



Summary Minutes

Name of Company British Paralympic Association
Meeting Board Meeting
Location Allianz Insurance plc, 1 Piccadilly Gardens, Manchester M1 1RG
Date/Time Thursday 15 February 2018, 13.00 – 16.10

Item	Topic	Action
1.0	Board Member only General Discussion (13.00 - 13.35) The meeting was preceded by a Board member-only general discussion. BPA staff were not present and the item was not minuted.	
2.0	Chair’s Welcome and Introductions The Chair welcomed everyone present to the meeting. On behalf of the Board, the Chair thanked AMP, who was attending her final meeting, for her service and contribution to the BPA.	
3.0	Attendance and Apologies for Absence BOARD Present: <ul style="list-style-type: none"> • Nick Webborn (Chair) • Emma Boggis (EB) by telephone, until 8.5 • David Clarke (DC) • Forbes Dunlop (FD) • David Hadfield (DH) • Geoff Newton (GN) • Greg Nugent (GNu) • Dee Paterson (DP) • Annamarie Phelps (AMP) until 8.3 Apologies received: None STAFF In attendance: <ul style="list-style-type: none"> • Elaine Battson (ECB) • Peter Cherry (PC) • Tim Hollingsworth (TH) • Karl Reynolds (KR) Apologies received (staff):	

	<ul style="list-style-type: none"> • Penny Briscoe (PB) • Anna Scott-Marshall (ASM) 	
4.0	<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> <p>In response to AMP regarding the Conflicts of Interest Policy and 'use of BPA services', ECB clarified that this relates to Board members in a personal capacity, rather than the use of BPA membership services by an NGB that they may represent.</p>	
5.0	<p>Approval of the Minutes and Summary Minutes from the Board meeting 12 December 2017</p>	
5.1	<p>Accuracy</p> <p>The minutes and summary minutes of the 12 December 2017 Board meeting were approved as an accurate record.</p>	
5.2	<p>Matters Arising</p> <p>TH reported on the ongoing review of the Board Sub Groups and Committees with the item to be brought to the Board for decision at its next meeting in May 2018.</p> <p>ECB provided an update on the online storage and accessibility of Board papers with a range of options currently under review.</p>	TH to circulate update on Board Sub Groups review.
6	<p>Executive Team Report</p> <p>TH provided a final look ahead to PyeongChang 2018, including an update on the team size and composition.</p> <p>TH included a confidential update around a remaining athlete selection issue and outlined the process to be followed for it to be concluded. TH reported that Chief Medical Officer, Dr Stuart Miller, will be unable to travel to PyeongChang due to medical reasons, with Dr Kim Gregory to support the delegation on the ground, as the designated CMO deputy.</p> <p>Finally on PyeongChang 2018, TH confirmed that the homecoming event will be hosted at the offices of C4.</p> <p>TH provided a brief update on Tokyo 2020 activity including the anticipated signing of an MOU for a preparation base, later in the year, and provided an update on the ongoing challenge of accessible preparation camp accommodation.</p> <p>KR provided an update on the 'Move!' campaign in support of Strategic Priority 3</p> <p>ECB provided an update on the ongoing IT project being undertaken with IT Lab, covering cyber security, GDPR and disaster recovery.</p>	

	<p>It was agreed for the Board to be presented to by IT Lab to regarding the specific implications and risk exposure to the BPA in relation to GDPR compliance.</p> <p>ECB provided an update on the Property Project with a range of options reviewed by the Finance and Audit Committee, in relation to the BPA's premises, following the expiry of the current lease. ECB noted the recommendation not to relocate beyond London and to continue to plan for co-location with BOA, as a preferred option.</p>	ECB to circulate Property Project paper.
7	For decision	
7.1	<p>Incident and Crisis Planning and Delegated Authority for PyeongChang 2018</p> <p>TH highlighted the work undertaken with regard to incident and crisis planning for PyeongChang 2018, including the BPA's 'gold standard' Incident and Crisis Management Plan. TH stated that the response structures within the Plan will undergo testing The Board agreed for the Chair to be granted full delegated authority during the Games for non-contentious matters, and any material or potentially contentious decisions being subject to the delegated authority of the Chair, AMP, EB and DH (Quorum of two members, including the Chair). This was approved by the Board.</p>	
7.2	<p>Conflicts of Interest Policy – Review</p> <p>ECB introduced the paper and the draft Conflicts of Interest Policy for Board approval.</p> <p>The Board approved the Conflicts of Interest Policy.</p>	
8	For discussion	
8.1	<p>IPC Issues [Standing Item]</p> <p>TH reflected positively on the Board's breakfast meeting with IPC President, Andrew Parsons, on 17 January 2018,</p> <p>TH described positive communications with the IPC regarding the UK Classification Code and BPA Member Handbook.</p> <p>TH also referred to the forthcoming IPC review of its internal governance and Standing Committee structure.</p> <p>TH highlighted the BPA's public support for the IPC's position with regard to the participation of Russian athletes at PyeongChang 2018 under a neutral banner.</p>	
8.2	<p>BPA Public Fundraising Strategy for 2017/21 Cycle</p> <p>KR began by describing the position of the public fundraising strategy in the context of the broader income generation plan for the Tokyo 2020 cycle.</p>	

