



**Agenda for a meeting of
Council
on Tuesday 6 August 2019 at 17:30
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF**

**Please note
17:30
start time**

Subject to the agreement of the meeting, the Chair proposes to start with item 6 rebranding at 17:30 to keep the remainder of items nearer to the normal timeslot they would have had with the usual 18:00 start.

Item nr	Business	Lead	Pre-read paper
1	Apologies for absence Nick Bunting (provisional)	-	-
2	Declarations of interest	-	-
3	Minutes To confirm approval of the minutes of the meeting of Tuesday 11 June that have been approved electronically and were published on 11 July.	Chair	Minutes
4	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 37.4, Liaison with the British Indoor Skydiving Association - Secretary 4.2 Min 37.5, The Queen’s Cup 2019 - Communications Manager 4.3 Min 40.1, Equality and diversity policy - Secretary 4.4 Min 41, Equality and competition event categories - communication of Council actions to members - Editor & Communications Manager 4.5 Min 44 - Employment - To note that Marie Kent is due to join the staff team as full-time ‘Competitions & Awards Co-ordinator and General Assistant’ on Monday 5 August. 4.6 Any other matters arising not listed above.	Chair	Minutes
5	Finance & compliance 5.1 Management accounts & membership statistics to end May 5.2 Zero-based Committee budgets 2019-20 5.3 Investment proposal - Treasurer 5.4 Business and financial risk register update - Tash Higman 5.5 Data assurance action plan update - Secretary 5.6 Governance review (audit) - Secretary 5.7 Compliance Officer vacancy - Secretary 5.8 Any other finance and compliance matters.	Chair	5.1 - Mgt a/cs 5.2 - Budget 5.3 - Investment proposal 5.4 - Business & financial risk register: (a) covering note (b) register 5.5 - Data assurance action plan 5.6 – [to follow in 2 nd tranche] Governance review (audit)

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6	Rebranding to British Skydiving: presentation by Creative Sponge on the outcome of the discovery phase	Chair	-
7	Interim notes from the Working Party on committee structure/frequency/BPA years	Chair	6 - Notes on Working Party meeting
8	Whistleblowing procedure To consider and updated draft (circulated) from the Working Party of Sue Stanhope, Yassi Molazadah and Tash Higman	Chair	7 - Draft whistleblowing procedure
9	BPA sponsorship criteria (Item deferred from the June meeting) To consider a paper from the Competitions Committee in response to Council minute 26.1 - 1 (Apr): Min 26.1 - 1 Sponsorship criteria as currently used by the Competitions Committee should be fully documented and explained, and any proposed future variations should be documented along with options considered and the intended consequences of the proposals for approval by Council before implementation.	Chair	8 - Coms Cttee sponsorship criteria
10	Strategic plan 2019 deliverables - August update	Chair	[to follow in 2 nd tranche] Strategic plan 2019 deliverables - Aug update
11	Report on Royal Aero Club Chair, as BPA Delegate to RAeC	Chair	Report on RAeC
12	Reports from Committees of Council 12.1 To consider recommendations in minutes (previously circulated) of the Communications, Development, and Competitions Committee meetings held on Tuesday 11 June 2019 12.2 To consider any recommendations and approve any changes to the Operations Manual in minutes (to follow) of the STC meeting held on Thursday 25 July 2019 12.3 To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, (ii) Development and (iii) Competitions Committees. Including a paper from the: (a) Communications Committee - draft Council announcements communications plan (b) Development Committee on research options on female participation, and paper from the FAI Women's Group (2014).	Comms/ Dvt/ Comps Chairs STC Chair	12.1 Comms/Dvt/ Comps mins - Jun 2019 12.2 - STC minutes - Jul 2019 (to follow) 12.3 (a) Comms Cttee - draft Council comms plan 12.3 (b) Dvt Cttee - FAI Women's Group (2014) 12.3 (b) Dvt Cttee - liaison with Loughborough University

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13	<i>In camera</i> Letter of 4 June from Chadwick Lawrence on behalf of Team NFTO To consider a proposal from Mark Bayada	Vice Chair	13 - Letter from Chadwick Lawrence 13 - Re: Chadwick Lawrence letter 13 - Proposal from Mark Bayada
14	<i>In camera</i> Grievance The COO seeks Council's procedural guidance on a case.	COO	Case paper from COO
15	Any other business to be notified to the Secretary by no later than noon on Friday 7 June.	Chair	-
16	Dates of meetings for the rest of 2019 Tuesdays at 18:00 at BPA HQ: 1 October & 26 November.	-	-