IG) for item 6.5 • Tim Hollingsworth (TH) • Karl Reynolds (KR) • Anna Scott-Marshall (ASM) 	
3.0	<p>Quorum and Declaration of Interest</p> <p>The meeting was agreed to be quorate.</p> <p>AMP highlighted her role as Vice Chair of the BOA; no further declarations of interest were raised at this point.</p>	

4.0	Approval of the Minutes and Summary Minutes from the Board meeting 5 October 2017	
4.1	Accuracy The minutes and summary minutes of the 5 October 2017 Board meeting were approved as an accurate record.	
4.2	Matters Arising None	
5.0	Reports	
5.1	Finance and Audit Committee (DC) DC confirmed that the Finance and Audit Committee met on 20 November 2017, with the main item being the mid-year budget review, to be considered by the Board on this agenda.	
5.2	Sport Advisory Group (AMP) AMP stated that the Sport Advisory Group had not met since the previous Board meeting.	
5.3	International Relations Sub Group (GN) ASM reported that the International Relations Sub Group had not met since the last Board meeting. ASM confirmed that the IPC President, Andrew Parsons, will address the UKS IR Networking Seminar on 16 January 2018, which will be followed by a breakfast meeting with the BPA Board the next day.	
5.4	Development Committee (GNu) KR provided an oral report of the Development Committee meeting/teleconference held on 1 December 2017, including progress of the BPA Commercial Programme against plan and new business opportunities that are being actively pursued.	
5.5	BPA Athletes' Commission (DC) DC stated that the Athletes' Commission had not met since the previous Board meeting. DC reported on the work undertaken in finalising the revised Terms of Reference to be approved by the Board, including the forthcoming elections process. With regard to the DCMS Select Committee enquiry into sport governance, DC stated that he had confirmed with TH, the support	

	<p>of the Athletes' Commission for the BPA's position in relation to athlete classification.</p> <p>Finally, the Board noted that DC will be standing down as Chair of the Athletes' Commission and extended their thanks for his service.</p>	
5.6	<p>Executive Team Report (TH)</p> <p>TH introduced the report and highlighted a number of items including the BPA <i>Ethics in Sport and Business</i> panel discussion event.</p> <p>TH reported on a recent meeting with Scope and the consideration of potential partnership working on public advocacy.</p> <p>TH reported a letter received from the Dwarf Sports Association (DSA) regarding its potential engagement with the BPA, including attendance at the CEO briefing lunches. This was considered in the broader context of the representation of NDSOs within the BPA membership. TH will now write back to the DSA to discuss next steps.</p> <p>TH touched on a number of further items including the work of the Communications team on the BPA's digital content and brand, particularly in support of Jonnie Peacock's participation in <i>Strictly Come Dancing</i>.</p> <p>TH and ECB reported on the launch of the staff mentoring programme with Allianz, and the VIK partnership with IT support provider, IT Lab, in relation to the BPA's cyber security, GDPR and disaster recovery requirements.</p> <p>Finally, the Board extended its congratulations to Caz Walton on receiving <i>The Sunday Times</i> Sportswomen of the Year Lifetime Achievement Award.</p>	
6.0	For decision	
6.1	<p>Approval of BPA Policies</p> <p>ECB introduced the paper regarding the recommendations of the Finance and Audit Committee to approve the following policies: Fraud Policy; Risk Policy and Risk Management Process; Treasury Management Policy; Public Interest (Whistleblowing) Policy.</p> <p>In response to EB regarding staff awareness and understanding, ECB stated that the policies will be circulated and presented at a forthcoming staff briefing, as well as being included in the staff induction process.</p>	

	The Board approved the Fraud Policy; Risk Policy and Risk Management Process; Treasury Management Policy; Public Interest (Whistleblowing) Policy.	
6.2	<p>Approval of Decisions Relating to Code for Sports Governance</p> <p>The Chair and ECB referred to the two actions outlined within the paper, in relation the Code for Sports Governance, with the requirement to appoint a Senior Independent Director and approve the Diversity Action Plan (DAP).</p> <p>In response to EB, ECB stated that no specific feedback has been received to date from UKS on the DAP, and described positive, albeit limited contact with the interim UKS Governance Manager.</p> <p>The Board noted the postal vote approving the Senior Independent Director (SID) and Vice Chair role descriptions and the appointment of EB as SID.</p> <p>The Board noted the revised version (v5) of the Diversity Action Plan.</p> <p>Finally, TH reported recent confirmation of the BPA having met the CPSU Advanced Safeguarding Standard.</p>	
6.3	<p>Approval of Terms of Reference</p> <p>ECB introduced the paper regarding the proposed approval of the Terms of Reference for the Athletes' Commission (AthCom) and the Finance and Audit Committee.</p> <p>The Chair sought the Board's view on the proposed attendance of the Chair of AthCom at Board meetings.</p> <p>The Board noted that this is practised by a number of other organisations including the BOA, IPC and British Rowing. DH offered strong support for the proposal, including in terms of a development opportunity and as a proactive step with regard to the broader 'athlete voice' agenda. AMP highlighted the need to clearly define the nature of the role in advance, either as an observer on behalf of AthCom, or as a full Board member, noting that certain Board discussions are of a confidential or sensitive nature.</p> <p>[FD arrived at the meeting.]</p> <p>The Board indicated its broad support for the proposal, noting the requirement to amend the BPA Articles in order to proceed. It was agreed to raise the issue for initial discussion with the membership at the May 2018 NPC meeting.</p>	Athlete representation on Board to be raised at May 2018 NPC meeting.

