



## British Paralympic Association



### Minutes

<b>Name of Company</b>	British Paralympics Association
<b>Meeting</b>	Board Meeting
<b>Location</b>	BPA Offices, 101 New Cavendish Street
<b>Date/Time</b>	Tuesday 15 October 2019, 09:00-13:00

Item	Topic	Action
1.0	Chair's Welcome and Update	
	On behalf of the Board, NW thanked ECB and KR for their work as this was their last Board meeting before leaving the BPA.  Verity Naylor was not present at the meeting due to illness.	
2.0	Attendance and Apologies for Absence	
	<p><b>BOARD</b></p> <p>Present:</p> <ul style="list-style-type: none"> <li>• Nick Webborn (Chair)</li> <li>• Kate Adams (KA)</li> <li>• Emma Boggis (EB)</li> <li>• Chris Brown (CB)</li> <li>• Dave Clarke (DC)</li> <li>• Forbes Dunlop (FD)</li> <li>• Geoff Newton (GN)</li> <li>• Helen Rowbotham (HR)</li> <li>• Anne Wafula-Strike (AWS)</li> </ul> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• Helene Raynsford (Non-Board Member) (HRf)</li> </ul> <p><b>STAFF</b></p> <p>In attendance:</p> <ul style="list-style-type: none"> <li>• Elaine Battson (ECB) <i>Director of Finance and Corporate Services</i></li> <li>• Penny Briscoe (PB) <i>Director of Sport</i></li> <li>• Lorraine Mullings (LM) for minutes <i>Governance Manager</i></li> </ul>	

	<ul style="list-style-type: none"> <li>• Karl Reynolds (KR) <i>Commercial Director</i></li> <li>• Anna Scott-Marshall (ASM) <i>Director of Communications</i></li> <li>• Mike Sharrock (MS) <i>Chief Executive</i></li> </ul>	
<b>3.0</b>	Quorum and Declarations of Interest	
	The meeting was quorate. There were no declarations of interest.	
<b>4.0</b>	Approval of the Minutes and Summary Minutes from the Board meeting on 15 July 2019	
	The Board approved the minutes and the summary minutes of the Board meeting on 15 July 2019	
4.1	Accuracy	
	There were no comments on the accuracy of the minutes.	
4.2	Matters Arising not already covered in the agenda	
	<p>NW provided an update on the following items:</p> <ul style="list-style-type: none"> <li>• Selection Policy – This was addressed in the Executive Team Report</li> <li>• Trustees' Report – The report was amended and finalised and signed by the Chair on behalf of the Board</li> <li>• Governance Solution Fund – The BPA was awarded £4000, which would be used for facilitation of the Board Away day in December 2019</li> <li>• Board Member One to Ones – NW confirmed that he had met with all Board Members and he thanked them for their time. NW also stated that the meetings were very productive</li> <li>• Risk Register – The Register had been updated and continued to be reviewed</li> <li>• IPC Strategy – The strategy report had been made available to the Board.</li> </ul>	
<b>5.0</b>	Executive Team Report	
	<p>The Board was advised that following the International Tennis Federation announcement of a transition class for athletes found not eligible under the IPC's eligible impairment criteria the BPA was supporting the relevant NGB.</p> <p>MS advised the Board that the BPA is supporting the NGB in addressing the eligible impairment issue with Wheelchair Basketball and with the IPC.</p> <p>The Board noted the report.</p>	
<b>6.0</b>	Items for Decision	
6.1	BPA Financial Position and Commercial Income Update: Decisions on commitments over and above agreed budget	

