



The Council

Minutes

Tuesday 11 June 2019 at 18:13

at BPA HQ, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair & RAeC Delegate
	Paul Applegate	
	Mark Bayada	
	Adrian Bond	- Communications Chair
	Nick Bunting	
	Tash Higman	
	Sam Lee	
	Craig Poxon	- Vice Chair, IPC & RAeC Alternate Delegate and Development Chair
	Sue Stanhope	
	Brian Vacher (item 35 only)	- Competitions Chair
In attendance:	Liz Ashley	- Editor, BPA Skydive the Mag
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- (co-opted) Treasurer
	Angel Fernandez	- Communications Manager
	Jon Gretton	- Finance Manager & Company Secretary
	Martin Shuttleworth	- Secretary-General (Secretary)
	John Smyth MVO	- Vice President & IPC Delegate
Apologies for absence:	John Hitchen	- Vice President
	Yassi Molazadeh	
	Jeff Montgomery	- (co-opted) Safety & Technical Officer and STC Chair
	Georgie Vacher	
Observers:	3	

[Secretary's note: Shortly before the meeting, the Secretary announced that he planned to record the meeting in audio. There was an objection by a Council Member, so the meeting was not recorded.]

Item Minute

35/19 **Motion of no confidence in the Chair**

The Vice Chair took the chair for this item, which was held in camera with only Council Members and staff in the meeting. Background papers had been circulated in advance.

Nick Bunting had given notice on the agenda of his intention to raise a motion of no confidence in the Chair, which was based on conflict of interest, and called for a vote by ballot. The motion was seconded by Brian Vacher.

The Secretary reported that the two voting members who were absent had lodged proxy votes. Following discussion, a ballot was held of the ten voting members present.

The Treasurer and Secretary withdrew to count the 12 votes.

The result was: In favour of the motion of no confidence in the Chair - 4; Against - 8. The Secretary announced that the motion had failed, and Council had signified its confidence in the Chair.

Brian Vacher left the meeting. The meeting then continued in open session, with the Vice Chair handing the chair back to the Chair.

36/19 Minutes

COUNCIL APPROVED the minutes of the meeting on Tuesday 30 April 2019 (2nd draft, circulated in advance) as a correct record. Proposed by Sam Lee, seconded by Paul Applegate.

37/19 Matters arising

37.1 Strategic Plan - addition of performance and participation metrics for the Competitions Committee (minute 23.1)

A document by Sam Lee had been agreed by an inquorate meeting of Competitions Committee held before the Council meeting. The document was in the Competitions Committee meeting papers folder on SharePoint, which was accessible to Council. Sam Lee said the document would be updated at every meeting.

37.2 Draft whistleblowing procedure (minute 23.2)

Sue Stanhope reported that she had received staff feedback and would be incorporating this into the final draft to be presented to Council.

Action: Sue Stanhope / Next meeting

37.3 Sport England quality assurance pack (minute 23.5)

Council noted that the COO and Secretary were commissioning a governance Gap Analysis by Haines Watts Controls & Assurance Ltd. The audit would be to good governance practice and the Sport England 'A Code for Sports Governance'. It was planned for mid-July 2019.

Independent review commissioned

37.4 British Indoor Skydiving Association (BISA) (minute 26.3)

A document on BISA's strategic goals had been received and circulated with the agenda. Tash Higman noted that BISA had made no reference to managing Judges, which for indoor-only disciplines would need to be their responsibility. The Secretary said that BISA had not yet signed the memorandum of understanding with BPA. Council noted that one of BISA's short-term goals was to 'formalise T&Cs for the BPA/BISA licensing agreement with associated timeline'.

Action: Secretary

37.5 The Queen's Cup 2019 (minute 23.7)

The Communications Manager was liaising on arrangements for presentation of this prestigious RAeC Award at this year's BPA British Nationals in FS at Skydive Hibaldstow. He would prepare a Communications Plan and help to co-ordinate arrangements for a reception for RAeC, BPA and other dignitaries and invited guests at the presentation ceremony.

Action: Communications Manager

37.6 Structure of committees and frequency of meetings (minute 28)

The Chair said the working group (minute 28) had not yet met, but he had set up a team in SharePoint. He planned to convene a meeting to report to Council in August.

Action: Chair / Next meeting

37.7 Scheduling of issue of injury reports resumé to STC (minute 31.1.4)

STC was satisfied with its established arrangements, per its decision in the minutes (circulated) of its meeting on Thursday 30 May 2019 (Council minute 46.1, STC minute 9 v).

37.8 Pride on social media (minute 31.2.1.1)

The Communications Manager was working with the Communications Committee on this delegated responsibility, for which arrangements were in hand.

37.9 Duty of care to competitors (minute 31.2.2.2)

Mark Bayada (Competitions Vice Chair) confirmed to Council that the Competitions Committee had procedures in place to assure that the skills and competence of our international competitors were adequate to discharge BPA's duty of care to themselves and others.

