



## The Council

### Minutes

**Tuesday 8 August 2017 at 18:06**

at BPA HQ, Glen Parva, Leicester LE2 9TF

<b>Present:</b>	Martin Soulsby	- Chair
	Paul Applegate	
	Mark Bayada	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Yassi Molazadeh	
	Brian Vacher	- Competitions Chair
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Simon Curley	- Chapman Associates,
	(to item 59)	- Financial Planning LLP
	Jon Gretton	- Finance Manager
	(to item 61)	
	John Hitchen	- Vice President
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apologies for absence:</b>	Liz Ashley	- Editor, BPA Skydive the Mag
	Brian Cumming	
	Tash Higman	
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
	Craig Poxon	- Vice Chair & Development Chair
	John Smyth MVO	- Vice President and Delegate to IPC
	Sue Stanhope	

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## Item Minute

### 54/17 Composition

Council noted that on 13 June, Kate Charters had, for personal reasons, resigned from her seat on Council and from her role as Competitions Judges' Co-ordinator. In accordance with established custom and practice, casual vacancies on Council were not filled, and the seat would be included in the forthcoming election (as it would in any case have been, since this was a one-year seat under the transitional arrangements to a 3-year tenure on Council).

**Noted**

### 55/17 Apologies for absence

The following were away on BPA business: Craig Poxon, Tash Higman and John Smyth were at the World Cup in Saarlouis, Germany; and Jeff Montgomery, STO, was delivering a BPA instructor course at Headcorn.

### 56/17 Minutes of the meeting on Tuesday 13 June 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/)

**Council ratified the approval** and the Chair signed the master copy as a correct record.

**Approved**

### 57/17 Declarations of interest

These would be taken as they arose.

### 58/17 Patron

Council was delighted by the news that His Royal Highness The Prince of Wales had kindly agreed to extend his Patronage of British Parachute Association for a further five years from July 2017. The Secretary had already conveyed Council's most grateful thanks, together with that of our membership, to our Patron.

## 59/17 **Investment policy**

The Chair introduced Simon Curley, Chartered Financial Planner, of Chapman Associates Financial Planning LLP to give Council a presentation on investments. He introduced Chapman Associates as a partner practice of St James's Place Wealth Management.

This review of investment policy had been triggered by a change in the tax treatment of bonds (minute 42.2). £800K was currently invested in fixed-term bonds. The portfolio available for investment was £1.7m.

Following Simon Curley's presentation, and the questions that followed, including contributions from the Treasurer and Nick Bunting, Council formulated an investment strategy going forward.

**Council agreed**, unanimously, on a proposal by Nick Bunting, seconded by Mark Bayada, that:

- The investment performance objective of the portfolio is to maintain the real value of the assets, through a combination of capital growth and income; subject to the intent that positive returns are achieved.
- The absolute total target return for the portfolio (£1.7m) is set at UK RPI +2.5%.
- The time horizon is a rolling 60 month period.

**Agreed**

Simon Curley left the meeting with the above brief. The Chair thanked him for his attendance.

## 60/17 **Matters arising**

### **60.1 Delegation of authority - minute 41.2**

A paper from the Finance Manager, based on a document kindly supplied by Nick Bunting, had been circulated with the agenda.

The document concerned delegated authority to staff. The Chair reported that Tash Higman had suggested it be extended to volunteers. However, the meeting decided to confine the policy to staff.

**Council agreed** the policy on delegation of authority for adoption, with minor variation to the wording of the draft.

**Agreed**

### **60.2 Safeguarding - minute 41.3**

The Secretary reported that legal opinion we had received was that BPA would be acting ultra vires (beyond its powers) in seeking to mandate instructors and potential instructors to make a self-referred Disclosure and Barring Service (DBS) check.

The safeguarding working party had originally proposed this as a basis for consultation with operators of PTOs. The Secretary said that skydiving was not a regulated activity in DBS terms (the status being determined by frequency of contact), and that BPA did not employ instructors but rather was the qualifying association that awarded instructor ratings.

The BPA Safeguarding Working Party were tasked with reviewing the way forward in the light of the legal advice received and to provide an amended recommendation to Council.

Yassi Molazadeh said she understood that some sports organisations were petitioning the government for their sports to be included in the DBS scheme. The Secretary would check with the Sport & Recreation Alliance.

**Action: Safeguarding Working Party / Secretary**

### **60.3 Data protection audit - minute 41.4**

The Secretary reported on the range of quotations he had received from four legal firms for this work. Council was keen to assure that we should be as prepared as reasonably possible before the audit. The Secretary said this would in his view require external guidance for staff. Nick Bunting kindly offered to forward background papers that may be of interest to the Secretary in arranging this external, pre-audit, guidance.

