



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 18 July 2018; 10.00 to 14.30

Item	Topic	Action
1.0	Board Member only General Discussion (10.00 - 10.40) BPA staff were not present for the Board member only general discussion and the item was not minuted.	
2.0	Chair's Welcome and Introductions The Chair welcomed everyone present to the meeting.	
3.0	<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) • David Clarke (DC) • Forbes Dunlop (FD) by telephone, until item 8.1 • David Hadfield (DH) • Geoff Newton (GN) • Greg Nugent (GNu) • Dee Paterson (DP) <p>Apologies received:</p> <ul style="list-style-type: none"> • None <p>OBSERVER</p> <p>Apologies received:</p> <ul style="list-style-type: none"> • Helene Raynsford (HR) <p>STAFF</p> <p>In attendance:</p> <ul style="list-style-type: none"> • Elaine Battson (ECB) <i>Director of Finance & Corporate Services</i> • Penny Briscoe (PB) <i>Director of Sport</i> 	

	<ul style="list-style-type: none"> • Peter Cherry (PC) for minutes <i>Executive Assistant</i> • Tim Hollingsworth (TH) <i>Chief Executive</i> • Verity Naylor (VN) <i>Director of Operations</i> • Adebola Odeyemi (AO) for items 6 & 7.1 <i>Finance Manager</i> • Karl Reynolds (KR) <i>Commercial Director</i> • Anna Scott-Marshall (ASM) <i>Director of Communications</i> <p>Apologies received:</p> <ul style="list-style-type: none"> • None <p>OTHER</p> <p>In attendance:</p> <ul style="list-style-type: none"> • Subarna Banerjee (SB) for items 6 & 7.1 <i>Audit Partner, UHY Hacker Young</i> 	
4.0	<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>	
5.0	<p>Approval of the Minutes and Summary Minutes from the Board meeting 9 May 2018</p>	
5.1	<p>Accuracy</p> <p>DH requested for some amendments to be made to the minuting of item 7.1 (Tokyo Cycle Budget V7).</p> <p>The minutes and summary minutes were otherwise approved as an accurate record.</p>	<p>PC to revise minuting of item 7.1 of 9 May 2018 Board minutes.</p>
5.2	<p>Matters Arising</p> <p>TH confirmed that the matters arising had been completed.</p>	
6	<p>Executive Team Report</p> <p>TH introduced the report and highlighted a range of items for the Board's attention.</p> <p>TH confirmed the appointment of PB as ParalympicsGB Chef de Mission for Tokyo 2020.</p> <p>PB provided an update on Tokyo 2020 including the consideration of the Games time staffing structure.</p> <p>PB described positive feedback to the Games Readiness Tool, to enable structured cross-directorate planning with Team Leaders.</p>	

	<p>With regard to the ongoing challenge of accessible preparation camp accommodation, PB and TH referred to potential operational solutions, alongside political engagement and lobbying.</p> <p>ASM reported on planning around British House, with a range of venues currently under consideration, and discussions with a range of partners and the opportunity to consider working with partners on Team Launch.</p> <p>[Subarna Banerjee (SB) and Adebola Odeyemi (AO) joined the meeting.]</p> <p>TH highlighted the forthcoming transfer of the Para Alpine and Para Snowsport World Class Programmes from Disability Snowsport UK to British Ski and Snowboard and the resulting change in NPC representation</p> <p>TH referred to a number of recent issues around classification including correspondence with a member of the public as well as communication between the IPC, British Swimming and British Athletics on separate instances concerning the conduct of a parent and athlete. TH stated that the BPA has formal processes in place to manage such cases; however, these particular instances did not directly relate to BPA activity and therefore require no further action on part of the BPA.</p> <p>Finally, KR reported on the planned launch of a BPA 'Giving Club' for individual donors.</p>	
7	For decision	
7.1	<p>2017/18 Annual Report and Accounts - sign off following Audit</p> <p>The Chair and Board welcomed SB (Audit Partner, UHY Hacker Young) and AO (BPA Finance Manager) to the meeting.</p> <p>SB reported on his attendance at the Finance and Audit Committee at its meeting on 10 July 2018, including confirmation that no significant findings or issues arose during the course of the 2017/18 audit process. It was noted that the Committee was satisfied with the audit and recommended the annual accounts for approval by the Board.</p> <p>ECB referred to the updated Trustees' Report which included several small amendments mostly relating to typographical errors and tabled the latest Equality and Diversity data.</p> <p>ECB touched on the other points within the paper including the Letter of Representation, the impact on the Tokyo cycle forecast and the recommendation of the Finance Committee to reappoint UHY Hacker Young for 2018/19.</p> <p>The Board agreed the following recommendations:</p> <ol style="list-style-type: none"> 1. Noted the Audit Findings Report. 2. Confirmed the charity's ability to continue as a going concern. 3. As required by FRS 102, review the Group's accounting policies and treatments to ensure that they remain the most appropriate to the group's particular circumstances for the purposes of giving a true and fair view for recommendation to the Board. 	

