



ParalympicsGB



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ParalympicsGB Governance Structure

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BPA Ltd Company No. 02370578 | BPA Ltd Charity No. 802385 | BPPS Ltd Company No. 04577740 | BPE Ltd Company No. 3008516

Introduction

This document provides a brief, introductory, overview of ParalympicsGB's Governance for Staff and stakeholders. If you have any questions, or would like more information about anything addressed below, please don't hesitate to contact Rob Tate, Head of Governance, Planning, and Risk (rob.tate@paralympics.org.uk)

Legal Structure

ParalympicsGB is a trading name of the British Paralympic Association, a Company Limited by Guarantee (Company Number: 02370578). As a Company Limited by Guarantee, ParalympicsGB has "Members" rather than "Shareholders". The members are the ultimate owners of the company and are granted various rights in our governance as a result – most importantly, the ability to elect six of our 12 Board Directors (see more on the Board below). ParalympicsGB has a mix of Voting and Non-voting members; the current membership list can be found in Appendix One below.

ParalympicsGB also has three wholly owned subsidiary companies, which are used to manage some of our commercial and financial relationships:

- British Paralympic Performance Services Ltd. (Company Number: 04577740) supports the administration of our investment from UK Sport.
- British Paralympic Enterprises Ltd. (Company Number: 03008516) supports the management of our intellectual property, and the administration of our commercial relationships. This includes supporting our Every Body Moves activity.
- Paralympic World Cup Ltd. (Company Number: 05362068) was originally established to support the administration of the Paralympic World Cup event series. As this event no longer takes place the company is currently dormant but remains available to support future major events.

Each of these is a Company Limited by Shares, with all shares being owned by ParalympicsGB. The ParalympicsGB Board appoints the Directors of each of the subsidiary companies, and these roles are held by existing ParalympicsGB Board Members and members of the Executive Team. A diagram illustrating the full Group governance structure can be found in Appendix Two.

Charity Status

ParalympicsGB is also a registered charity (Charity Number: 802385). Charitable status is not a legal structure, it's an assessment confirming that an organisation (regardless of its legal structure) is established for a charitable purpose and public benefit, not to make profit.

ParalympicsGB's official charitable purposes are outlined below

The exclusively charitable objects for which the Association is established are:

- a) to relieve people with physical, sensory or cognitive impairments by encouraging and facilitating their participation in sporting activities and assisting in the provision of training, facilities and equipment for this purpose; and*

- b) the relief of poverty and the advancement of education and such other purposes for the benefit of the community as shall be exclusively charitable.*

Compliance Requirements

As a result of our structure and funding arrangements, there are several sets of rules with which we must comply.

- Because of our company structure and charitable status, we must comply with the statutory requirements for companies and charities set out in UK Law. This includes reporting to Companies House and the Charity Commission.
- As a member of the International Paralympic Committee, we are obliged to comply with several IPC rules, as established by the [IPC handbook](#).
- Finally, as a recipient of UK Sport and Sport England investment, we are required to comply with Tier 3 of [A Code for Sports Governance](#).

Our governance structure, and the policies and processes we have in place, are designed to make ParalympicsGB a well-governed, high-performing organisation, whilst also ensuring that these legal and regulatory obligations are met.

Though the three sources outlined above are our primary governance compliance requirements, there are several other compliance regimes that affect us. These can be sport specific, like our anti-doping and athlete classification obligations, or more general requirements, like data protection, health and safety, and safeguarding.

Governing Documents

Our primary governing document is the [BPA Articles of Association](#). This is our constitution and establishes the fundamentals of how the organisation is structured and how decisions are to be made. It establishes the purpose of the organisation, the rules for membership, the appointment and structure of the Board, and the rules and process for meetings and decision making.

In addition to the Articles, the [BPA Member Handbook](#) establishes in greater detail the rights and obligations of our members. As well as outlining how ParalympicsGB and its Members should work together, such as during preparation for each Paralympic Games, the handbook also establishes obligations on our membership to uphold good standard of governance and integrity and to comply with the UK Athlete Classification Code and National Anti-Doping Policy and Rules.