	<p>KR outlined the strategy statement of establishing the BPA as a ‘credible cause’, articulating its charitable role.</p> <p>KR presented a SWOT analysis based on learnings from the Rio 2016 Supercharge campaign, identifying various strengths and opportunities and a number of challenges</p> <p>KR displayed a schedule illustrating timelines for the campaign over the cycle.</p> <p>With regard to audience activation and conversion, KR stated that a range of income-generating mechanics will be developed in due course.</p> <p>In response to GNu, KR referred to an anticipated peak in public fundraising revenue from mid-2019 onwards, coinciding with BPA and partner activity. GNu referred to the public fundraising strategy and its income generation potential as a means of mitigating risk to the BPA’s broader income strategy.</p> <p>KR stated that a further update will follow at the next Board meeting in May 2018.</p>	<p>Public fundraising to be included on May 2018 agenda.</p>
<p>8.3</p>	<p>BPA Governance – Creation and Implementation of NPC Member Handbook UK Athlete Classification Code</p> <p>TH introduced the paper and updated the Board on the status of the UK Athlete Classification Code, following the approval of the draft at the December 2017 Board meeting, with the final version to be published on 28 February 2018.</p> <p>TH also reported on the ongoing drafting of the NPC Member Handbook, supported by Hogan Lovells, including a forthcoming membership consultation process, with a final draft to be considered for Board approval (by postal vote), prior to ratification by the membership at the May 2018 NPC meeting.</p> <p>The Board provided feedback on the draft Handbook and briefly touched on the issues of compliance, sanctions and dispute resolution.</p> <p>The Board supported the current draft of the Member Handbook and commended the approach taken to date.</p> <p>[AMP departed the meeting.]</p>	
<p>8.4</p>	<p>Board Self-Assessment Process – Outcomes and Actions</p> <p>EB introduced the paper outlining the key recommendations in relation to the administration and operation of the Board (and Sub Groups), following the discussion of the Board self-assessment findings at the December 2017 awayday.</p> <p>EB noted the briefing provided to the Board concerning the role and status of the BPE & BPPS trading subsidiaries, and the briefing to follow regarding the CEO remuneration process.</p>	

	<p>In relation to the latter, the Board considered the requirement for a formal Remuneration/Staffing Committee. The Board agreed to appoint the Chair, GN, EB and DH to the Committee, subject to the wider ongoing review of the Board Committee and Sub Group structure.</p> <p>The requirement for a Nominations Committee/Panel to support Board succession planning was highlighted.</p> <p>Finally, the Board discussed its oversight of risk and risk management.</p>	
8.5	<p>Board Training Requirements in 2018</p> <p>The paper was noted.</p> <p>[EB departed the meeting.]</p>	
9	For information	
9.1	<p>Finance and Audit Committee (DP) (incorporating Monthly Management Accounts)</p> <p>The paper was noted.</p>	
9.2	<p>Sport Advisory Group (AMP)</p> <p>The item was noted.</p>	
9.3	<p>International Relations Sub Group (GN)</p> <p>The item was noted.</p>	
9.4	<p>Development Committee (GNu)</p> <p>The item was noted.</p>	
9.5	<p>Athletes' Commission (DC)</p> <p>The item was noted.</p>	
9.6	<p>Update on Appointment of External Auditor</p> <p>The paper was noted.</p>	
9.7	<p>Board Declarations of Interest</p> <p>The paper was noted.</p>	
9.8	<p>BPA Final Governance Action Plan - UK Sport Code Compliance</p> <p>The paper was noted.</p>	
10	<p>AOB</p> <p>Following the discussion on succession planning including the appointment of a Vice Chair at the December 2017 meeting, the Chair stated that GN had indicated his availability and willingness to stand for the role (with no further nominations received). The appointment of GN as BPA Vice Chair was unanimously approved by the Board.</p>	<p>ECB to circulate clean copy of updated QSP TOR.</p>

	<p>TH tabled a revised Terms of Reference for the Qualification and Selection Panel, reflecting a number of minor updates and corrections which had already been reviewed by the Panel. The Board suggested for any references to 'Chairman' to be amended to 'Chair'. The Board approved the updated TOR for the Qualification and Selection Panel.</p> <p>GN provided an update on the membership of the International Relations Sub Group,</p> <p>DC reported on a recent IPC teleconference held with athlete representatives and highlighted a positive level of interest in relation to the forthcoming BPA Athletes' Commission elections.</p> <p>ECB stated that an insurance declaration form will be circulated circulate to the Board for signing.</p>	
11	<p>Date of next meeting</p> <p>The date of the next meeting was noted: 9 May 2018.</p>	
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and closed the meeting (16.10).</p>	