



British Paralympic Association



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Summary Minutes

Name of Company British Paralympic Association
Meeting Board Meeting
Location BPA Offices, 60 Charlotte Street, London W1T 2NU
Date/Time Wednesday 9 May 2018; 09.30 to 15.00

Item	Topic	Action
	<p>General Data Protection Regulation (GDPR) Briefing with ITLab</p> <p>ECB introduced Jon Nish (JN) from IT Lab and referred to his ongoing work with the BPA in support of GDPR compliance.</p> <p>JN presented to the Board on GDPR and highlighted the responsibility and accountability of the Board with regard to effective governance in relation to GDPR compliance.</p> <p>JN covered IT Lab's work undertaken with the BPA including a readiness assessment, data mapping, a review of policies and procedures, as well as online staff training.</p> <p>JN summarised the current position of the BPA and referred to recommended areas for remediation.</p> <p>The adoption of a 'defensible position' rather than an expectation of full compliance by the deadline of 25 May 2018, was noted.</p> <p>The Board reflected on the presentation and considered a number of points in further detail.</p> <p>[JN departed the meeting.]</p>	ECB to circulate GDPR slides to Board.
1.0	<p>Board Member only General Discussion (10.30 - 11.05)</p> <p>BPA staff were not present for the Board member only general discussion.</p> <p>A note of the discussion was taken by EB; to be circulated to Board members only.</p>	
2.0	<p>Chair's Welcome and Introductions</p> <p>The Chair welcomed everyone present to the meeting.</p> <p>On behalf of the Board, the Chair offered his congratulations to the ParalympicsGB team following its success at the PyeongChang 2018 Winter Paralympic Games.</p> <p>The Chair acknowledged that GN was attending his first Board meeting in the role of BPA Vice Chair, following the recent departure of Annamarie Phelps from the Board.</p>	

<p>3.0</p>	<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) • David Hadfield (DH) • Geoff Newton (GN) • Greg Nugent (GNu) <p>Apologies received:</p> <ul style="list-style-type: none"> • 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) • Tim Hollingsworth (TH) • Karl Reynolds (KR) • Anna Scott-Marshall (ASM) <p>Apologies received (staff):</p> <ul style="list-style-type: none"> • None 	
<p>4.0</p>	<p>Quorum and Declaration of Interest</p> <p>The meeting was agreed to be quorate.</p> <p>No declarations of interest were raised at the start of the meeting.</p>	
<p>5.0</p>	<p>Approval of the Minutes and Summary Minutes from the Board meeting 15 February 2018</p>	
<p>5.1</p>	<p>Accuracy</p> <p>The minutes and summary minutes of the 15 February 2018 Board meeting were approved as an accurate record.</p> <p>EB noted that the membership of the Remuneration Committee has been revised since the February Board meeting (with the postal vote for the TOR to be noted under item 7.4).</p>	
<p>5.2</p>	<p>Matters Arising</p> <p>ECB provided an update on the proposed online storage of Board papers, with a SharePoint solution to be trialled in due course</p> <p>The other matters arising were noted.</p>	
<p>6</p>	<p>Executive Team Report</p> <p>PB looked ahead to the forthcoming Tokyo recce including the formal signing of MOUs with the identified preparation camp partners, as well as</p>	