**Action: Secretary**

### **60.4 Update of disciplinary procedure - minute 41.6**

The Secretary reported that the updated BPA Disciplinary Procedure had been uploaded to the BPA website on Monday 3 July. It had become effective for new complaints received from that date.

**Updated Disciplinary Procedure became effective on 3 July 2017**

### **60.5 Code of conduct for volunteers - minute 41.8**

The updated draft code of conduct prepared by Yassi Molazadeh had been circulated as a supporting paper to the agenda of this afternoon's meeting of the Development Committee. The paper had also been circulated to Council.

**Council agreed** to a recommendation of the Development Committee that this Code of Conduct be adopted for all BPA volunteers. Volunteers would be asked to acknowledge receipt of the code and to signify their willingness to comply.

**Agreed**

**Council agreed** that the Code of Conduct should be included as part of a wider document covering the general duties and responsibilities of volunteers, to be presented in a similar format to BPA Form 178 Duties and responsibilities of Directors / BPA Council members. The Secretary would draft this for consideration by the Development Committee.

**Action: Secretary / Development Committee**

## **61/17 Finance**

### **61.1 Management accounts and membership numbers**

A paper by the Finance Manager had been circulated with the agenda and was noted. This was to month 12 of the financial year (full year, July-June) and month 3 of the membership year (April-March).

The unaudited accounts showed an income of £865K and turnover of £669K. Year-on-year turnover had decreased by 3%, attributable to a reduction in the rate of charge for membership subscriptions. There was an increase in costs in line with expectations of an on-year for competitions funding, in accordance with the normal two-year cycle of competitions funding.

### **61.2 Company payment card**

This had been requested by some members of staff because of the personal outlays of business expenditure they had currently to make themselves, before reclaiming them as expenses.

**Council agreed** in principle to company payment cards in the names of the STO and the Finance Manager. Use of the cards would be subject to Council's policy on the delegation of authority (minute 60.1).

**Agreed**

Council asked the Treasurer and the Finance Manager to put in place appropriate arrangements for the provision and use of the payment cards.

**Action: Treasurer & Finance Manager**

### **61.3 Investments**

See minute 59.

## **62/17 Nominations Committee**

A paper by the Secretary had been circulated with the agenda.

**Council agreed** that the Nominations Committee 2017 would comprise, in accordance with the composition set out at Article 19.10, the Chair and COO, together with Nick Bunting as the independent and Tash Higman (who had volunteered) as the fourth member.

**Agreed**

## **Council sat in camera for items 63/17 to 67/17 inclusive**

### **63/17 Panel of Inquiry**

John Hitchen left the room. The Chair then updated the meeting on the progress of a Panel of Inquiry chaired by John Lines.

### **64/17 Judges' laptops**

The two judges' laptops and an associated external drive were not currently available to the judges. A confidential paper had been circulated with the agenda.

**Council agreed** on the proposed course of action.

**Action: COO**

The Competitions Chair said that, for the time being, judges were managing with borrowed equipment. The Competitions Committee was monitoring the situation in case replacement laptops needed to be purchased.

**65/17 Grievance - residency requirement to compete for Britain**

Council noted a paper which had been circulated with the agenda concerning a member with a grievance with BPA over their eligibility for a BPA-issued sporting licence in order for them to compete as a British resident.

**Noted**

**66/17 Commercial matter**

A discussion on a commercial matter was held. A paper relating to this had been issued with the agenda of the June meeting (item 52 refers). Council agreed to consider the matter further at its next meeting. To help with this, the Chair had prepared a spreadsheet which the Secretary would circulate.

**Action: Secretary / Next meeting**

**67/17 Report from our Delegate to the Royal Aero Club (RAeC)**

The meeting resumed in open session. A report from Craig Poxon (BPA Delegate to the Royal Aero Club) had been circulated electronically before the meeting. It was received with thanks and taken as read.

**Noted**

**68/17 Strategy**

The Strategy Working Group had met and had elected Nick Bunting as its Chair. Adrian Bond gave his apologies.

An updated version of the draft Strategy paper, being the output from the meeting, had been circulated as a supporting paper to this item.

The Chair asked whether the group had considered consolidating the six strategic themes into fewer themes. Nick Bunting said that the six themes were inter-dependent and each had significance in its own right. The timeframe of the strategic plan was five years and the themes did not all have to be actioned at the same time. Council accepted this.

A number of options for a vision statement were discussed. The Chair said that, looking at vision statements of other organisations, short statements in his view worked best. To that end, Council agreed to adopt a vision along the lines of 'sharing the exhilaration'. The Secretary suggested that the mission statement should be set out using the verbs in active form, and Council agreed.

Nick Bunting said the next steps would be to consider (i) an operational plan, to include measurable deliverables; and (ii) as form followed function, the structure of the committees of the Council to support the operational delivery of the strategic plan. Review of BPA's committee structure was already a Council target for this year, having been set by Council last year (minute 65.3/16). It would involve consultation with the membership and other stakeholders.

