



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 Thursday 5 October 2017, 10.00 – 15.10

Item	Topic	Action
1.0	<p>Chair's Welcome and Introductions</p> <p>The Chair began by welcoming everyone present, including DP who was attending her first BPA Board 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) • Forbes Dunlop (FD) • David Hadfield (DH) • Geoff Newton (GN) • Greg Nugent (GNu) • Dee Paterson (DP) • Annamarie Phelps (AMP) <p>Apologies received:</p> <ul style="list-style-type: none"> • David Clarke (DC) <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) 	
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 highlighted her role as Vice Chair of the BOA.</p>	

	With regard to item 6.5, EB stated that the Sport and Recreation Alliance is considering its own office space and location requirements.	
4.0	Approval of the Minutes from the Board meeting 11 July 2017	
4.1	Accuracy The minutes of the 11 July 2017 Board meeting were approved as an accurate record.	
4.2	Matters Arising TH confirmed that both matters arising had been completed.	
5.0	Reports	
5.1	Finance and Audit Committee (DC) ECB highlighted the minutes of the 3 July 2017 meeting of the Finance and Audit Committee and provided an oral report of its meeting on 27 September 2017.	
5.2	International Relations Sub Group (GN) GN reported on the meeting of the IR Sub Group on 21 August 2017 with a focus on the IPC General Assembly, as detailed further under item 8.4 on the Board agenda.	
5.3	Sport Advisory Group (AMP) AMP confirmed that the Sport Advisory Group had not met since the last Board meeting.	
5.4	Development Committee (GNu) GNu reported on the meeting of the Development Committee on 29 September 2017. GNu noted the success to date with regard to the Tier 1 corporate partnerships strategy, reflected on the task of securing Tier 2 partnerships, and touched on the significance of digital channels, in relation to future public fundraising campaigns.	
5.5	BPA Athletes' Commission (DC) TH reported on the meeting of the Athletes' Commission on 15 September 2017, including discussion on its Terms of Reference and elections, to be considered by the Board under item 6.2.	
5.6	Executive Team Report (TH) TH gave an update on the National Paralympic Heritage Trust, including members' agreements. TH and ASM provided an update on the PyeongChang 2018 Stoke Mandeville Heritage Flame Celebration and the challenge presented by the limited financial resources available from the local authorities.	

	<p>TH and KR reported on the consideration of post 2020 system funding, with UKS and the BOA. TH and KR described an open ended approach towards the future of commercial partnerships across the system, with a consultancy tender process underway to evaluate commercial assets.</p> <p>Finally, ECB reported on the actions underway following the internal staff survey, including a mentoring system.</p>	
6.0	For decision	
6.1	<p>BPA Governance</p> <p>ECB introduced the paper, with Part 1 covering a number of governance items including confirmation of the postal vote relating to the appointment of DP, an update to the bank mandate, appointments to Board Sub Committees and Sub Groups, the appointment of a Senior Independent Director, Board succession planning, as well as the use of terminology relating to Board Directors.</p> <p>The Board confirmed the appointment of DP: To the Board of Trustees/ Directors of the BPA for a period of four years; To the Finance and Audit Committee of the BPA for a period of four years; As Chair of the Finance and Audit Committee.</p> <p>The Board approved for: DP to be added to the bank mandate (and electronic payments system); DC to be removed from the bank mandate.</p> <p>The Chair stated that a formal review of the Board Sub Committee and Sub Group structure and membership for the Tokyo 2020 cycle will be undertaken in due course, noting a number of temporary vacancies owing to the departure of incumbents from the Board.</p> <p>The Board appointed DP to the Deals and Remuneration Committees.</p> <p>The Board discussed the requirement for a Senior Independent Director, the decision to retain the role of Vice Chair, and the need for clarity regarding their respective functionality, given the potential for confusion or conflict between the two roles.</p> <p>In response to GNU, who suggested the need for further consideration, the Board agreed to clarify the process regarding the appointment of a SID, consult with Independent Directors, and to appoint by the UKS deadline of 31 October 2017.</p> <p>With regard to Board succession planning, ECB highlighted the misalignment in the extended six year terms of AMP and DH with requirements of the UKS Governance Code, and the timing of future Board elections under the terms of the BPA's Articles. ECB noted the departure of AMP from the Board by 31 March 2018, with the proposal that this vacancy not be filled until the next</p>	<p>TH / ECB to present a review of Sub Groups at the December Board.</p>

