



## The Council

### Minutes

**Tuesday 25 April 2017 at 18:08**

at BPA HQ, Glen Parva, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	- Chair
	Paul Applegate	
	Mark Bayada	
	Nick Bunting	
	(from item 29.3)	
	Brian Cumming	
	Tash Higman	
	Craig Poxon	- Vice Chair & Development Chair
	Sue Stanhope	
	Brian Vacher	- Competitions Chair
<b>In attendance:</b>	Liz Ashley	- Editor, BPA Skydive the Mag
	(from item 31)	
	Tony Butler	- Chief Operating Officer (COO)
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Observers:</b>	Andy Pointer	
	Georgie Vacher	
<b>Apologies for absence:</b>	Adrian Bond	- Communications Chair
	Debbie Carter	- Treasurer
	Kate Charters	
	Jon Gretton	- Finance Manager
	Yassi Molazadeh	

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## Item Minute

### 26/17 Minutes of the meeting on Tuesday 21 February 2017

The minutes had been approved electronically and published at [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

### 27/17 Declarations of interest

These would be taken as they arose.

### 28/17 In-camera session

The Chair called an in-camera session, with only Council and staff present, for Council to discuss a confidential matter. The meeting then returned to open session.

### 29/17 Matters arising

#### 29.1 Management accounts - minute 11.1

Nick Bunting reported that the Treasurer had been in touch with him and he was now receiving the monthly management accounts that included the cash flow figures that he had sought.

#### 29.2 Cost of HQ refurbishment - VAT - minute 11.2

The Finance Manager had not yet reported amount of VAT payable on the cost of HQ refurbishment. BPA had partial exemption from VAT.

**Action: Finance Manager**

The Chair said he understood that Yassi Molazadeh had been content with the information on contract over-run with which the COO had supplied her.

### **29.3 Delegated authority on financial matters - minute 11.4**

Nick Bunting sought information on the current arrangements in BPA.

**Action: Treasurer / Finance Manager**

### **29.4 Safeguarding - minute 15.1**

The Development Committee had established a safeguarding working party jointly with STC. The working party had met on Thursday 6 April. Its recommendations, which the Development Committee was in turn recommending to Council, included a requirement for a self-initiated Disclosure and Barring Service (DBS) check for all instructors, both new and existing, from 1 April 2018. The current cost of such a check was £25.

**Consult with DZOs & STC**

### **29.5 Data protection audit - minute 15.2**

The Secretary had obtained two further quotations from firms on the Sport & Recreation Alliance Legal Panel. The new General Data Protection Regulation (GDPR), effective in the UK from 25 May 2018, was currently something of a moving target, the Information Commissioner's Office still being engaged in stakeholder consultations. The COO and the Secretary were due to attend a seminar on the new regulation, at one of the legal firms, tomorrow. Another of the legal firms that had quoted was offering a 'roadshow' seminar in the next few months, at which they would present a self-assessment questionnaire which could be used as the starting point of an audit. The COO and Secretary would endeavour to attend a seminar to look at this approach before selecting a firm to carry out a data protection audit of the BPA.

**Action: COO & Secretary**

The Secretary said that one firm had said that Payment Card Industry compliance was not a standard part of their audit. The Finance Manager had advised him that our compliance with this standard was a requirement of the card issuers. However, Nick Bunting considered that, in order to capture the paper administration around card payments, it should be included in the audit; and Council agreed.

### **29.6 Use of the term 'ratified' - minute 18.6**

The Secretary said that the term 'ratified' had two meanings in the context of BPA meetings. The first was to confirm around the table any decision/s taken electronically between meetings. The second was the mechanism by which Council confirmed the decisions taken by its committees.

## **30/17 Finance**

### **30.1 Management accounts and membership numbers**

A paper by the Finance Manager, had been circulated with the agenda. This was to month 9 of the financial year (July-June) and the full membership year (April-March).

The Chair noted the full year membership numbers were generally good, with a new record number of 6,463 full members. This figure comprised renewals up 2% year-on-year, offset by a drop of 42 in the number of conversions to full membership. Provisional membership numbers had increased by 3% to 60,489 and temporary membership had increased by 4% to 2,652.

### **30.2 Budget**

A paper by the Finance Manager, which set out the draft budget for the year ending June 2018, had been circulated with the agenda. Brian Vacher (Competitions Chair) re-confirmed with Council the customary arrangements for the roll-over of the competitions funding budget, including any underspend in the current financial year, in accordance with the two year competitions cycle of on-years and off-years, the year to June 2018 being an off-year.