	<p>4. Approved the Letter of Representation and authorised the Chair of the Finance and Audit Committee, Dee Paterson, to sign the Letter of Representation on behalf of the Board, and that Tim Hollingsworth (CEO) also sign the Letter on behalf of Management.</p> <p>5. Approved the statutory accounts for the year ended 31 March 2018, and authorised the Chair of the Finance Committee, Dee Paterson, to sign the accounts (Balance Sheet) on behalf of the Board.</p> <p>6. Approved that UHY Hacker Young be appointed as the auditors for 2018/2019, subject to agreement by the membership at the 7 November 2018 AGM.</p> <p>ECB highlighted to the Board the recent criminal conviction of an ex-member of BPA staff for fraud and theft committed against a third party.</p> <p>ECB stated that additional retrospective checks will be undertaken for the relevant period of employment with the BPA and reported that to date there was no indication that the BPA has been affected by fraudulent activity. SB confirmed his support for this process and advised that this was not related to the audited accounts for 2017/18, as the individual's employment ended prior to this year. In response to DC, ECB confirmed that positive references were received when the individual was recruited by the BPA. In response to GN, ECB agreed to check the terms of the BPA's insurance cover in relation to employee fraud.</p> <p>The Board referred to the level of protection and reassurance afforded by the BPA's robust financial systems and procedures. DP highlighted the case as a clear demonstration of the need and value of effective financial controls.</p> <p>[SB and AO departed the meeting.]</p>	<p>ECB to check insurance cover re employee fraud.</p>
<p>7.2</p>	<p>New Budget 7.1 Update for 2018/19 and Cycle Forecast (including income generation and pipeline)</p> <p>ECB introduced the paper and referred to the consideration of V7.1 of the budget by the Finance and Audit Committee on 10 July 2018 including its recommendation for approval by the Board.</p> <p>The Board noted the revised forecast income, expenditure and reserves position from V7 to V7.1, with a reduced deficit of £83K in total</p> <p>The Board approved V7.1 of the Budget.</p> <p>KR presented an update on income generation following its consideration by the Development Committee on 11 July 2018, and referred to the current position of the various income streams against their respective targets.</p> <p>The Board examined the position of income generation from corporate partnerships including confirmed income secured to date against targets, as well as the status of ongoing new business activity.</p>	

	<p>With regard to new business, the Board recognised the need to continue to develop a high quality pipeline and funnel and to convert corporate prospects to partnership.</p> <p>In response to the Chair, the Board did not raise any conflicts of interest at this point with regard to corporate fundraising.</p> <p>The Board also discussed the broad implications of the IPC-IOC 2032 long form agreement on the commercial activity of NPCs.</p>	
7.3	<p>Reserves Policy</p> <p>The Board considered the revised Reserves Policy which ECB stated had been reviewed by the Finance and Audit Committee on 1 May 2018.</p> <p>In response to GNU, ECB confirmed that any proposed increase in spend of BPA reserves would require the consideration and approval of the Board.</p> <p>The Board approved the revised Reserves Policy.</p>	
7.4	<p>Governance – Position re AthCom Representation on Board / Chair Approval of Late Proxy Votes / Matters Reserved for the Board / Other</p> <p>The Board discussed the items within the paper in turn beginning with the attendance of the Chair of the BPA Athletes' Commission (HR) at Board meetings, as an observer.</p> <p>The Board noted the guidelines within the paper. The Board stated that voting membership could be considered in due course, with observer status being introduced now as an initial measure.</p> <p>The Board approved the guidelines in relation to the attendance at Board meetings of the Chair of the Athletes' Commission in the capacity of an observer.</p> <p>ECB referred to the revised Matters Reserved for the Board and the support received from Hogan Lovells in its drafting. In response to EB, ECB confirmed that 1.3 (<i>Approvals of the annual operating and capital expenditure budgets and any material changes to them</i>) would cover decisions on the use of the BPA's reserves.</p> <p>The Board approve the revised Matters Reserved for the Board.</p> <p>The Chair highlighted the proposal for the Board to delegate authority to the Chair with regard to the acceptance of late proxy votes, given the current challenge of securing Board approval at short notice.</p> <p>Board delegate authority to the Chair to accept late proxy votes for NPC meetings on a rolling annual basis.</p> <p>Finally the Board looked ahead to the process for appointing an independent NED, following the forthcoming Board elections, noting the skills analysis process to be undertaken and the need for effective candidates.</p>	