Beyond these two documents, the organisation has in place a suite of internal policies and processes which support the operations of the organisation, maintaining appropriate risk management and compliance with our various regulatory obligations.

National Paralympic Committee

The full ParalympicsGB membership (see Membership List in Appendix One) makes up the National Paralympic Committee. The National Paralympic Committee meets twice per year, in May and November, to receive updates about ParalympicsGB activity and for an opportunity to

ask questions of the ParalympicsGB Board and Executive Team. The AGM is held alongside the November NPC meeting and, in Games years, Board elections are also usually held in November.

Board of Directors

The ParalympicsGB Board is the organisation's ultimate decision-making body, responsible for approving the organisation's strategy and overseeing its implementation. Our Board consists of 12 Directors (who may also be referred to as Trustees, because of our charitable status), all of whom are volunteers. The Board is Non-Executive – there is a clear division between the strategic oversight role of the Board and the operational role which is carried out by ParalympicsGB Staff. The Board appoints the Chief Executive Officer, who is then responsible for appointing the rest of the Executive Team and ParalympicsGB staff.

The Board meets four times per year, usually in March, July, October, and December. Our current Board is composed of the following Directors:

Independent Chair	Dan Brooke
Elected Vice-Chair	Tim Hollingsworth OBE
Senior Independent Director (Appointed)	Chris Brown
Member Representative Director	Mike Cavendish
Member Representative Director	Sophie Christiansen CBE
Member Representative Director	Fred Hargreaves OBE
Member Representative Director	Tim Hollingsworth OBE
Member Representative Director	Helen Rowbotham
Member Representative Director	Anne Wafula-Strike MBE PLY
Appointed Independent Director	Kate Adams
Appointed Independent Director	Sally Hancock
Appointed Independent Director	David Ross
Chair of the Athlete Commission (Appointed ex officio)	Helene Raynsford PLY

The Chair is appointed by the Board and is ultimately responsible for leadership and management of the Board. The Chair also holds the dual-role of President and is one of ParalympicsGB's lead representatives to the International Paralympic Committee.

The Vice-Chair is one of the elected member-representative directors, appointed as Vice-Chair by the other elected Directors. The Vice-Chair deputises for the Chair in their absence.

The Senior Independent Director (SID) is appointed by the other Independent Directors to act as a sounding board for the Chair, and to support the Chair on issues of governance and Board performance. The SID is also a point of contact for NPC members or ParalympicsGB employees with concerns which can't be raised through the normal channels (via the Chair, Chief Executive Officer, or other Executive Directors) or with issues which those channels have failed to resolve.

Board Committees

The Board has several delegated committees, which have responsibility for specific areas of ParalympicsGB activity. The committees provide challenge and scrutiny to the Executive and make recommendations to the Board. The following committees are currently in place:

- **Finance and Audit Committee**

“FinCom” is responsible to Board for the organisation’s financial policies and controls, including Risk Management, and overseeing the organisation’s budget. It meets four times per year. The committee is Chaired by the SID, and the Director of Finance and Corporate Services is the Executive Lead.

- **Nominations Committee**

“NomCo” oversees the nomination and selection process for elected and appointed Board members, and the CEO. It is responsible for ensuring that the composition of the Board meets the needs of the organisation. The committee meets on an ad hoc basis, as Board recruitment needs dictate. The Chair of the Board also chairs NomCo, unless the committee is considering recruitment of the Chair’s successor. The Head of Compliance and Governance provides administrative support to the committee.

- **Revenue Committee**

The Revenue Committee advises and makes recommendations on all areas of ParalympicsGB’s commercial and fundraising strategy. This includes, but is not limited to, any corporate sponsorships, philanthropy and public fundraising campaigns that the organisation is engaged in or considering. It ensures that our Mission, Vision and Strategic Objectives are central in planning and implementation of all commercial and fundraising activity, and that all regulatory requirements are met. The Revenue Committee meets four times per year, is chaired by a Board member with expertise in fundraising or commercial partnerships, and the Commercial Director is the executive lead.