	<p>the scoping of competition venues, options for staff accommodation and British House.</p> <p>PB reiterated the key challenges of Tokyo 2020 with regard to cost and the availability of accessible transport and preparation camp accommodation. PB and TH reported a positive relationship with Team Leaders, around these issues. In response to GN regarding the approach towards sports not joining the PGB preparation camp, TH and PB stated that specific policy around any financial contribution by the BPA in lieu of their participation is still to be determined.</p> <p>Finally, TH and PB briefly touched on the Beijing leg of the Tokyo recce.</p> <p>TH and KR updated the Board on the current status of 'Project Performance' and reported on a recent NGB workshop hosted by Omnicom, which explored a range of proposals.</p> <p>KR reported a preference amongst NGBs for a content and media led approach in the first instance and that ideas around that should be carried forward for further consideration and development. The Board discussed how such an approach might best generate additional revenue.</p> <p>EB provided an update on the National Paralympic Heritage Trust, highlighting the search for a new Chair, following the announcement of Paul Mains' departure from the role, as well as recruitment underway for up to three appointed Board members.</p> <p>KR and ASM provided an update on existing activity and engagement in support of Strategic Priority 3 (SP3) '<i>through sport inspire a better world for disabled people</i>, including Get Set, the School Games, public campaigning, and Parasport.</p> <p>In response to Gnu, TH and ASM distinguished between an ambition for the BPA to promote participation indirectly through partnership with NGBs and other organisations, and our desire to focus on changing attitudes in order to inspire wider societal change, where the BPA can assume a lead role.</p> <p>KR referred to the significance of SP3 activity with regard to Commercial partner engagement outside of the Games, and DC referred to the active demonstration of the BPA's wider role to an external audience, including in support of the government's sport strategy.</p> <p>KR went on to provide an update on the BPA's proposed Move! Campaign.</p> <p>The Board discussed the project in practical terms, including Gnu who referred to the limitation for Commercial partners of not having broadcast coverage at present. In response to DH, KR confirmed the opportunity to connect with existing events during the Liverpool 2018 European Capital of Culture Anniversary, and the BISFed 2018 World Boccia Championships.</p> <p>The Board also discussed the project more broadly in terms of its fundraising potential and position within the BPA strategy. KR agreed that following the confirmation of Commercial partners' interest by the end of May, the Board would receive a detailed update on this project.</p>	
7	For decision	
7.1	<p>BPA Tokyo Cycle Budget V7</p> <p>TH introduced the item covering the monthly accounts, 2018/19 budget, the Tokyo cycle forecast (to 31 March 2021) and income generation strategy, and DH reported briefly on the review of the budget by FinCom.</p>	

	<p>ECB introduced version 7 (v7) of the Tokyo cycle budget and indicated the key changes since v6 including an additional £100K for the Tokyo 2020 Team Launch.</p> <p>In addition to areas identified where final costs are likely to be less than currently forecast, ECB highlighted items not currently forecast. In response to GNU, who emphasised the value of and need for a CRM system, TH and ECB stated that this would now be investigated to be included in the next budget iteration.</p> <p>ECB referred to a forthcoming review of staffing and capacity by the Executive team.</p> <p>In response to GN regarding the approach to foreign currency hedging, DH stated that this issue has been considered by the Finance and Audit Committee who found little material exposure, owing to most costs being payable in Sterling.</p> <p>Finally, in response to EB, ECB acknowledged the timeliness of payment from (new) Commercial partners as a potential, albeit unlikely, risk to cashflow.</p> <p>The Board approved v7 of the Tokyo of the Budget.</p> <p>It was agreed to discuss the Commercial strategy progress review, in relation to the Tokyo cycle budget, under the review of the Risk Register (item 8.2 on the agenda).</p>	
7.2	<p>Proposed New Approach to Board Sub Structure and Membership</p> <p>The Board supported the proposed approach to rationalise the Board sub structure to comprise of Committees, Panels and Groups, with a clearly defined status and purpose for each, aligned against the BPA strategic plan.</p> <p>The Board approved the new approach outlined in Table 1 and the structure outlined in Table 2C.</p> <p>The Board highlighted the need to fill the existing Board member vacancies, as well as appoint external members, where required.</p> <p>The Board approved the proposed timetable and approach for next steps in relation to the updating of membership and terms of reference.</p> <p>The Chair proposed FD as the Chair of the Sport Committee and DC as the Chair of the Inspiration Delivery Committee; this was approved by the Board.</p> <p>The Board looked ahead to the forthcoming Board elections and the subsequent independent director appointment process in terms of the skills gap and the issue of gender balance.</p>	
7.3	<p>Confirmation of Decision on Chair of Athletes' Commission – and Consideration of Position at BPA Board</p>	