Council discussed the contingency of 35% of the budget, which if not used would be invested. Nick Bunting said staff had raised concerns at the strategy day in February over the adequacy of future employee resourcing to help meet strategic goals. He believed the budget should include a statement of intent to consider this, even if it could not yet be quantified. Council **agreed** to include such a statement.

**Action: Finance Manager**

The COO said it appeared that there might be a need for a part-time compliance officer, taking account of a number of compliance requirements including safeguarding and data protection.

As a result of discussion on the strategy day at minute 33, Nick Bunting proposed, Brian Vacher seconded, and Council passed a motion that the COO be authorised to make expenditure of up to £10K from the contingency budget without referral to Council. This was within the normal bounds of delegated authority, and any spend was accountable to Council in the normal way.

**31/17 Report from the Royal Aero Club (RAeC)**

Craig Poxon (BPA Delegate to RAeC) reported that our Chair of Council had recently attended his first RAeC Council meeting in his new capacity as Alternate BPA Delegate to the Royal Aero Club. Our Chair said he had been greatly impressed by the depth of knowledge of airspace and aviation regulatory issues that had been so clearly evident. RAeC was keen to recruit more volunteers with appropriate experience of airports, and he would liaise with Tony Knight, BPA Aviation Adviser, to see whether we could help to identify appropriate individuals.

**Action: Chair**

The RAeC Medals and Awards Presentation Ceremony for 2016 was due to take place at the RAF Club in Piccadilly on Thursday evening, 18 May. The Chair regretted that he could not himself attend this year as he would be away team training. A BPA party would be there to support our award winners, and if any other Council or other BPA member wished to attend, the RAeC's form to purchase tickets was available from BPA HQ. The latest date for ticket applications was Wednesday 10 May.

**32/17 Update of BPA disciplinary procedure**

An update of the disciplinary procedures from Yassi Molazadeh, comprising the updated disciplinary procedure recommended by the grievance and disciplinary procedures working party with external advice, had been circulated with the agenda. Tash Higham proposed, and Brian Cumming seconded, a motion to accept this new procedure forthwith. This carried with no votes against and one abstention.

**New disciplinary procedure approved**

A flowchart of the disciplinary procedure had been provided, which Council **agreed** should also be published. As the flowchart was not referenced in the procedure itself, it would need to be published as a separate BPA Form.

**Action: Secretary**

Nick Bunting said he had abstained from the vote because he had discussed with Yassi Molazadeh the opportunity he saw to combine the disciplinary and grievance procedures. He cited a number of other sports that had combined such procedures. He said this would require only a few variations to our document.

The Chair said it was now time to repopulate the disciplinary and grievance procedures working group. He reported that Yassi Molazadeh, being a lawyer, had kindly agreed to Chair the group. Nick Bunting agreed to join. One other volunteer from Council was required to complete the group.

**Action: Yassi Molazadeh**

**33/17 Strategy**

Notes on the BPA strategy day, held on Wednesday 22 February, had been prepared by facilitator Amanda Bennett (Independent consultant on governance) and circulated with the agenda.

Council discussed the best mechanism to take forward work on BPA strategy. Nick Bunting said the strategic areas set out in the document reflected a stovepipe approach. The strategy needed to be bound into the more coherent, inter-related, form of a strategic framework. He said he had already shared some thoughts on this with colleague independent director Sue Stanhope, and offered to expand on these in a paper for consideration by Council. The Chair thanked him for this, and asked that the paper should be circulated well in advance of the next meeting in June to allow plenty of time for consideration.

**Action: Nick Bunting**

Brian Vacher agreed that a high level strategic framework had yet to emerge. The notes on the strategy day set out a number of ideas that each of their promoters personally considered to be the most important. Council agreed to invite Amanda Bennett to apply her expertise to the raw material of the strategy day discussions and say whether, in her view, these could be consolidated into a coherent strategic framework. For this purpose, Nick Bunting agreed that the draft strategic framework document he was preparing could be shared with Amanda Bennett.

**Action: Chair / Secretary**

Nick Bunting believed that, from the strategic framework, it would be helpful to have a strategic element in the Council agenda, which he described as 'the battle rhythm of board meetings'. Strategy drove the operational plan, which in turn drove the budget, so that Council agendas should be 'skinned through the year'.

Council then took a decision on delegated authority for expenditure, which is recorded under minute 30.2 Budget.