- **Best Prepared Committee**

Best Prepared Committee ensures that our Vision, Mission and Values are central in planning and implementation of performance and preparation strategies, and ensures greater insight and advice for Board around delivery of the Best Prepared Team objective. Best Prepared Committee meets four times per year. It is chaired by a Board member with sport and performance expertise, and includes several external members with games-time experience, and experience working with our partner organisations, such as UK Sport and the EIS. The Director of Sport is the executive lead.

- **Social Impact Committee**

Social Impact committee oversees the development, delivery, monitoring and measurement of the social impact strategy. It ensures our Vision, Mission and Values are central in planning and implementation of our social impact activity, that stakeholder views

and voices are considered, and that opportunities and risks are managed. It works closely with Development Committee to ensure our partnerships' objectives are aligned where possible, and provides visibility, insight and advice to the Board around the organisation's social impact strategy. The Committee meets four times per year. It is chaired by a Board member with social impact expertise, and there are several external members with broad ranging experience and independent perspective on the social impact issues the organisation is aiming to address. The Director of Communications and Social Impact is the executive lead.

- **HR Advisory Group**

The HR Advisory Group is responsible for advising on HR, remuneration and organisational development. The Advisory Group is chaired by a member of the ParalympicsGB Board, group members include other Board Members and external experts, and the group is supported by executive staff with responsibility for HR.

- **International Relations Advisory Group**

The International Relations Advisory Group oversees the development and implementation of the international relations strategy, to maximise ParalympicsGB's profile and influence on the international stage. It provides visibility, insight and advice to the Board on International Relations issues. The advisory group meets three times per year. It is chaired by a Board member, and there are several external members who hold roles in international para sport. The International Relations Manager provides operational support.

- **Classification Advisory Group**

Classification Advisory Group is an expert advisory group whose members have expertise and/or lived experience relating to athlete classification. It advises the Executive, Board and Committees on all issues relating to Classification. It is chaired by a member of the Board, and the ParalympicsGB Classification team provide executive support to the advisory group.

- **Athletes' Commission**

The Athletes Commission is an independent advisory group consisting of current and retired Paralympians, elected by their peers. "AthCom" is consulted on all issues or activities relevant to athletes, and provides advice, guidance and an athlete perspective to the ParalympicsGB Board and Executive. The Chair of AthCom has an ex officio seat on the Board. The ParalympicsGB Athlete Services team provide support to AthCom.

A diagram outlining the Board and Committee Structure can be found in Appendix Three.

Appendix One – ParalympicsGB Membership

Voting Members

Activity Alliance	British Volleyball Federation
Aquatics GB	British Weightlifting
Archery GB	British Wheelchair Basketball
Badminton England	CP Sport
British Biathlon Union	Disability Sport Wales
British Blind Sport	Disability Sports NI
British Curling	Dwarf Sports Association
British Cycling	GB Snowsport
British Equestrian Federation	GB Wheelchair Rugby
British Fencing	Goalball UK
British Judo Association	Great Britain Disability Football Association
British Mountaineering Council	LTA Wheelchair Tennis
British Para Ice Hockey Association	Paddle UK
British Para Table Tennis	Scottish Disability Sport
British Rowing	SportExcel UK
British Shooting	UK Athletics
British Taekwondo	UK Boccia Federation
British Triathlon Federation	WheelPower

