



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 3 October 2018; 10.00 to 14.55

Item	Topic	Action
1.0	Board Member only General Discussion (10.00 – 11.00) 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) • 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>In attendance:</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> • Paul Cox (PCo) for item 9.2 only <i>Head of Communications</i> • Tim Hollingsworth (TH) <i>Chief Executive</i> • Karl Reynolds (KR) <i>Commercial Director</i> <p>Apologies received:</p> <ul style="list-style-type: none"> • Anna Scott-Marshall (ASM) <i>Director of Communications</i> 	
4.0	<p>Quorum and Declaration of Interest</p> <p>The meeting was agreed to be quorate.</p> <p>The Chair highlighted his recent appointment as Honorary Clinical Professor in the School of Sport, Exercise and Health Sciences at Loughborough University, which is associated with the Peter Harrison Centre for Disability Sport (PHC), and therefore to be declared in the event of any future relationship and/or funding with PHC.</p> <p>DC referred to his recent engagement with Jeff Dodds, CEO of Virgin Media, in relation to RNIB's audio description campaign.</p> <p>No further additional 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 18 July 2018</p>	
5.1	<p>Accuracy</p> <p>The minutes and summary minutes of the 18 July 2018 meeting were approved as an accurate record.</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 PB presented on the recent Tokyo 2020 Team Leader recce.</p> <p>and began by highlighting the attendance of UK Sport representatives alongside sport Team Leaders and BPA staff on the UKS funded recce to Tokyo,</p> <p>PB highlighted activity including orientation and team building, site visits, pre-Games preparation work and planning around British House, as well as engagement with the OCOG.</p> <p>TH provided an update on British House, with a number of facilities were being scoped and suggested that while Plan A was still a single venue solution, a Plan B 'hybrid' option remained a possibility.</p> <p>PB went on to cover the opportunities around Tokyo 2020 as well as reiterating the principle risks including in relation to climate, travel, culture,</p>	

	<p>accessibility and cost. PB referred to the value of the Games Readiness Tool in tracking sports' plans and strategies</p> <p>With regard to the challenge of limited accessible preparation camp accommodation, and its budgetary implications, PB referred to contingency planning and ongoing discussions with the OCOG and IPC and looked ahead to TH's forthcoming recce, to include senior level engagement on this matter</p> <p>PB looked ahead to a number of next steps including the drafting of pre-Games preparation agreements with Hogan Lovells, as well as the forthcoming Team Leader workshop.</p> <p>The Board discussed the position of Wheelchair Rugby, having not participated on a BPA recce nor nominated a Team Leader to date, in the wider context of their limited resources and strained relations with the BPA, following the UKS funding decision for the Tokyo 2020 cycle. The Board expressed concern at the lack of engagement on the part of Wheelchair Rugby in terms of the likely impact on Games preparation and readiness. In response to DP regarding the need for mediation, PB highlighted a forthcoming meeting with CEO, David Pond. With regard to funding, TH referred to communications between the sport and UKS following recent positive competition results and in advance of the forthcoming UKS annual investment review.</p> <p>Finally TH touched on a number of items including a meeting with the National Paralympic Heritage Trust regarding a formal agreement on the use of Paralympic branding, as well as internal matters such as recent staff recruitment and the upcoming staff awayday</p>	
7	<p>Budget Update: Management Accounts for July & August 2018. Update on income generation and pipeline. Process for December Board review of Version 7.1.</p> <p>ECB introduced the paper covering the latest Management Accounts, the Commercial income dashboard, as well as the timetable for the mid-year budget review. ECB and TH thanked the Finance and Audit Committee and the Development Committee for their support.</p> <p>The Board noted the Management Accounts for August 2018.</p> <p>KR referred to the Commercial dashboard and tabled a live version of the pipeline and funnel analysis which had been updated since the September meetings of the Finance and Audit Committee and Development Committee.</p> <p>KR provided an update on new business activity including engagement with a specialist sports marketing agency, as well the development of a LinkedIn strategy. and the forthcoming Commercial event and dinner, , in support of both the new business and Philanthropy strategies.</p> <p>Finally, the Board noted the timetable for the December 7.2 budget review process.</p>	
8	For Decision	
8.1	BPA Membership Change from Disability Snowsport UK to British Ski and Snowboard	