**34/17 Indoor skydiving**

Papers from the Chair and the staff team of COO, STO and Secretary-General, had been circulated with the agenda.

The Chair said that his paper and that from the staff approached the subject of indoor skydiving competitions from different angles. He reminded Council of its present position, as set out in minute 18.3.1 of the meeting held on Tuesday 16 February 2016.

The Chair said that Council's current policy on indoor skydiving was a pragmatic solution for the time being. A longer-term solution was not time-critical and Council decided that it should therefore be taken as part of wider considerations on future strategy (minute 33).

Brian Vacher, Competitions Chair, proposed, and Tash Higman seconded, a motion that (aside from one funding commitment that had already been made, which would of course be honoured), we set aside the question of funding indoor competitions, confining BPA involvement to logistical matters of nominating selection events, providing sporting licences for those eligible under normal BPA rules, and assisting in administration of British delegations taking part in to FAI/IPC competitions.

**Carried unanimously**

**35/17 Annual Committee Action Plans**

These were taken as part of the oral reports on Committee meetings held this afternoon (minute 37.2) but are recorded here for ease of reference. The Communications and Development Committees were concentrating on the successful build and introduction of the Personal Information Management System and new BPA web hub by the appointed contractor Tangent. The Development Committee was also rolling over its uncompleted target from this year on grass roots talent identification. The Competitions Committee was carrying forward its established Action Plan targets, noting that its budget for coaching roadshows had been underspent in the current Action Plan (financial) year and would be rolled over, and that issuing tenders for a new delegation uniform had been put on hold because of the commercially confidential matter at minute 37.2.1.

**Agreed by Council**

**36/17 Applications for Re-Affiliation**

Completed BPA forms 135 by the Affiliated Parachute Training Organisations listed below, had been circulated with the agenda. In each case, this had been because of a change of name from 1 April 2017. Staff reported no issues with any of the applications.

**36.1 UK Parachuting (Beccles) - change of operator name to Beccles Skydivers**

Proposed by Mark Bayada, seconded by Brian Cumming.

**Carried unanimously**

**36.2 UK Parachuting (Sibson) - change of operator name to Sibson Skydivers**

Proposed by Brian Cumming, seconded by Mark Bayada.

**Carried unanimously**

**36.3 22 Trg Gp RAF - change of operator name to RAF Weston-on-the-Green**

Proposed by Nick Bunting, seconded by Paul Applegate.

**Carried unanimously**

**37/17 Reports from the Committees of Council**

**37.1 Minutes of Committees**

The minutes of each of the following meetings, except those of STC, had already been circulated, approved by the Committee concerned at its meeting this afternoon, but had yet to be ratified by Council. The minutes of STC had been circulated in draft, for consideration for ratification tonight.

Craig Poxon (Development Chair) said he was disappointed that the minutes had not been approved by the respective Committees, ratified by Council and published on the BPA website before today. The Secretary said this was because insufficient Committee/Council members had responded electronically. The Chair suggested, and Council **agreed**, that to expedite matters, a reply rate of over 50% with no-one against, would in future be sufficient for the Secretary to take minutes as approved by the Committee / ratified by Council.

### **37.1.1 Communications Committee meeting on Tuesday 21 February 2017**

Nick Bunting called attention to a technical issue of the Committee acting beyond its delegated powers in its minute 7, which recorded a decision to have no paywall on the new BPA web hub (for access to BPA Skydive the Mag to non-members). He said that such a decision, income vs information, was a matter of policy and should have come as a recommendation from the Committee to Council. This was noted.

He also pointed out, in relation to an update of the terms of reference of Committees (minute 3), that a committee could not update its own terms of reference, that also being a matter for recommendation to Council. The Secretary said this would normally be the case; here the Committee was merely changing some numbers consequent of the new, smaller Council, and he believed the Committees had actioned this variation with the implied consent of Council.

With regard to minute 6.3. Tangent contract (the contract to build the Personal Information Management System and the new BPA web hub), Nick Bunting raised two points:

- (i) Nick Bunting proposed, and Craig Poxon seconded, a motion that BPA should take independent external legal advice on the wording of contracts over a certain size, rather than rely on pro bono advice from directors or other members with legal expertise. This was because no professional indemnity insurance was in place to protect such a member for any professional advice they may have given, leading to personal exposure;

**Carried unanimously**

- (ii) Council **agreed** the signatory of contracts for the BPA should be the COO (or in his absence the Secretary) rather than individual directors.

**Agreed**

Council then ratified the minutes.

