



British Paralympic
Association



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Minutes

Name of Company British Paralympic Association
Meeting Board Meeting/Teleconference
Location BPA Offices, 60 Charlotte St, London W1T 2NU
Date/Time Tuesday 11 July 2017, 08.30 – 09.50

Item	Topic
1.0	<p>Chair's Welcome and Introductions</p> <p>The Chair opened the meeting.</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) - by telephone, until 6.1 • Norman Brodie (NB) - by telephone • David Clarke (DC) - by telephone • David Hadfield (DH) - by telephone • Geoff Newton (GN) - by telephone, until 8.1 • Greg Nugent (GNu) - by telephone, 4.2 & 5.1-8.1 • Annamarie Phelps (AMP) - by telephone <p>Apologies received:</p> <ul style="list-style-type: none"> • Forbes Dunlop (FD) <p>STAFF</p> <p>In attendance:</p> <ul style="list-style-type: none"> • Elaine Battson (ECB) • Penny Briscoe (PB) - by telephone, until 5.1, when joining the meeting in person • Peter Cherry (PC) - for minutes • 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>The following declarations of interest were noted:</p> <p>AMP's role as Vice Chair of the BOA.</p>

	<p>EB and GNU with regard to the appointment of BPA Non-Executive Directors.</p> <p>EB also highlighted the involvement of the Sport and Recreation Alliance (SRA) regarding the 'Nation's Biggest Sports Day' project, in addition to the SRA's relationship with one of the audit firms listed for potential consideration under item 6.2.</p>
4.0	Approval of the Minutes from the Board meeting 18 May 2017
4.1	<p>Accuracy</p> <p>The minutes of the 18 May 2017 Board meeting were approved as an accurate record.</p>
4.2	<p>Matters Arising</p> <p>TH noted the ongoing consideration of the BPA's security arrangements.</p> <p>TH stated that the issue of athlete representation on the Board will be addressed once the appointment process for the Non-Executive Directors has concluded.</p>
5.0	Reports
5.1	<p>Finance and Audit Committee (DC)</p> <p>ECB noted that the minutes of the 8 May 2017 Finance and Audit Committee meeting had been circulated as part of the Board pack, with the minutes of the 3 July meeting to be finalised in due course.</p> <p>DC reported on the meeting of the Finance and Audit Committee on 3 July 2017, which was attended in part by Elizabeth Irvine from WMT.</p> <p>DC highlighted the discussion on the 2017/18 Accounts, with a number of points considered following the conclusion of the audit process including a potential move to a cloud based finance system. DC described positive overall feedback from WMT.</p> <p>A number of further items of discussion were reported including the Anti-Corruption and Anti-Bribery Policy, and its practical application, as well as consideration of BPA office premises and capacity.</p>
5.2	<p>International Relations Sub Group (GN)</p> <p>GN stated that the International Relations Sub Group had not met since the last Board and confirmed the date for the Group's next meeting on 21 August, prior to the IPC General Assembly, with an invitation extended to the wider group of GB delegates.</p>
5.3	<p>Sport Advisory Group (AMP)</p> <p>AMP stated that the Sport Advisory Group had not met since the last Board meeting.</p> <p>PB confirmed that the membership of SAG, as well as its role and alignment with other performance focused groups and forums, would be reviewed later this year.</p>
5.4	<p>Development Committee (GNU)</p> <p>KR confirmed that the Development Committee had not met since the previous Board meeting.</p>
5.5	<p>BPA Athletes' Commission (DC)</p> <p>DC stated that the Athletes' Commission had not met since the last Board meeting.</p> <p>DC reported on ongoing work in considering the role and direction of the Athletes' Commission, including proposed elections, which will be brought to the Board in due course.</p>