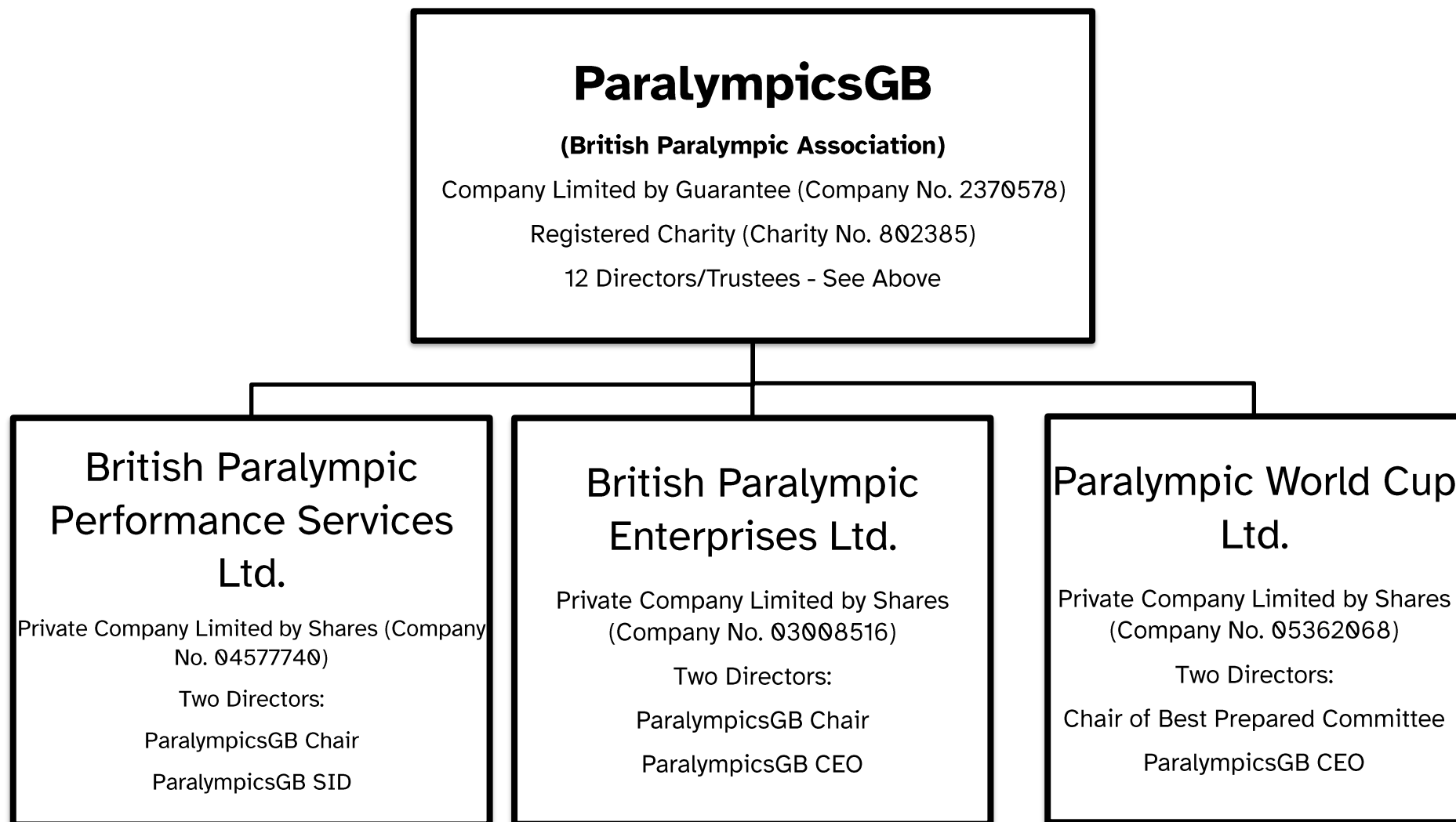
Non-Voting Members

Honorary Vice-Presidents

Honorary Vice Presidents are Non-Voting Members of the NPC

Dr Adrian Whiteson OBE	Jon Morgan
Bob Price	Sir Philip Craven
Chris Simon	Sue Wolstenholme
Geoff Newton	Tim Reddish CBE
Mike Brace	Tony Sainsbury

Appendix Two – Group Structure



Appendix Three – Board and Committee Structure