	<p>The Board was presented with details of the anticipated cost overruns, which fell into three categories:</p> <ol style="list-style-type: none"> <li>i. Increased operational costs</li> <li>ii. Additional core expenditure</li> <li>iii. Enhanced programme costs</li> </ol> <p>There was a discussion about the deal that the BPA had secured with an airline provider, with the possibility of a reduction in costs if some of the higher cost seats were returned to the airline provider.</p> <p>Ground transport costs were also discussed, as it was believed that the cost was greater than initially expected. A suggestion was made to liaise with UK Sport about the additional cost for supporting disabled athletes.</p> <p>The Board was advised of other areas where cost increases are expected, including commercial team roles, Games time <i>per diem</i> costs and accommodation.</p> <p>The Board was advised that £10k of additional anti-doping costs could be expected to enable the BPA to adopt its previous policy of mandatory testing of all Paralympics GB athletes within the year leading up to Tokyo 2020.</p> <p>The Board was provided with an update on the BPA's Commercial projections. The BPA was confident in the delivery of further income through new partnerships, philanthropy and fundraising up to the Tokyo Games and beyond.</p> <p>A recommendation was made for NW and MS to liaise with UK Sport about the support that it could provide for the BPA for any short-term shortfalls as it increased its philanthropy income over the coming years.</p> <p><b>Action: NW and MS to meet with UK Sport to discuss the possibility of providing cover for any shortfalls the BPA could have as it planned an increase in philanthropy work.</b></p> <p>The Board was advised of the possibility of an external partner using British House for its main broadcasting studio. Further discussions were scheduled.</p> <p><b>The Board agreed to approve the additional expenditure as set out in the paper. A further detailed update to be provided at the Board meeting in December 2019.</b></p>	
6.2	Project Content – Agreement to Join Special Purpose Vehicle	
	<p>The Board was asked to approve the BPA's request to be a member of the Special Purpose Vehicle (SPV). The project was established following the anticipated reduction in funding from the National Lottery. It had since evolved into a project where sports could collaborate and</p>	

	<p>encourage future income generation and increase audience levels.</p> <p>KR assured the Board that there was no risk to the BPA as there was no financial investment required.</p> <p><b>The Board approved the BPA's request to be a member of the Special Purpose Vehicle.</b></p>	
6.3	Diversity Action Plan Update and Annual Statement	
	<p>The Board commented on the updated Diversity Action Plan (DAP), where there was concern about the relative lack of diversity related information, especially in light of the BPA's position as a disability organisation. This would be reviewed and updated. It should also be updated to include the appointment of the new Board member.</p> <p><b>ACTION: ECB would update the report in liaison with the Chair and SID (NW and EB).</b></p>	
6.4	Dwarf Sports Association attending NPC meetings	
	<p>The Board approved the appointment of the Dwarf Sports Association as a voting Member of the BPA upon completion and receipt of their application.</p> <p><b>The Board agreed to approve membership of DSAuk to the BPA as a voting member upon receipt of a compliant application for membership</b></p>	
6.5	Agreement of Articles for recommendation to the NPC	
	<p>The BPA's Articles needed to be updated to reflect the decision to make the Chair of the Athletes' Commission a full Board Member. Following a legal review, some small changes were recommended, to which the Board agreed. This would be sent to the BPA AGM for approval.</p> <p><b>ACTION: LM to contact Hogan Lovells to advise of the Board's decisions and to have them reflected in the Articles.</b></p> <p><b>The Board agreed the Articles for recommendation to be approved at the AGM, subject to the above changes.</b></p>	
<b>7.0</b>	<b>Items for Approval</b>	
7.1	BPA Annual Membership Fee 2020/21	
	<p>The Board was asked to approve the request to recommend to the AGM that the BPA Annual Membership fee for Voting Members for 2020/21 remain at £100.</p> <p><b>The Board approved the 2020/21 BPA Annual Voting Membership Fee to remain at £100.</b></p>	
7.2	Postal Vote Process review	
	<p>The Board was provided with the updates that had been made to the postal vote process. This was reviewed by Hogan Lovells before it was sent to the Board.</p> <p><b>The Board approved the updates to the Postal Vote.</b></p>	
<b>8.0</b>	<b>For Discussion</b>	

8.1	Strategy Plan Introduction	
	<p>The BPA's Executive Team commenced the strategy review process at its away day on 14 October 2019. The proposal is that the review should cover the period up to 2028. The conversation would continue at the BPA staff away day, scheduled for 31 October 2019. The Board was also due to discuss this at their away day in December 2019. By this time the first stage of the UK Sport performance strategy review would need to be completed.</p> <p>It was confirmed that KA would provide a link for the board for the forthcoming strategy review and consideration would be given as to whether she would attend the staff away day on 31/10.</p> <p><b>ACTION: MS would confirm Board Member attendance at the staff away day.</b></p>	
8.2	Risk Appetite Decision and Risk Management Policy	
	<p>The Board explored whether the BPA was more risk tolerant than risk averse. It was felt that the current description of the BPA as a risk averse organisation needs further consolidation and possible updating.</p> <p>CB agreed to work with ECB to reword the policy to make it more reflective of the varying work of the BPA.</p> <p><b>ACTION: CB to work with ECB to update the Risk Policy</b></p>	
8.3	Chef de Mission Seminar and Tokyo Update	
	<p>The Board was provided with highlights from the Chef de Mission Seminar, which was attended by members of the Executive Team, and the launch of one year to go.</p> <p>During the visit to Tokyo, the BPA's representatives visited the Village and got a view of the type of accommodation that the team would reside in. A further visit was planned for December, where a detailed space planning study would be carried out.</p> <p>There was a discussion about the environmental risks that could affect the Games, which included natural disasters. An earthquake simulation was carried out during the Chef de Mission Seminar to demonstrate preparedness for such events.</p> <p>A number of remaining challenges were discussed with the Board. Heat has been identified as an issue, and work is underway to develop coping strategies to safeguard health and wellbeing of all delegation members.</p>	
<b>9.0</b>	<b>For Information</b>	
9.1	IPC Issues	
	<p>ASM confirmed that Mike Peters had been appointed as the IPC's CEO.</p> <p>Upcoming IPC events included the IPC conference and General Assembly. The IPC's Governance Review Group was due to submit its proposals at the conference.</p>	