	<p>elections (for two Directors) in November 2018, when DH's term is proposed to conclude.</p> <p>The Board acknowledged the negative implications in the short to medium term, including in relation to the gender balance target, whilst also recognising the significance of compliance with the Governance Code in relation to UKS funding and its overall contribution to improving governance across the system.</p> <p>The Board approved the proposals set out above regarding the Board elections in 2018.</p> <p>ECB introduced Part 2 of the paper, covering the requirements of the Governance Code that are not currently 'met' and the actions required by 31 October 2017 in order to ensure compliance.</p> <p>ECB referred to the range of information to be published on the BPA website, including the Diversity Action Plan and Board Diversity Statement.</p> <p>The Board approved the actions set out in relation to the requirements of the Code not currently met.</p> <p>Specifically, the Board confirmed the statement regarding Complaints and noted the following actions:</p> <ul style="list-style-type: none"> • Review of Staff Handbook • Review of Privacy Policy • Creation of Risk Assessment Form 	<p>ECB to circulate Vice Chair / SID role descriptions and conduct the process for appointment of a SID by 31.10.17.</p>
<p>6.2</p>	<p>BPA Athletes' Commission – Process for the Determination of New Terms of Reference</p> <p>PB reiterated the ongoing process in revising the Terms of Reference for the Athletes' Commission prior to the December 2017 Board meeting.</p> <p>The Board noted the paper and the status of discussion regarding the changes to the Terms of Reference and the proposed next steps including the request for virtual approval between formal Board meetings.</p>	
<p>6.3</p>	<p>BPA Membership Fee Structure for 2018/19</p> <p>The Board supported the recommendation to the AGM that the Membership Fees remain at £100 for 2018/19 for Voting Members.</p>	
<p>6.4</p>	<p>BPA Anti-Corruption and Bribery Policy</p> <p>ECB confirmed that the Finance and Audit Committee had considered the Anti-Corruption and Bribery Policy at its meeting on 3 July 2017, and stated that an update on the policy will be presented at a forthcoming staff briefing.</p> <p>KR reported that the Commercial team are aware of the policy.</p> <p>The Board approved the Anti-Corruption and Bribery Policy.</p>	

<p>6.5</p>	<p>Office Location and Space Planning – Options for up to June 2019 Lease Deadline & Consideration of Period Beyond</p> <p>KR outlined the consideration of the BPA’s office space requirements until 2019, with a projected deficit in permanent desk spaces owing to the planned increase in the agreed staffing structure later in the Tokyo cycle.</p> <p>KR highlighted an issue of insufficient air flow/quality in relation to current staff levels and the requirement for duct work to be undertaken. This was confirmed to be the responsibility of the BPA, rather than the BOA (as lead tenant) or the landlord.</p> <p>KR covered the various options with regard to the requirement for additional permanent desk space.</p> <p>The Board considered the range of possible solutions.</p> <p>The Board looked ahead to the BPA’s office space requirements post 2019 and noted the proposed establishment of a Property Project Sub Group.</p> <p>The Board approved the recommendations within the paper:</p> <ol style="list-style-type: none"> 1. The Board approved the spend of maximum £12,000 on the increase in the air ducting capacity in the BPA’s current space 2. The Board approved that the BPA follow Option 3 with regard to the rental of new desks from the BOA – with the timing to be determined and the ambition to delay the required rental for as long as possible into 2018. 3. The Board approved the establishment of a Property Project Sub-Group following the December 2017 Board meeting. 	
<p>7.0</p>	<p>For discussion</p>	
<p>7.1</p>	<p>BPA Risk Register – Current Status</p> <p>[Verity Naylor and Iain Gowans joined the meeting.]</p> <p>The Board considered the current status of the risk register, including the five key risks highlighted in the paper.</p> <p>The Board noted the five current key risks including personal safety & cyber security, data protection and compliance, the Tokyo cycle budget, accommodation for the Tokyo 2020 preparation camp accommodation, as well as classification.</p> <p>The Board discussed the reputation risk around classification, including intentional misrepresentation.</p> <p>The Board considered the case for professionalising the classification system in the UK and internationally in terms of the potential benefits and costs.</p>	

	<p>The Board discussed the need for a structured and independent whistleblowing and classification appeals process in the UK, possibly in the form of the Sports Ombudsman recommended within the Duty of Care in Sport Report.</p> <p>The Board looked ahead to TH's forthcoming appearance at the DCMS Select Committee on classification, as part of its enquiry into sports governance.</p> <p>[GNU, Verity Naylor and Iain Gowans departed the meeting.]</p>	
7.2	<p>Activity to Deliver Against Strategic Priority 3</p> <p>ASM presented an update on a range of activity in support of Strategic Priority 3, outlining projects in respect of changing attitudes to disability and/or increasing participation of disabled people in sport, including the 'Nation's Biggest Sports Day', Parasport, the School Games and Get Set, an awards event and an advocacy campaign.</p> <p>The Board noted the opportunity to work with various partner organisations.</p>	
8.0	For information	
8.1	<p>PyeongChang 2018 Update</p> <p>PB provided an oral update on PyeongChang 2018 including a team size and medal prospects.</p> <p>A number of current issues and challenges were highlighted.</p> <p>ASM briefly described C4's plans for Games coverage.</p>	
8.2	<p>Tokyo 2020 Update</p> <p>PB presented an update on Tokyo 2020, including the challenges, the value of system-wide collaboration and senior level engagement.</p> <p>PB covered a range of current pre-Games preparation options, with accommodation identified as a key risk, with further negotiation and lobbying required.</p>	
8.3	<p>BPA Management Accounts</p> <p>The paper was noted.</p>	
8.4	<p>IPC General Assembly and Governing Board Elections</p> <p>The paper was noted.</p>	
8.5	<p>BPA Cyber Security, GDPR and Business Continuity</p> <p>The paper was noted.</p>	
8.6	<p>BPA Insurance Report 2017/18</p> <p>The paper was noted.</p>	

8.7	<p>BPA Board Awayday – Planning and Options for Self-Assessment Process</p> <p>The Board discussed items for its awayday in December 2017.</p>	
9	<p>AOB</p> <p>It was agreed to circulate the weekly internal Communications update to the Board</p>	
10	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Tuesday 12 December, to be followed by the Board awayday on Wednesday 13 December.</p>	
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and concluded the meeting: 15.10.</p>	