**Ratified**

### **37.1.2 Development Committee meeting on Tuesday 21 February 2017**

There were no questions.

**Ratified**

### **37.1.3 Competitions Committee meeting on Tuesday 21 February 2017**

There were no questions.

**Ratified**

### **37.1.4 Safety and Training Committee meeting on Thursday 2 February 2017**

Nick Bunting proposed, and Brian Cumming seconded, a motion that the variations to the Operations Manual appended to STC minutes should in future also be appended to the Council minutes. This was because Council carried the ultimate responsibility for the BPA Operations Manual. This carried with no votes against and one abstention (Craig Poxon).

**Carried**

Mark Bayada proposed, and Tash Higman seconded, a motion to ratify the minutes of the above STC meeting and to approve the variations to the BPA Operations Manual appended thereto, which are reproduced at the Annex to these Council minutes. This carried unanimously.

**Minutes ratified and variations to Operations Manual approved**

## **37.2 Oral reports on Committee Chairs on meetings held this afternoon**

Craig Poxon (Development Chair) reported on the meetings he had chaired of the Communications (in the absence of Adrian Bond, Communications Chair) and Development Committees; and Brian Vacher (Competitions Chair) reported on the meeting of that Committee.

### **37.2.1 Recommendation from the Communications Committee**

Craig Poxon (Communications Vice Chair) reported that the Communications Committee had made a commercially confidential recommendation to Council. Council agreed to commission the necessary legal work in preparation, and referred back the matter to the Communications Committee for further research.

**Referred back to the Communications Committee**

### **37.2.2 Report back from the Development Committee - code of conduct for volunteers**

The Development Committee had received from Yassi Molazadeh a draft code of conduct for volunteers, which had also been circulated to Council. The Secretary suggested, and Council agreed, that the code should be included in 'duties and responsibilities for volunteers' along similar lines to Form 273 for Directors.

**Action: Secretary**

Nick Bunting pointed out that the BPA health and safety policy applied to volunteers acting under the direction of a member of staff or a committee, and should therefore be included in the document.

**Action: Secretary**

In relation to volunteers, Brian Vacher raised a question about the different rate of expenses payable to examiners and judges. The Chair said this had been discussed by Council a number of meetings ago, and asked the Secretary to provide Brian Vacher with a copy of the relevant minute.

**Action: Secretary**

### **37.2.3 Recommendations from the Competitions Committee**

Brian Vacher (Competitions Chair) reported on the following recommendations by that Committee for appointment as Head of the British Delegation, etc, to the following international meets this year.

#### **37.2.3.1 Indoor Skydiving World Championship (Montreal, Canada)**

Recommendation: HoD - John Smyth MVO

Proposed by Craig Poxon, seconded by Tash Higman.

**Carried unanimously**

#### **37.2.3.2 Style & Accuracy European Championship (Montenegro)**

Recommendation: HoD - Ian Marshall

Proposed by Brian Vacher seconded by Tash Higman.

**Carried unanimously**

#### **37.2.3.3 FS, CF, Artistics & Speed World Cup (Saarlouis, Germany)**

Recommendation: HoD - Craig Poxon; Team Manager - Ian Marshall (for a 72-strong delegation)

Proposed by Brian Vacher, seconded by Tash Higman.

Craig Poxon declared an interest and abstained from the vote.

**Carried**

#### **37.2.3.4 CP World Cup (Dubai, UAE)**

Recommendation: HoD - John Smyth MVO

Proposed by Brian Vacher, seconded by Tash Higman.

**Carried unanimously**

### **38/17 Dates of next meetings**

Tuesdays 13 June, 8 August, 3 October and 28 November at 18:00 at BPA HQ.

The meeting ended at 21:56

**Annex:** Variations to the Operations Manual from the STC meeting on Thursday 6 April 2017

## **AMENDMENTS TO BPA OPERATIONS MANUAL**

At the STC meeting of the 6<sup>th</sup> April 2017 the following amendment was made to the BPA Operations Manual:

### **SECTION 9 (FLYING), Delete sub-para 2.1.2 (a). previous sub-paras b & c now become a & b.**

### **SECTION 11 (MEDICALS), Paragraph 1 (Medical Requirements to Parachute). Sub-para 1.1, Change to read:**

1.1. All parachutists must be in possession of a completed Self-Declaration of Fitness to Parachute or Doctor's Medical Certificate appropriate to the type of activity. (see 1.1.1 – 1.1.7. below).