	<p>The Board approved the Terms of Reference for the Athletes' Commission.</p> <p>In response to DH regarding the Terms of Reference for the Finance and Audit Committee, and the requirement for an accountant to serve as its Chair, ECB stated that this is stipulated in the role description.</p> <p>The Board approved the Terms of Reference for Finance and Audit Committee.</p> <p>Noting the terminology within the Finance and Audit Committee Terms of Reference, and more broadly, it was recommended to standardise the language used in relation to Board members, with a range of terms used previously (e.g. Non-Executive Director, independent, appointed and elected Board member).</p> <p>Finally, in response to AMP, ECB stated that (remunerated) Executive Directors, including TH, are not eligible to serve as a Board member, owing to the BPA's status as a charity.</p>	
<p>6.4</p>	<p>BPA Budget – Mid Year Review (V6)</p> <p>ECB introduced the paper and referred to the work undertaken on the mid-year budget review (v6) following the Board's approval of the budget (v5) on 18 May 2017, including the discussion and recommendations from the Finance and Audit Committee meeting on 20 November 2017.</p> <p>ECB and TH reiterated the prudent and cost inclusive approach to income and expenditure across the cycle and referred to some of the key changes and re-profiling of budget lines.</p> <p>ECB referred to Schedule B, a prioritised schedule of proposed expenditure reduction should income targets for the cycle not be met.</p> <p>The Board considered the mid-year budget review, including the treatment of income and expenditure, the projected level of reserves and its long term sustainability, the anticipation of further clarity and certainty later in the cycle, as well as the implications of the BPA's budget position on its preparation and delivery at the Games.</p> <p>In response to the Chair, DH stated that foreign exchange risk had been considered previously by the Finance and Audit Committee, and that whilst there is a degree of exposure, it is limited.</p> <p>The Board discussed the challenge of Tokyo 2020 related expenditure, with the £100K cost to convert accessible bathrooms for preparation camp accommodation identified as a significant item in particular.</p>	

	The Board approved the V6 budget and noted the areas of potential reduction in expenditure as set out in Schedule B.	
6.5	<p>UK Athlete Classification Code</p> <p>[Iain Gowans (IG) joined meeting.]</p> <p>The Chair and Board welcomed IG to the meeting.</p> <p>IG began by presenting the rationale for the UK Athlete Classification Code in terms of fulfilling the IPC Classification Code, supporting the BPA’s Classification strategy and the value in clarifying and formalising organisation and individual responsibility, as well as promoting best practice.</p> <p>IG touched on the development and consultation process, including input from, amongst others, the BPA Athletes’ Commission and Classification Advisory Group, the British Athletes’ Commission and the IPC Classification Committee.</p> <p>Finally, IG covered the respective responsibilities of the BPA and NGBs within the Code, as well as referring to a range of new initiatives including a compliance matrix, education tools and the development of a process to manage claims of intentional misrepresentation.</p> <p>With regard to the proposed BPA responsibility to ‘ensure that fundamental ethical principles towards classification in the UK are upheld’, the Board suggested defining ‘fundamental ethical principles’ as well as considering alternative terms to ‘ensure’ (e.g. advocate or promote) in order to reflect the role that NGBs have domestically in this regard, notwithstanding the formal responsibility upon the BPA as an IPC member.</p> <p>The Board discussed the implementation of the Code in terms of introducing an appropriate level of formal accountability within the current system, rather than a bureaucratic approach that would unnecessarily duplicate existing reporting mechanisms. The Board also considered issues of monitoring, evaluation and compliance to be developed and refined in due course. TH referred to the role of the proposed BPA Members’ Handbook as a compliance mechanism, similar to the IPC Members’ Handbook.</p> <p>The Chair invited the Board to provide any further input to IG by the end of the year.</p> <p>The Board approved the UK Athlete Classification Code for publication in the new year, subject to incorporating the feedback received during the meeting and any further input that may be forthcoming.</p> <p>[IG departed the meeting.]</p>	
6.6	Property Project Sub Group	

