

Minutes

Name of Company	British Paralympics Association
Meeting	Board Meeting
Location	Via Microsoft teams
Date/Time	Monday 29 March 2021, 11:00 – 13:00

Item	Topic	Action
1.0	Introduction, apologies for absence, declarations of interest	
	The Chair welcomed the Board, Exec and BPA colleagues.	
	Attendance and Apologies for Absence	
	<p>BOARD</p> <ul style="list-style-type: none"> • Nick Webborn (Chair) • Emma Boggis (EB) • Chris Brown (CB) • Dave Clarke (DC) • Forbes Dunlop (FD) • Geoff Newton (GN) • Helene Raynsford (HRf) • David Ross (DR) • Helen Rowbotham (HR) • Anne Wafula-Strike (AWS) <p>STAFF</p> <ul style="list-style-type: none"> • Penny Briscoe (PB) • Jennie Cooper (JC) - for minutes • Verity Naylor (VN) • Jenny Seymour (JS) • Anna Scott-Marshall (ASM) • Adrian Stockman (AS) • Mike Sharrock (MS) <p>Apologies</p> <ul style="list-style-type: none"> • Kate Adams (KA) 	
	Quorum and Declarations of Interest	
	AWS declared her Board position with UK Athletics. There were no further declarations of interest	
1.1	Approval of the Minutes and Summary Minutes from the Board meeting on 7 December 2020	
	The Board approved the minutes of the 7 December 2020 meeting. There were no other comments on the accuracy of the minutes.	

2.0	Executive Report	
	<p>MS summarised the Executive report and asked the Board whether they had any questions, particularly around ‘People’, as this was not being covered in the Board meeting agenda.</p> <p>EB spoke on behalf of the Board who are mindful that the BPA are entering the busiest time of the year, yet the staff have already had one of the busiest years to date. Given that the BPA are in a better place financially, the Board support investing in additional resource in order to provide extra capacity through the summer.</p> <p>MS commented that the organisation has invested a lot of time and thinking around employee mental health and wellbeing which is being led on by PB and AS. PB added that there is now a robust framework in place to support everyone at the BPA as well as ParalympicsGB team and staff members.</p>	
3.0	Finance	
	<i>Management accounts</i>	
	<p>Within the December management accounts, AS noted:</p> <ul style="list-style-type: none"> - The income numbers we have been predicting have been realized; there are no income “shocks” in the accounts. - Spending by all departments has been limited due to COVID - Default assumption that all costs are needed but will be spent in the new financial year (year 5). COVID-related delays will simply move costs into 2021/22. 	
	<i>Reforecast</i>	
	<p>AS reported that the reforecast shows:</p> <ul style="list-style-type: none"> - An increase of £2m of income versus the budget approved in autumn 2020 and an increase of £850,000 of spend - Reserves are now predicted to be at or above the reserves policy minimum throughout the period to Beijing. <p>AS added that the BPA’s finances have shown significant improvement since the budget last year. However, the BPA is not financially risk-free:</p> <ul style="list-style-type: none"> • There is uncertainty around income predictions for philanthropy while we are unable to meet potential donors face to face • The current estimate of an additional COVID related Games spend has the potential to move up or down. AS explained that those costs include COVID testing; additional flight costs; airport terminal arrangements and transport costs. • AS confirmed that UKS have a strong understanding of the BPA’s finances and the further financial risk that COVID presents. UK Sport have a willingness to help within the constraints of their own funding. <p>The Exec Team propose to pay a general increase of 2% to all staff, as well as a small number of increases where role responsibilities have become out of line with salary levels.</p> <p>The following comments were made by the Board:</p>	

	<ul style="list-style-type: none"> - EB confirmed that RemCom had discussed the proposed pay increase and supported the Exec Team’s recommendation. However, EB suggested weighting towards junior members of staff, or setting a minimum increase for all. <p>MS recognised the work of JS and the Commercial Team. Renewals have helped build a good foundation for Paris 2024.</p> <p>NW concluded by confirming the Board approval of the re-forecasted budget and pay awards.</p>	
4.0	Games update; Tokyo 2020 & Beijing 2022	
	<p>PB covered the following areas:</p> <ol style="list-style-type: none"> 1. <i>Qualification selection and classification:</i> a summary of which can be found below: <ul style="list-style-type: none"> o 62% of slots have been qualified. The ParalympicsGB team size will be between 220 and 240 athletes. o Further IPC comms on classification are imminent. o The next Team Announcement is in April for Archery. 2. <i>Team Development Programme:</i> <ul style="list-style-type: none"> o Over 110 ParalympicsGB staff/team members joined a successful online event where the strength of individuals and teams were prevalent. o PB expressed her thanks to NW and HRf for joining 3. <i>Decisions and key communications impacting planning:</i> a summary of which can be found below: <ul style="list-style-type: none"> o The IPC have published the <i>Period of Stay Guidelines</i> which reduces the time that an individual is in Japan. o The BPA have been working with Prep Camp partners on the 1st iteration of the Reception Manual, detailing COVID countermeasures. o The IOC, IPC and TOCOG have published the first version of the Playbooks. The second version of the playbook will be published in April and the third in June. o The Japanese Government have announced there will be no international spectators. The BPA are reviewing their plans to support friends and family in the UK. o Only accredited personnel will be able to enter Japan and there will be no Village Guest Passes. <p>PB informed that the BPA are remaining focused on:</p> <ul style="list-style-type: none"> - Health and wellbeing remaining paramount - Ensuring ParalympicsGB adheres to the Playbook and overlaying BPA’s own protocols to ensure maximum safety in both the UK and Japan. - Continuing to protect performance, ensuring that all athletes are supported to deliver their best possible results. - Continuing to develop and deliver a positive Team member experience. <p>Following the release of the Playbook, we hosted 4 athlete meetings to create confidence throughout the athlete community. We will continue these after each Playbook release.</p> <p>VN presented the ramifications of what the BPA have to put in place in response to COVID:</p>	