	<p>Gnu highlighted equality and diversity as a key consideration and offered to support the Nominations Committee in this regard. TH and ECB reported on their engagement with Inclusive Boards on the BPA Diversity Action Plan.</p>	
7.5	<p>Move! - Update on Progress and Decision to Proceed</p> <p>KR introduced the item and reported on the consideration of an earlier version of the paper by the Development Committee at its meeting on 11 July 2018.</p> <p>KR highlighted progress around the campaign's development including positive feedback received from Commercial partners, to the concept of the Move! campaign, as well as support from other external partners. In particular he highlighted how it relates to the BPA's wider Strategy. He also highlighted some existing challenges that still needed to be resolved.</p> <p>The Board agreed that the Executive team continue to pursue a successful launch of a Move! campaign, acknowledging the key principles of no budget cost to the BPA and some fundraising potential for the BPA.</p>	
7.6	<p>BPA Sport Committee – Terms of Reference and Membership</p> <p>PB introduced the paper and tabled a minor revision under section 2 of the Terms of Reference in relation to the Committee's implicit support for Strategic Priority 4.</p> <p>In response to EB regarding the membership of the Committee, PB confirmed the provision for up to two further members, in addition to the pre-defined places.</p> <p>The Board approved the new Sport Committee Terms of Reference and the proposed Sport Committee membership.</p>	
7.7	<p>BPA Property / Office Space – Decision on Options</p> <p>ECB began by confirming that the Finance and Audit Committee had considered the paper at its meeting on 10 July 2018. ECB noted the recommendation of the Committee to support a relocation with the BOA to nearby premises, subject to the approval of the BOA Board on 26 July 2018.</p> <p>ECB and TH stated that, a relocation would represent a positive opportunity in terms of cost savings, as well as the office environment</p> <p>The Board reviewed the risks, opportunities and cost implications of the proposed new property, as well as premises identified at Stratford; the latter which was included for illustrative purposes and discounted as a non-viable option.</p> <p>The Board approved the recommendation to move with the BOA to the proposed new property.</p> <p>The Board agreed for the Executive team to determine the structuring of the fit out costs as either a one-off payment of smoothed out in the rent over the duration of the lease.</p>	
7.8	<p>Consultation on WADA Code Revisions – BPA Input</p> <p>PB highlighted the work undertaken by Athlete Services Manager, Clare Cunningham, on the BPA's response to the draft WADA 2021 Code, for submission to UK Anti Doping.</p>	