	<p>The Chair highlighted the proposed change in BPA membership for Para Alpine and Para Snowboard, effective from the AGM on 7 November 2018, following the transfer of the World Class Programmes from Disability Snowsport UK to British Ski and Snowboard (BSS).</p> <p>it was reported that whilst there have been some personnel changes at a local level, the CEO and Performance Director of BSS are supportive of the transfer and recognise the value of the programme. TH underlined the opportunity in terms of the resource, capacity and expertise of BSS and the positive feedback received to date from athletes.</p> <p>The Board approved the membership of British Ski and Snowboard of the BPA.</p> <p>The Board approved a credit note for Disability Snowsport UK.</p>	
8.2	<p>BPA National Paralympic Committee Annual Membership Fees 2019/20</p> <p>ECB introduced the paper regarding the BPA's annual membership fees.</p> <p>The Board approved the annual membership fee for Voting Members to remain at £100 + VAT for 2019/20.</p> <p>With regard to outstanding fees for 2018/19 (from Sledge Hockey and Sitting Volleyball), rather than suspending membership for non-payment, the Board agreed that voting members may continue to attend meetings, including the forthcoming AGM, Elections and NPC meetings, but that voting privileges are dependent on any unpaid fees being settled.</p>	
8.3	<p>Diversity Action Plan Annual Statement (and Progress to Intermediate Equality Standard)</p> <p>ECB introduced the item and confirmed that the Diversity Action Plan (DAP) had been reviewed by the BPA Equalities Working Group, as well as Inclusive Boards. EB suggested that the diversity data for the recent Board nominations could be included within the Annual Review as an example of progress against the DAP.</p> <p>ECB stated that whilst the BPA continues to actively work towards achieving AAA status with regard to accessibility for the new website, it was widely recognised that, in practice, this was difficult to fully attain.</p> <p>ECB confirmed that impact assessments would be undertaken towards the BPA achieving the Intermediate Level of the Equality Standard for Sport.</p> <p>The Board approved the Updated Diversity Action Plan and the Annual Review document, subject to the addition and update regarding Equality and Diversity data.</p>	ECB to recirculate final version of the documents.
8.5 [Note: this item was taken out of turn.]	<p>BPA Para Sport Governance and Management Multi-Party Agreement (secondary agreement to the BPA Member Handbook)</p> <p>TH introduced the paper concerning the multi-party agreement specific to the NGBs of the nine IPC governed sports, further to the BPA Members' Handbook that was approved by the membership in May 2018.</p> <p>TH referred to the support of former IPC legal counsel in drafting the agreement and reported that the NGBs in question have been consulted and support the proposal in recognition of the wider context and the need to mitigate the risks for all parties.</p>	

	<p>The Board approved the Para Sport Governance and Management Multi Party Agreement for adoption with immediate effect.</p> <p>On a related note, TH referred to the range of work completed since the DCMS Select Committee Inquiry into Sport Governance in 2017, including the Members' Handbook and the UK Athlete Classification Code. TH highlighted the progress achieved by the BPA in this regard and noted the positive feedback received from the IPC.</p>	
<p>8.4 [Note: this item was taken out of turn.]</p>	<p>BPA Board Committees, Panels and Sub Groups – Confirmation of Revised Terms of Reference and Proposed Membership</p> <p>ECB introduced the paper.</p> <p>The Board noted the timetable with regard to the ongoing review of the Board Sub Group structure and discussed the attached draft TOR for the International Relations Committee, Finance and Audit Committee (FinCom), Development Committee and Deals Panel.</p> <p>The Board approved the four draft TORs (subject to the FinCom TOR being revised with responsibility for organisational development being re-allocated to Remuneration Committee).</p> <p>The Board noted the current schedule of Committee membership and the vacancies that will result following the forthcoming departures of DH and TH. Given the imminent recruitment of three new Board members, the Board agreed to follow the current timetable for further Board appointments to Committees to be reviewed at the December 2018 Board meeting.</p>	<p>ECB to amend Committee membership schedule.</p>
8.6	<p>Policy Reviews: Financial Regulations & Expenses Policy</p> <p>ECB highlighted the requirement for the Board to review the Financial Regulations Policy and Expenses Policy, since their last review in 2016.</p> <p>With regard to the Expenses Policy, GN noted it was standard practice for a Chair to authorise CEO's expenses. It was agreed for the draft Expenses Policy to be revised with the CEO's expenses to be authorised by the Chair.</p> <p>The Board approved the updated Financial Regulations and Expenses Policies.</p>	
	<p>LUNCH</p> <p>BPA staff joined the Board for lunch.</p>	
9	For discussion	
9.1	<p>IPC Issues Standing Item – including IPC Gathering Report</p> <p>TH reported on the IPC Gathering in Madrid on 7-9 September 2018, beginning with the background to the event to facilitate two-way dialogue and engagement between the IPC and its membership,</p> <p>GN reported on the Gathering, having attended in place of the Chair, and commented on the diversity of the IPC membership. GN also touched on the International Relations Committee meeting that was held shortly before the Gathering,</p>	