38/19 Finance and compliance

38.1 Management accounts & membership statistics

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was for month 11 of the financial year (July-June) and month 2 of the membership year (April-March). Year-on-year variance included £64K from maturing investments in the last financial year compared with nil this year.

Nick Bunting noted the year-on-year variance of being about £6.5K down on income, and £17K up on expenditure. The Treasurer said this was the result of Council's policy on the rate of membership subscriptions at a time Council believed that BPA to have been achieving too high a surplus of income over expenditure.

Tash Higman asked that a budget column should be included in future management accounts as variation from budget would help to monitor the effect of policy decisions on finance.

Action: Treasurer / Finance Manager

There was a discussion about the profit-and-loss account and accrual accounting for competitions sponsorship drawdown. This was often in the financial year following that in which sponsorship had been allocated.

38.2 Budget 2019-20

The Treasurer said that BPA budgets had traditionally been based on an allocation of available funds for the year. There had already been agreement of a move to zero-based budgeting, based on need (minute 25.2). The difference between non-discretionary and discretionary spends was also considered.

While draft zero-based budgets had been discussed at the respective committee meetings earlier in the day, it was agreed that they needed to be corrected and would be re-presented for approval at the August Council meeting.

It was unclear whether the budget needed for the Queen's Cup (minute 37.5) would come from Competitions, Communications or general funds.

The meeting agreed to defer further consideration to the next meeting.

Action: Defer to next meeting

38.3 Draft investment guidelines

Draft investment guidelines had been circulated in advance of the meeting. The Treasurer explained the document had been prepared with an input from an adviser from Rowan Dartington of the St James's Place Group, to cover fixed interest securities that were outside St James's Place own funds on which BPA's established financial advisers, Chapman Associates, were authorised to advise. They would together be producing a suggested portfolio based on BPA's low appetite for investment risk, which Council asked to be specified in the guidelines. The investment portfolio, and guidelines on which it was based, including appetite for risk, should be subject to a regular annual review. The suggested portfolio would be circulated to the next meeting of Council in August.

Action: Next meeting

38.4 Business and financial risk register

Tash Higman had arranged with the Chair that she would give a short presentation at each of the next few Council meetings on a different strategic risk to ensure all of Council fully understood the structure and purpose of the business and financial risk register. At this meeting, she covered regulatory compliance and reputational impact, and explained the scoring scale of impact and likelihood. Tash Higman again asked for feedback from the Council members who had yet to respond.

Action: Council Members yet to respond

The draft had allocated staff as risk owners. Tash Higman asked the staff to consider, and where appropriate advise her of amendments to, these allocations.

Action: Staff

38.5 Data protection assurance action plan

The staff had had a debrief with data assurance auditor Tom Ward of Bruce and Butler on 29 May. Council noted that the COO and Secretary had engaged Haines Watts Controls & Assurance Ltd, whose proposal had been circulated with the agenda, as external advisers on procedures to help assure and maintain GDPR compliance in accordance with the Data Protection Act 2018.

Ongoing

39/19 BPA sponsorship criteria

Council had asked the Competitions Committee (minute 26.1 - 1 refers) to codify the process of BPA sponsorship allocation to our athletes so that Council could be assured that a fair and adequately documented process was in place. Council had also asked the Competitions Committee to consider the intended and unintended consequences of the sponsorship allocation process. As neither the Competitions Chair nor Georgie Vacher were present, the meeting deferred consideration of this item to the next meeting.

Action: Defer to next meeting

40/19 Inclusivity

40.1 Equality and diversity policy

COUNCIL AGREED a proposed draft equality and diversity policy that had been circulated with the agenda. This had been prepared by a working group comprising Yassi Molazadeh, Tash Higman and Sue Stanhope, whom the Chair thanked for their work. Proposed by Paul Applegate, seconded by Tash Higman.

Council asked that the equality and diversity policy should be in place ahead of supporting Pride on social media this summer, and that it should publicised.

Action: Secretary / Communications Manager

[Secretary's note: Launch of the Equality and Diversity Policy was delayed by shortage of staff.]

40.2 Paper from the Development Committee on inclusivity in the sport

The Development Committee had held an additional virtual meeting on Friday 24 May further to consider the referrals from Council on inclusivity matters in Council minutes 16 (of Tuesday 19 February) and 21 - 2 (of Tuesday 30 April). Notes on this meeting had been circulated to Council. Cathy Hughes, Head of Equality and Diversity at Sport England, had taken part in the meeting as a guest. The notes outlined ongoing work.

Action: Development Committee

41/19 Equality and competition event categories

This item was held in camera with Council Members, John Smyth as IPC Delegate, and staff remaining.