9.2	BPA Insurance Report	
	The Board noted the report.	
9.3	Policy Updates (Whistleblowing, Anti-Bribery, Fraud), including BPA Anti-Corruption Policy Refresher	
	<p>The BPA's policies on Fraud, Bribery and Whistleblowing had been updated and approved by the Finance and Audit Committee. This was done every two years.</p> <p><b>ACTION: LM to ensure that the updated policies are uploaded on the BPA website.</b></p> <p>The Board also received a refresher on the Anti-Bribery policy, which had been reviewed and updated. The presentation set out the purpose of the policy and as Board Members overall responsibility for it, as well as their own personal responsibility as individuals to comply with it.</p>	
9.4	Development Committee – Minutes of 27 June 2019 meeting	
	<p>The Development Committee had a meeting on 18 September 2019, where there was a discussion about strategy. The minutes of the meeting would be distributed shortly.</p> <p><b>ACTION: LM to add a copy of the Development Committee minutes from the meeting on 18 September 2019 to Convene once approved.</b></p>	
9.5	Social Impact Committee – Minutes of 22 May 2019 meeting	
	<p>DC was pleased to state the Committee was making progress and that The BPA's ambition in this area would be explored as part of the planned strategy work.</p> <p><b>ACTION: LM to upload the minutes from the meeting on 25 September 2019 once completed.</b></p>	
9.6	Finance and Audit Committee – Minutes of 24 September 2019 meeting	
	The minutes were noted.	
9.7	Athletes' Commission – Minutes of 1 August 2019 meeting and 26 September 2019 meeting	
	The minutes were noted.	
9.8	<p>Committees where there are no minutes:</p> <ul style="list-style-type: none"> <li>• Qualification and Selection Panel</li> <li>• Awards and Protocol Panel</li> <li>• Deals Panel</li> <li>• Nominations Committee</li> <li>• Sport Committee</li> <li>• International Relations Committee</li> <li>• Remuneration Committee</li> </ul>	

	The Board noted that there were no minutes for the meetings listed.	
<b>10.0</b>	<b>Any Other Business</b>	
	<p>In October 2019 the Nominations Committee recommended the appointment of David Ross to the Board via postal vote. This was approved by the Board.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>LM to work with ECB to prepare the new Board Member Induction</b></li> <li>• <b>ASM to issue a a press release announcing the BPA new Board Member</b></li> </ul> <p>A suggestion was made to upload the BPA's constitutional documents, such as the Articles of Association to Convene for Board Members to access. EB would liaise with LM to prepare a list of documents to upload.</p> <p><b>ACTION: LM to work with EB to add constitutional documents to Convene</b></p> <p>A request had been made to hold the March Board meeting earlier in the month to allow for timely decision making regarding the budget decisions and sign-off. The Board would be notified of the new date at the earliest opportunity.</p> <p><b>ACTION: LM to notify the Board of the new March meeting date as soon as possible.</b></p>	
10.1	Convene Comments	
	LM liaised with DC and AWS with regard to the issues they had with the use of the Convene application.	
	The meeting closed at 13:00	
<b>11.0</b>	<b>2019 Meeting Dates</b>	
	15 October 2019	
	11 & 12 December 2019 (including Board Away Day)	
	<b>2020 Meeting Dates</b>	
	31 March 2020 (This date may change. Update will be provided)	
	13 July 2020	
	14 October 2020	
	7&8 December 2020 (including Board Away Day)	