	<p>The Chair introduced the item regarding the new Athletes' Commission electing Helene Raynsford as Chair at its first meeting, following the recent elections process.</p> <p>The Chair sought opinion on the potential appointment of the Chair of the Athletes' Commission to the Board.</p> <p>The Board proposed for Chair of the Athletes' Commission to be invited to the Board in the capacity of a contributing, non-voting observer, as an initial step towards possible full voting status in the long term.</p> <p>The Board ratified the appointment of Helene Raynsford as Chair of the BPA Athletes' Commission.</p> <p>The Board agreed to put forward the recommendation at the NPC meeting on 16 May 2018 for the Chair of the Athletes' Commission to be appointed to the Board as a contributing, non-voting observer.</p>	
7.4	<p>Governance Update</p> <p>The Board noted the outcome of the two postal votes approving the Remuneration Committee TOR, and recommending the BPA Members' Handbook for approval by the membership at the 16 May 2018 NPC meeting.</p> <p>The Board also noted the appointment of GN as a director to British Paralympic Performance Services, following the departure of Annamarie Phelps from the Board.</p> <p>ECB highlighted the table of actions relating to the <i>Code for Sports Governance</i>.</p> <p>EB provided an oral update following the Board self-assessment paper that was reviewed at the February 2018 Board meeting. Finally, TH looked ahead to the forthcoming membership vote on the BPA Members' Handbook at the May 2018 NPC. TH referred to the consultation process undertaken.</p>	
	LUNCH: 13:25 to 13:55	
8	For discussion	
8.1	<p>IPC Issues [Standing Item]</p> <p>TH referred to the BPA's positive engagement with the IPC during PyeongChang 2018 and looked ahead to the forthcoming IPC membership 'Gathering' in September 2018.</p> <p>TH identified key agenda items for the IPC Gathering, including the IOC-IPC 2032 agreement, as well as IPC governance.</p> <p>Finally, GN reported on the meeting of the IR Sub Group meeting on 8 May 2018.</p>	

8.2	<p>Review of Risk Register</p> <p>TH introduced the paper and highlighted the updates to the risk register since its previous review by the Board and reiterated value of the risk register as an active management tool.</p> <p>The Board considered the key items identified on the current version of the risk register, including the Tokyo cycle budget in relation to unsecured Commercial income.</p> <p>The Board reviewed the sector-pipeline income summary, and then discussed in detail other items on the risk register.</p>	
9	<p>For information</p>	
9.1	<p>PyeongChang 2018 Initial Feedback and Review</p> <p>PB presented an initial review of PyeongChang 2018, reflecting on a challenging but successful positive Games, for ParalympicsGB</p> <p>PB covered the results from across the sports, noting individual and team performances.</p> <p>PB highlighted the positive results of the post Games evaluation, including scores of 91% reported against the BPA values of <i>Excellence, Honesty and Trust</i>.</p> <p>ASM touched on the success of the Games in Communications terms.</p> <p>[EB departed the meeting]</p> <p>The Board congratulated PB and the team on their success at PyeongChang 2018</p>	<p>ASM to circulate Comms figures.</p>
9.2	<p>BPA Property Planning</p> <p>ECB and TH reported on progress regarding the BOA's negotiations (as the BPA's landlord) with the landlord of 60 Charlotte Street, and reiterated the preference for continued co-location with the BOA where feasible.</p>	
9.3	<p>IT Project Including Progress Around GDPR</p> <p>The paper was noted.</p>	
9.4	<p>Finance and Audit Committee (DP)</p> <p>The minutes were noted.</p>	
9.5	<p>Sport Advisory Group (PB)</p> <p>The item was noted.</p>	
9.6	<p>International Relations Sub Group (GN)</p> <p>The item was noted.</p>	
9.7	<p>Development Committee (GNu)</p> <p>The item was noted.</p>	
9.8	<p>Athletes' Commission (PB)</p> <p>The minutes were noted.</p>	

10	<p>AOB</p> <p>DC highlighted his new role as Services Director at the Royal National Institute of Blind People to be declared as an interest, where appropriate, at future Board meetings.</p>	
11	<p>Date of next meeting</p> <p>The date of the next meeting was noted: Wednesday 18 July 2018.</p>	
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and closed the meeting (15.00).</p>	