	<p>The Board approved the BPA's response to the draft version of the WADA 2021 Code, for submission to UKAD consisting of the following two points:</p> <p>a. Article 10. The definition of 'minors' has been modified to exclude 16 and 17-year-olds who are in a registered testing pool or compete at an international event as a senior elite athlete. There is no guidance around whether athletes under 16 years-old, who may compete at the Paralympic Games, will be treated as minors, and so granted flexibility in sanctioning, or whether they will be treated as senior athletes. Given the British team at the Paralympic Games has previously consisted of athletes under 16 years-old, clarification is required.</p> <p>b. Whilst there is sanctioning flexibility for minors and recreational athletes, there is no reference to or provision for athletes with intellectual impairments who are potentially vulnerable to an inadvertent ADRV. Further guidance is required.</p> <p>[FD departed the meeting.]</p>	
	LUNCH: 1.00 to 1.25	
8	For discussion	
8.1	<p>International Relations and IPC – Standing Item</p> <p>TH and ASM looked ahead to the next meeting of the BPA International Relations Committee with an invitation extended to the wider group of British delegates who will be attending the IPC Gathering in September 2018.</p> <p>ASM highlighted a range of confirmed and potential agenda items for the IPC Gathering.</p> <p>With regard to the IPC governance review, TH referred to the BPA's engagement and support for this process,</p> <p>ASM touched on the development of the DCMS International Sport Strategy and the Government's 'Soft Power' strategy.</p> <p>TH highlighted his appointment as interim Chair of the IPC Paralympic Games Standing Committee, following the medical leave of absence of Chair, Matt Smith.</p> <p>Finally, the Chair reported on plans around the hosting of a meeting of the IPC Governing Board in early 2019.</p>	
8.2	<p>Scope Partnership and Potential MOU</p> <p>TH introduced the item and described the positive relationship which has developed between the BPA and Scope.</p> <p>TH and ASM highlighted the synergy between both organisations, and particularly in relation to Strategic Priority 3, with Scope's policy, research and campaign work.</p> <p>The Board supported the relationship with Scope and for the MOU to be signed.</p>	
8.3	UK Sport Consultation – BPA Submission	

	<p>ASM introduced the paper and the proposed BPA submission to the UKS Public Consultation on its post Tokyo investment strategy.</p> <p>The Board considered the BPA submission with regard to success and inspiration, including in relation to the current 'no compromise' UKS investment strategy. GN highlighted the risk of diverging from this model in terms of the detrimental impact on medal success, inspiration and participation.</p> <p>The Board also considered the wider context beyond the remit of the consultation, across the wider system, including with Home Country Sport Councils and Sport England in relation to talent pathways. EB suggested that alongside its submission to UKS, the BPA may wish to consider writing to the Minister for Sport regarding these broader considerations.</p> <p>The Board agreed to delegate authority to the Chair to sign off the final response to the UKS Consultation by the deadline of 19 August 2018.</p>	
8.4	<p>Project Performance – Update and Next Steps</p> <p>KR provided an update on Project Performance, following the consideration of the paper by the Development Committee on 11 July 2018.</p> <p>KR referred to the management structure for Project Performance.</p> <p>The active engagement and participation of organisations across the landscape including NGBs, BPA, BOA and UKS was noted,</p> <p>TH highlighted the early stage consideration of branding for Project Performance.</p> <p>The Board noted the progress of Project Performance, including its management structure and the commencement of Project Content, as well as the issues and potential challenges around its brand vision.</p>	
9	For information	
9.1	<p>PyeongChang 2018 Final Report</p> <p>TH introduced the final overview report on the PyeongChang 2018 Winter Paralympic Games and invited questions and observations from the Board.</p> <p>In response to GN, PB referred to the difference in time zones as one of the key challenges of the Games, which will be considered in planning for Tokyo 2020 and Beijing 2022 with a range of learnings and recommendations across all functional areas.</p>	
9.2	Management Accounts for May 2018	
9.3	<p>Finance and Audit Committee (DP)</p> <p>The minutes of the 1 May 2018 meeting of the Finance and Audit Committee were noted.</p>	
9.4	<p>Sport Committee (FD)</p> <p>PB confirmed the first meeting of the Sport Committee to be held on 19 September 2018.</p>	
9.5	International Relations Committee (GN)	

	GN confirmed the next meeting of the IR Committee to be held on 4 September 2018.	
9.6	Development Committee (GNu) The item was noted.	
9.7	Athletes' Commission (HR) The item was noted.	
10	AOB EB informed the Board of the appointment of Nigel Purse as successor to Paul Mains as Chair of the NPHT. DH extended an open invitation to the Board to the forthcoming BISFed 2018 World Boccia Championships in Liverpool. Finally, the Board expressed their best wishes to VN prior to her forthcoming departure on maternity leave.	
11	Date of next meeting The date of the next meeting was noted: Wednesday 3 October 2018.	
	Close of Meeting The Chair thanked the Board for their time and input and closed the meeting (14.30).	