	<p>ECB introduced the paper regarding the proposed formation of a Property Project Sub Group to consider the BPA's office space needs in the short and long term.</p> <p>The Chair suggested that the project could be supported by the Finance and Audit Committee, rather than requiring the formation of an additional Sub Group.</p> <p>The Board agreed for the Finance and Audit Committee to support and provide oversight to the Property Project.</p>	
6.7	<p>Minor Revision to BPA Logo</p> <p>ASM presented an update regarding the review of the BPA brand and website redesign process, referring to considerations including website functionality and accessibility, as well as proposed amendments to the current logo, fonts and colour palette.</p> <p>The Board approved the changes to the BPA core brand.</p>	
7.0	<p>For discussion</p>	
7.1	<p>BPA Governance & Relationship with Member Bodies</p> <p>TH began the item by highlighting the recent issues and challenges relating to athlete welfare and Classification within a number of NGBs, and the governance implications for the BPA in terms of its role and responsibilities both domestically and internationally.</p> <p>TH highlighted the need to define and formalise the BPA's relationship with its membership, beyond its specific Games time role.</p> <p>TH underlined the risk and responsibilities with regard to the formal obligations set out in the IPC Members' Handbook, including in relation to Classification and Anti-Doping.</p> <p>The Board discussed the proposed approach and actions detailed within the paper including a review of internal BPA mechanisms, as well as alignment with and support for existing third party initiatives such as the UKS Culture Health Check.</p> <p>The Board considered the proposal for a BPA Members' Handbook to meet its formal obligations as an IPC member, including the potential need for additional provision relating to the nine IPC governed sports. With regard to the latter, TH highlighted the significance of the sport independence agenda as a key consideration.</p> <p>The Board approved the creation and delivery of a BPA Member Handbook, to provide clarity to member bodies and ensure the BPA's ability to enforce the requirements of the IPC Member Handbook.</p> <p>TH stated that Hogan Lovells have offered their support for the BPA on this work.</p>	
7.2	<p>Process for Review of Board Committees and Sub Groups and Proposals around Membership</p> <p>ECB introduced the paper regarding the review of the current Board Committee and Sub Group structure. The need to fulfil any</p>	

	<p>formal governance obligations, as well as support the work of both the Board and Executive team was noted.</p> <p>EB suggested including the National Paralympic Heritage Trust, and the requirement for a Board representative.</p> <p>The Board noted the revised timeline proposed for the review process, with an updated Committee and Sub Group structure to be brought for approval at the May 2018 Board meeting.</p> <p>The Board agreed the following temporary appointments to Committees and Sub Groups, in order to fulfil their function in the interim:</p> <p>Sport Advisory Group FD</p> <p>Qualification & Selection Panel FD</p> <p>International Relations Sub Group DH</p> <p>Awards and Protocol Committee DC, DP (the latter to be confirmed)</p>	
7.3	<p>Succession Planning – Discussion on BPA Vice Chair</p> <p>The Board noted the paper outlining the process for the appointment of a Vice Chair, with a vote to be taken at the next meeting on 15 February 2018.</p> <p>The Chair invited those Board members eligible to stand to indicate their interest to him by 31 January 2018.</p>	
8.0	For information	
8.1	<p>Monthly Finance Report</p> <p>The report was noted.</p>	
8.2	<p>PyeongChang 2018 update</p> <p>PB presented on current Pyeongchang 2018 preparation activity, beginning with a security update including regular engagement with the FCO and Embassy and referring to the BPA incident management plan. PB and TH touched on related considerations including communications plans, and insurance coverage.</p> <p>PB presented a slot allocation breakdown and reported a team size to include approximately 15-17 athletes in total.</p> <p>PB reported on the range of activity undertaken during the October recce and provided an update on the readiness of the Athletes' Village, competition venues, as well as the BPA's planning around managing the Games environment.</p> <p>Finally PB highlighted the role of Help for Heroes with regard to the Paralympic Inspiration Programme and referred to support from UKS for a PyeongChang-focused team development programme.</p>	

	[AMP departed the meeting.]	
8.3	<p>Tokyo 2020 update</p> <p>PB presented an update on planning and preparation for Tokyo 2020, beginning with the latest recce in October.</p> <p>PB highlighted her participation in the IPC Experts' Group initiative.</p> <p>PB outlined current projected team size figures and covered the latest plans around pre-Games preparation, including the mapping of costs across the sports.</p> <p>PB highlighted the need for a collaborative approach across the high performance system to overcome the key challenges of the Tokyo cycle and Games environment, including acclimatisation, the decentralised Games masterplan, accessibility and costs.</p> <p>The Board discussed accessibility and accommodation costs as a significant challenge, particularly for those sports with high support needs athletes and also for non-funded sports. PB and TH referred to ongoing domestic and international engagement on this agenda.</p> <p>The Board thanked PB for the presentation.</p>	
9	<p>AOB</p> <p>The Chair referred to a proposal from GNu to consider the online storage of Board papers; this was noted.</p> <p>The Board thanked ASM for the circulation of the weekly Communications updates via email.</p>	ECB/PC to follow up re online storage of Board papers.
10	<p>Date of next meeting</p> <p>The Board dates for 2018 were noted, including the next meeting to be hosted on 15 February 2018 during the Team Launch event for Pyeongchang 2018.</p>	
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and closed the meeting: 18.15.</p>	