The Strategy Working Group would hold a meeting to formulate recommendations to Council on the above.

**Action: Strategy Working Group**

**69/17 Committee compositions**

A paper had been circulated with the agenda. The resignation of Kate Charters (minute 54) had left the Competitions Committee with two, rather than the specified minimum of three, Council Members serving on it. Also, with 6 Council Members serving on the Communications and Development Committees, those Committees would now have a majority on a Council with 11 (rather than its full complement of 12) voting seats. The policy was that no Committee must be in a position to have a majority of votes on Council. The remedy was for a Council Member to transfer from the Communications and Development Committees to Competitions. The Chair had spoken to a number of Council members about this, and Mark Bayada had kindly agreed to make the transfer.

**Council agreed** to ratify Mark Bayada's transfer from the Communications and Development Committees to the Competitions Committee, and thanked him for agreeing to this.

**Ratified**

**70/17 Reports from Committees**

**70.1 Minutes of Committees**

The minutes of each of the following meetings, except those of STC, had already been circulated and 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, pending approval by STC at its next meeting.

**70.1.1 Communications Committee meeting on Tuesday 13 June 2017**

**Council ratified** the minutes.

**Ratified**

**70.1.2 Development Committee meeting on Tuesday 13 June 2017**

**Council ratified** the minutes.

**Ratified**

**70.1.3 Competitions Committee meeting on Tuesday 13 June 2017**

**Council ratified** the minutes.

**Ratified**

**70.1.4 Safety and Training Committee meeting on Thursday 27 July 2017**

**Council ratified** the changes to the BPA Operations Manual set out as an appendix to the STC minutes, and reproduced as an appendix to these Council minutes, on a proposal by Paul Applegate, seconded by Mark Bayada, which carried unanimously.

**Changes to the Operations Manual ratified**

**70.2 Oral reports on Committee meetings held this afternoon**

Adrian Bond (Communications Chair and Development Vice Chair) and Brian Vacher (Competitions Chair) each reported on the meeting of their Committee/s held this afternoon.

**71/17 USPA resolution on indoor skydiving**

The Council noted a resolution by the Board of Directors of USPA, dated 23 July, as follows:  
*“Effective 1 November 2017, the United States Parachute Association will not use Association resources to support the sport of ‘indoor skydiving’, except to nominate international judges to such IPC events as appropriate. USPA will seek to encourage, foster and co-operate with any emerging national governing body for tunnel flying.”*

The Chair said that BPA had a pragmatic plan in place in relation to this year’s IPC indoor World Championships, and had delegated the selection process for the 2018 indoor World Cup. We would watch with interest as the relationship between USPA and the International Bodyflight Association developed.

**Noted**

**72/17 Dates of next meetings**

Tuesdays 3 October and 28 November at 18:00 at BPA HQ.

The meeting ended at 21:56 (duration: 3h:50)

**Annex:** Amendments to the Operations Manual from the STC meeting on Thursday 27 July 2017

## **AMENDMENTS TO BPA OPERATIONS MANUAL**

At the STC meeting of 27 July 2017 the following amendment was made to the BPA Operations Manual:

### **SECTION 4 (INSTRUCTORS), PARAGRAPH 1 (CATEGORY SYSTEM BASIC INSTRUCTOR), new sub-para 1.1.4. to read:**

1.1.4. Holds a current ‘Solo Parachute Instructor Medical Certificate/Doctor’s Certificate’. (BPA Form 116A).

**Note:** Previous sub-paras 1.1.4 – 1.1.8. now become 1.1.5. – 1.1.9.

### **SECTION 4 (INSTRUCTORS), PARAGRAPH 3 (ACCELERATED FREE FALL BASIC INSTRUCTOR), new sub-para 3.1.4. to read:**

3.1.4. Holds a current ‘Solo Parachute Instructor Medical Certificate/Doctor’s Certificate’. (BPA Form 116A).

**Note:** Previous sub-paras 3.1.4 – 3.1.8. now become 3.1.5. – 3.1.9.

### **SECTION 11 (MEDICAL), PARAGRAPH 1 (MEDICAL REQUIREMENTS TO PARACHUTE), new sub-para 1.1.8. to read:**

1.1.8. **Form 116A. Solo Parachute Instructor Medical Certificate/Doctor’s Certificate** is for all instructors, excluding Tandem Basic Instructors/Tandem Instructors and Ground Instructors.

**NOTE:** Solo Instructors (excluding Tandem Basic Instructors/Tandem Instructors and Ground Instructors), including candidates attending CSBI and AFFBI courses, may use the above new medicals immediately. However, they do not become mandatory until the 1<sup>st</sup> April 2018.

Instructors who currently hold Doctor’s Certificates do not require the above certificates until their current certificates expires.