A letter of claim from Team NFTO's legal representatives in relation to their BPA sponsorship had been circulated in advance. The letter challenged Council's withdrawal of sponsorship in the 4-way FS women's category, with funding available to the team only for the 4-way FS open category. The Secretary had referred the letter to BPA's insurers for legal advice, which was awaited.

The Chair declared a personal interest in relation to Team NFTO. He made a short statement and then left the room. The Vice Chair took the chair.

John Smyth (BPA Delegate to IPC) spoke to his IPC Delegates' Report to Council, which had been circulated with the agenda. The report noted that FAI policy was in line with the current strategies of the International Olympic Committee, which promoted gender balance with the objective of 50/50 participation in the Olympics.

Council noted that there were two bases on which a women-only category could be justified, albeit that the Development Committee had been advised by Sport England that there was currently no case law on equality in sport. The first was empirical research to determine whether the sport was gendered - whether physiological characteristics of male and female affected performance in the sport. The second was positive discrimination to address under-representation of women in the sport. The Development Committee was exploring research and survey possibilities to address these factors (minute 42.2).

COUNCIL AGREED to pause the dialogue with FAI/IPC (minute 16 - 2 of the meeting on 19 February 2019). This was until the outstanding issues being addressed by the Development Committee (minute 40.2) had been resolved. Proposed by Sam Lee, seconded by Adrian Bond, carried unanimously.

Council asked the Editor and Communications Manager to communicate Council's actions to members, some of whom had emailed their views to Council (circulated with the agenda as two bundles, which had included representations from members, former members and non-members).

Action: Editor / Communications Manager

Consequent on the letter of claim against BPA by Team NFTO's legal representatives, Council paused the drawdown of sponsorship by Team NFTO pending consideration of the awaited legal advice from BPA's insurers.

The meeting then resumed in open session, and the Vice Chair handed the chair back to the Chair.

42/19 Strategic plan 2019 deliverables

Council noted the June 2019 update of the strategic plan deliverables, which had been circulated with the agenda.

43/19 Updated template for Council and Committee papers

COUNCIL AGREED an updated template from Tash Higman, which had been circulated with the agenda. It incorporated some additions suggested by Nick Bunting at the previous meeting (minute 29).

44/19 Employment Committee

The meeting went in camera, with only Council members present. Staff and others left the room.

Council considered an oral report from the Employment Committee, which had met immediately before this Council meeting.

COUNCIL AGREED to the recommendations of the Employment Committee to:

- (i) increase staff salaries by 3% with effect from the new financial year on 1 July, except for the Communications Manager whose salary had been set recently on appointment;
- (ii) a gift of £500 each for staff members Trudy Kemp and Sue Allen in recognition of their 40/40+ years' service on the staff of the Association.

[Secretary's note: Sue Allen noted that she had been given a gift of £250 on completion of 40 years' service a few years ago. She therefore declined this award. Council agreed subsequently by email to award her an additional £250.]

Council noted that the Employment Committee had signified its intention to review staff role descriptions, resourcing, and benefits packages.

45/19 Competitions Committee

COUNCIL AGREED to a recommendation from the inquorate meeting of the Competitions Committee held earlier today that a competitor should be refunded 50 EUR on his registration fee for the Wingsuiting World Cup. The competitor had missed the closing ceremony because they had been advised of an incorrect date.

46/19 Reports from Committees

Because it was now later than the normal meeting finish deadline of 21:00, reports from Committees were not taken.

46.1 Minutes of the meeting of the Safety & Training Committee held on Thursday 30 May 2019

There were no amendments to the Operations Manual from STC for Council formally to approve. See also minute 37.7.

46.2 Recommendation from the Competitions Committee's meeting on Tuesday 11 June 2019

See minute 45.

46.3 Recommendations from the Communications Committee's meeting on Tuesday 11 June 2019

These were not taken at the meeting, but put out on 12 June for eVote, as below.

COUNCIL AGREED BY eVOTE SUBSEQUENT TO THE MEETING the following recommendations from the Communications Committee:

1. Angel Fernandez, Communications Manager, to be co-opted as a non-voting member of the Communications Committee. Carried with 9 eVotes in favour.
2. 3-year Magazine publishing contract for BPA Skydive the Mag and associated publications now finalised with Warners Group Publications plc and ready for sign off, copy available on request. Carried with 9 eVotes in favour.
3. Adoption of new BPA social media communications policy (document is in the Share-Point folder for the 11 June Comms meeting). Carried with 7 eVotes in favour, 2 against.

4. Pride logo - white BPA on rainbow background. (Policy had already been agreed per minute 31.2.1.1 of the Council meeting on 30 April 2019, the design was a delegated matter for the Communications Committee.) Carried with 7 eVotes in favour, 2 against.

47/19 Dates of future meetings

Tuesdays at 18:00 at BPA HQ: 6 August, 1 October and 26 November 2019.

The meeting closed at 21:20 (duration: 3h 07 min)