	<p>The Board looked ahead to the outcomes and actions that will follow from the Gathering, particularly in terms of IPC governance and the issue of sport independence.</p> <p>Finally, TH reported that he will continue to serve on the IPC Paralympic Games Committee following his departure from the BPA, and noted that two British candidates, Pippa Britton and Janice Shardlow, have been appointed to the IPC Anti-Doping Committee.</p>	
9.2	<p>BPA CRM System – Options for Adoption</p> <p>[BPA Head of Communications, Paul Cox (PCo) joined the meeting.]</p> <p>The Board welcomed PCo to the meeting to report on his work in scoping options for the BPA to adopt a CRM system, and to receive the Board's feedback and guidance including in relation to any budgetary and timing considerations.</p> <p>PCo reported on internal discussions in assessing the BPA's requirements, (further to the current use of the Plus 1% athlete data system for managing Games accreditation), as well as meetings with digital consultants on a range of potential solutions.</p> <p>PCo summarised the various CRM platform options highlighted within the paper and identified a preferred supplier.</p> <p>The Board acknowledged the preferred supplier whilst underlining the need to be mindful of the value of the BPA's data and to consider the issues of data ownership, management and usage. DP and HR touched on, respectively, considerations around GDPR and the identifiability of anonymised athlete data and medical records.</p> <p>The Board also highlighted the importance of effective training and support and recommended evaluating the supplier's offer against the base commercial package in terms of their respective service levels and costs.</p> <p>The Board supported the recommendations of the paper, with the item to be brought back under the December budget review, to consider the budget implications and a recommendation on the timing of its implementation.</p> <p>PCo departed the meeting.</p>	
9.3	<p>The Move! Campaign – update and options</p> <p>KR presented the Board with an update on the current status of the Move! campaign, reiterating its objectives with regard to partner and public engagement and activation.</p> <p>KR covered the work undertaken on the concept, including the support received from various partners and stakeholders, whilst highlighting the shortfall in confirmed financial support.</p> <p>KR stated that owing to the deficit in committed funding from partners, the national scale for the campaign is not currently achievable and that the alternative of building out from a much smaller initial event is not considered credible at present and may indeed compromise the long term ambition for the campaign. As a result, KR outlined the recommendation for the project not to be progressed further in the current cycle, whilst nevertheless</p>	

	<p>continuing the positive engagement with partners on other potential initiatives and campaigns.</p> <p>KR went on to cover plans to focus on and further develop the range of existing activity in support of Strategic Priority 3 (SP3), through partnership working, the Parasport website, as well as a number of Get Set projects.</p> <p>The Board supported the approach outlined.</p>	
10	For information	
10.1	<p>BPA Office Move</p> <p>The item was noted.</p>	
10.2	<p>BPA Insurance Report</p> <p>The item was noted.</p>	
10.3	<p>Finance and Audit Committee (DP)</p> <p>The item was noted.</p>	
10.4	<p>Sport Committee (FD)</p> <p>FD reported on the first meeting of the Sport Committee on 19 September 2018, with the minutes to be circulated in due course.</p> <p>FD touched on the membership of the Committee and the approval of its TOR.</p> <p>The majority of the first meeting focused on bringing members up to speed on preparation for Tokyo 2020, including the risks and challenges as and wider organisational matters were touched upon.</p>	
10.5	<p>International Relations Committee (GN)</p> <p>The item was noted.</p>	
10.6	<p>Development Committee (GNu)</p> <p>The item was noted.</p>	
10.7	<p>Athletes' Commission (HR)</p> <p>HR reported on the work of the Athletes' Commission (AthCom) on its communications strategy including developing links with sports via athlete representatives.</p> <p>HR also referred positively to the support of the Communications team in relation to the management of recent requests to AthCom to publicly support athlete statements</p>	
11	<p>AOB</p> <p>GN provided a brief update on International Relations, noting that Pippa Britton has accepted an invitation to join the BPA IR Committee, following her recent appointment to the IPC Anti-Doping Committee. GN also looked ahead to the hosting of the IPC Governing Board in January 2019.</p>	

	<p>DP highlighted the inclusion of Para cycling events on the programme for the Yorkshire 2019 UCI Road World Championships.</p> <p>DC reported on RNIB's 'See Differently' public campaign and drew a parallel with the BPA's SP3 activity in changing social attitudes.</p> <p>Finally, the Chair and Board reiterated their thanks to DH and TH for their service to the BPA.</p>	
12	<p>Date of next meeting</p> <p>The date of the next meeting was noted: 11 December 2018.</p>	
	<p>Close of Meeting</p> <p>The Chair thanked the Board for their time and input and closed the meeting (14.55).</p>	