*N.B. Electronic Fitness to Parachute forms issued by BPA Affiliated PTOs are acceptable for ab-initio Student Parachutists provided they contain at least the same medical information as the appropriate BPA form.*

1.1.1. **Form 115A. Student Tandem Parachutist Medical Information and Declaration** is valid only for Student Tandem parachute jumps.

1.1.2. **Form 115B. Student Tandem Parachutist Request for Medical Advice** is for Student Tandem Parachutists who are unable to meet the requirements of Form 115A above. Validity as for Form 115A.

1.1.3. **Form 115C. Solo Student Parachutist Self-Declaration of Fitness to Parachute** is for Student Solo Parachutists making any Category System (static line and free fall), Accelerated Free Fall or AFF consolidation jumps. The duly completed form is also valid both for *any* Student jumps and for later Licenced parachutist jumps during the period of validity of the form.

1.1.4. **Form 115D. Solo Student Parachutist Request for Medical Advice** is for Student Solo Parachutists who may be unable to meet the requirements of Form 114C above. Validity as for Form 115C.

1.1.5. **Form 115E. Licenced Parachutist Self-Declaration of Fitness to Parachute** is valid for parachute jumps made by licenced parachutists. It is not valid for Tandem instructing or for Student parachute jumps.

1.1.6. **Form 115F. Licenced Parachutist Request for Medical Advice** is for Licenced Parachutists who may be unable to meet the requirements of Form 115E above. Validity as for Form 115E.

1.1.7. **Form 116. Tandem Parachute Instructor Medical Certificate/Doctor's Certificate** is for Tandem Instructors.

### **SECTION 11 (MEDICALS), Paragraph 2 (General). Sub-para 2.1, Change to read:**

2.1. No person under the age of 16 years, or aged 55 years or over, will be permitted to carry out initial 'solo' parachute training. Exceptions to the higher age limit may be permitted if the person has previous recorded solo experience on ram-air parachutes. Also, higher age limits for Student Tandem Parachutists may be acceptable (see BPA Forms 115A - Student Tandem Parachutist Medical Information and Declaration & 115B - Student Tandem Parachutist Request for Medical Advice).

**SECTION 14 (RIGGING), Paragraph 3 (Parachute Rigger). Sub-para 3.1, Change to read:**

- 3.1. The requirements to attend the Parachute Rigger course are as follows:
  - 3.1.1. Must be a full BPA member
  - 3.1.2. Must be a Basic Rigger
  - 3.1.3. Must have a BPA Advanced Packing Certificate Grade (S)
  - 3.1.4. Must hold a BPA Approved Packing Certificate that includes a Tandem system (i.e. a Tandem main packing certificate)
  - 3.1.5. Provide a written recommendation to attend the course from the supervising rigger
  - 3.1.6. Provide a log of rigging work carried out since the BR course, signed appropriately by the supervising riggers.

**Previous sub-paras 3.1. & 3.2. now become 3.2. & 3.3.**

**SECTION 14 (RIGGING), Paragraph 4 (Advanced Rigger). Change Sun-paras 4.1. & 4.2. to read:**

- 4.1. The requirements to attend an Advanced Rigger Course are as follows:
  - 4.1.1. Must be a full BPA member
  - 4.1.2. Must have been a Parachute Rigger for at least 2 years
  - 4.1.3. Must have BPA Advanced Packing Certificate Grades S and T
  - 4.1.4. Provide a written recommendation to attend the course from an Advanced Rigger who has known the candidate for at least 6 months
  - 4.1.6. Log of rigging work carried out in the preceding 12 months
- 4.2. The candidate will attend an Advanced Rigger Course as per the Advanced Rigger Course Syllabus (BPA Form 201).

**SECTION 14 (RIGGING), Paragraph 5 (Rigger Examiner). Change Sun-paras 5.1. & 5.2. to read:**

- 5.1. The requirements to attend a Rigger Examiner Course are as follows:
  - 5.1.1. Must be a full BPA member
  - 5.1.2. Must have been an Advanced Rigger for at least 2 years
  - 5.1.3. Must have attended a "Methods of Instruction" lecture on a BPA Instructors' Course or can demonstrate good instructional experience and background
  - 5.1.4. Provide a written recommendation to attend the upgrade to Examiner from a Rigger Examiner who has known the candidate for at least 6 months
  - 5.1.5. Provide a log of the rigging work carried out in the preceding 12 months
- 5.2. The candidate will attend the 3 phases of the Rigger Examiner Course as per the Rigger Examiner Course Syllabus (BPA Form 202).