	<p>1. <i>Legal</i>; a summary of the information VN shared can be found below:</p> <ul style="list-style-type: none"> o Hogan Lovells is providing system-wide legal counsel to the BPA, BOA, UKS and EIS across 4 priority areas. <ul style="list-style-type: none"> a. <i>Mandatory vaccinations and testing</i> b. <i>Liability</i> c. <i>Opt in/consent</i> d. <i>Team Members Agreement (TMA)</i> <p>2. <i>Re-planning</i>:</p> <ul style="list-style-type: none"> o There will be significant changes to the plans; the BPA is committed to providing a safe environment for all. o There is significant risk to the delivery of the masterplan. The parameters the BPA are working within keep changing. o Re-planning is affecting the Team structure, including the appointment of a COVID Liaison Officer to lead the implementation of COVID requirements on the Games delegation. This will also require a team of medical/admin support. o A review of contingency back-up staff is in progress. o We are rebooking flights for all sports due to the Period of Stay. Sports are returning to the UK on a staggered basis and the BPA need to resource this appropriately. o A critical decision has been made to cancel the Hilton reservation for Team Lodge. The decision was made before the financial commitment deadline. o The plan for the UK is also developing and could be equally as complex as Japan. o Re-planning is made challenging due to the additional COVID considerations to plan for: <ul style="list-style-type: none"> ▪ Testing. We are still scoping this and mapping it out jointly with the BOA. ▪ The ParalympicsGB medical overlay: there will be health monitoring 14 day pre Games, administration of all COVID track and trace, tracking of test results etc. <p>VN reinforced AS messaging around the cost implications of COVID.</p> <p>EB re-emphasised that if extra personnel would help, the Board would support this. VN said we have bought in support for COVID planning and have recruited a Performance Services Officer to support Prep. PB added that we are looking to recruit a UK Hub Project Manager.</p>	<p>ACTION: Exec to share the testing plans with Board</p>
<p>5.0</p>	<p>BPA's Corporate Strategy</p>	
	<p>ASM reflected on the paper circulated prior to the meeting, the purpose of which was to approve the final draft of the strategy. ASM asked for questions and feedback.:</p> <ul style="list-style-type: none"> - EB asked about Members' feedback. ASM responded that she felt confident that members' thoughts and concerns had been reflected. Most feedback was around collaboration and partnership amongst the membership. - GN reflected on the opportunity for corporate partnerships to evolve and associate with both aspects of the strategy. <p>A question was asked around the publication of the strategy and whether this is the right time to launch it?</p> <ul style="list-style-type: none"> - ASM agree that we do not want to detract from the Tokyo Games this year, given that the sport sector is focused on delivering a 	

	<p>successful Games. But there is also an opportunity to engage sports and commercial partners in our strategic ambition</p> <ul style="list-style-type: none"> - The BPA needs to get the right balance, so the publication of the strategy doesn't detract from Games media engagement such as team announcements. <p>NW confirmed approval by Board and asked the Exec Team to keep Board updated on publication plan.</p>	<p>ACTION: MS to keep the Board updated on the publication plan for the strategy.</p>
6.0	Governance	
6.1	Board recruitment 2021	
	<p>EB provided a summary of her paper, asking the Board to focus on the first four points for discussion and decision.</p> <p>EB reminded the board of the commitments made to the BPA membership regarding the Chair Nomination panel. She also confirmed that the BPA panel members would self-select, given that the panel should comprise board members whose terms of office are not coming to an end post Tokyo. There needs to be a majority of independent Appointed Directors, which would mean 3 Appointed directors and 2 Elected directors as well as one person nominated by the membership.</p> <p>It was agreed that EB would update the paper for the May NPC meeting and explain the process to the membership at the meeting.</p>	<p>ACTION: NW/EB to follow up with board members to confirm attendance on the panel.</p>
6.2	Award and Protocol Committee	
	<p>NW explained that the previous Chair of the committee has completed his term on the Board. The committee will meet as required on ad hoc basis. The terms of reference are currently being reviewed by DC. NW suggested that the committee is reviewed every four years rather than every two.</p> <p>The appointment of DC and KA to serve on this Committee with DC as Chair was approved.</p>	
6.3	Members vote on nomination of Tim Reddish as Honorary Vice President	
	AS reported that in the online poll, 24 of our 33 voting members cast votes. All votes cast supported the nomination of Tim.	
6.4	Risk Policy	
	<p>AS explained that FinCom had reviewed the paper; the new policy was guided by recent experiences around identifying and responding to risk.</p> <p>AS further explained that the policy is moving away from micro-operational focus towards a better general management of risk, ensuring the right levels of review at the right time. The new policy tries to ensure Board members review significant risks in their own areas of expertise.</p> <p>NW confirmed that the Risk Policy was signed off by the Board.</p>	
6.5	The Remuneration Committee minutes were noted by the Board.	
6.6	The Finance Committee minutes were noted by the Board.	
6.7	The Sport Committee minutes were noted by the Board.	
	Any other business - none	
Close	NW thanked everyone for their time and contributions.	