<p>5.6</p>	<p>Executive Team Report (TH)</p> <p>TH introduced the report and highlighted key activities relating to the period since the last meeting.</p>
<p>6.0</p>	<p>For decision</p>
<p>6.1</p>	<p>Annual Audited Accounts for the Year Ended 31 March 2017</p> <p>ECB introduced the paper and referred to the review and support of the Finance and Audit Committee for the 2017/18 Accounts at its meeting on 3 July 2017. This was confirmed by DC who described the current financial processes in positive terms, with the opportunity to consider further refinements for the future.</p> <p>ECB noted the Management Letter from WMT, the Letter of Representation, as well as the Reserves Policy and Trustees’ Report.</p> <p>The Board approved the recommendations in the paper:</p> <ol style="list-style-type: none"> 1. The Board noted the Management Letter. 2. The Board approved the Letter of Representation and authorised the Interim Chair of the Finance and Audit Committee, David Clarke, to sign the Letter of Representation on behalf of the Board, and for Tim Hollingsworth (CEO) to sign the Letter on behalf of Management. 3. The Board approved the Statutory Accounts for the year ended 31 March 2017, and authorised the Interim Chair of the Finance Committee, David Clarke, to sign the accounts (Balance Sheet) on behalf of the Board. 4. The Board approved the Trustees’ Report. 5. The Board noted the Reserves Policy.
<p>6.2</p>	<p>Appointment of Auditors for 2017-2018</p> <p>ECB reported on the Finance and Audit Committee’s discussion on 3 July 2017 of the appointment of auditors for 2017/2018, following the Board’s decision in July 2016 to undertake a tender process.</p> <p>The Board approved the proposed process for the appointment of auditors for 2017/18.</p>
<p>7.0</p>	<p>For discussion</p>
<p>7.1</p>	<p>Review of Governance Arrangements for Classification and Anti-Doping</p> <p>ASM introduced the item and described the background to the review of the BPA’s Classification and Anti-Doping responsibilities, following the emergence of a number of related issues prior to Rio 2016, including allegations within sports of intentional representation, as well as the IPC’s suspension of NPC Russia owing to non-compliance with the IPC Anti-Doping Code and World Anti-Doping Code, following the publication of the McLaren Report.</p> <p>ASM described the need to ensure the BPA’ compliance with its formal obligations, as an IPC member, regarding Classification and Anti-Doping, as well as any further responsibilities for those sports governed at IF level by the IPC.</p> <p>Finally, ASM touched on the next steps including the drafting of a template MOU between the BPA and the NGBs for IPC governed sports.</p>

	The Board supported the review and the proposed next steps.
8.0	For information
8.1	<p>Appointment Process for Non-Executive Directors</p> <p>The Chair, TH and ECB introduced the item and touched on the work of the Nominations Panel as well as the context of the BPA's compliance with the Code for Sports Governance with regard to Board representation.</p> <p>The Board considered the recommendation of the Nominations Panel with regard to the reappointment of EB and GNU for a further four year term; the recommendation was unanimously agreed by the Board.</p> <p>The Chair stated that EB and GNU will be notified shortly of the Board's decision.</p> <p>Following the decision to reappoint two of the incumbent NEDs, the Board looked ahead to the interview and appointment process for the remaining open position at this time, with a fourth NED to be appointed following the Board elections post Pyeongchang 2018. The Chair referred to the opportunity to refine the current appointment process for the future.</p> <p>The Board noted the process for appointing a third NED.</p>
8.2	<p>Monthly Finance Report - 31 May 2017 Management Accounts</p> <p>The report was noted.</p>
9	<p>AOB</p> <p>With regard to the Code for Sports Governance, TH referred to the recent Table Tennis England AGM, where a proposal for an appointed Chair was narrowly defeated, which has resulted in Sport England funding for the NGB being withheld owing to non-compliance with the Code.</p> <p>This was discussed by the Board in the context of the forthcoming NPC meeting in October 2017, when the same issue will be considered by the BPA membership, who will vote again on the proposal to move from an elected to an appointed Chair, following a previous vote at the General Meeting in May 2016.</p>
11	<p>Dates of next meeting</p> <p>The date of the next Board meeting was confirmed: Thursday 5 October 2017</p>
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and concluded the meeting: 09.50.</p>