



The Council

Minutes

Tuesday 17 April 2018 at 18:05

at BPA HQ, Glen Parva, Leicester LE2 9TF

Present - voting: (quorum: 5)	Martin Soulsby Adrian Bond Brian Cumming Tash Higman Craig Poxon Sue Stanhope Georgie Vacher	- Chair - Communications Chair - Competitions Vice Chair - Vice Chair/Development Chair/ RAeC Delegate/ IPC Alternate Delegate
Present - co-opted, non-voting:	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
In attendance:	Liz Ashley Tony Butler John Hitchen Martin Shuttleworth	- Editor, BPA Skydive the Mag - Chief Operating Officer (COO) - Vice President (part of meeting only) - Secretary-General (Secretary)
Apologies for absence:	Paul Applegate Mark Bayada Nick Bunting Debbie Carter Jon Gretton Yassi Molazadeh John Smyth MVO Brian Vacher	- Treasurer - Finance Manager - Vice President / IPC Delegate - Competitions Chair

Item Minute

27/18 Minutes

COUNCIL HAD APPROVED the minutes of the meeting held on Tuesday 13 February 2018 electronically, and they had been published on the BPA website. The Chair signed the master copy as a true and accurate record.

28/18 Declarations of interest

Declarations of any conflicts of interest would be taken as they arose.

29/18 Matters arising

29.1 Table of elected members' interests (minute 9)

This had been circulated with the agenda.

COUNCIL AGREED to publish the document on the BPA website.

Action: Secretary

29.2 Updated register of interests form (minute 9)

An updated draft of the register of elected members' interests form (BPA Form 295) had been circulated with the agenda. It included the additions set out in minute 9.

COUNCIL AGREED the form, with a minor variation to the wording.

COUNCIL AGREED that this year's elected members would be asked to confirm that their declarations of interest were complete per the wording of the updated form.

Action: Secretary

29.3 Grievance and disciplinary working party (minute 12.2)

The Secretary reported that Yassi Molazadeh (Chair, Grievance and Disciplinary Procedures Working Party) had convened a virtual meeting. He read out a brief report on progress that she had sent. The working party would next consult with the Chair of Council, COO, STO and Secretary, following which they would make a recommendation to the Council.

Ongoing

29.4 Designation of reserves (minute 13.1)

This item remained outstanding.

Action: Treasurer and Finance Manager

29.5 Patron's reception (minute 15)

The Secretary reported that the arrangements for BPA's party of ten, co-ordinated by John Smyth MVO, had been finalised. Council asked that a BPA lapel pin should be sent to each member of the party.

Action: Secretary

29.6 Duties and responsibilities of Council members (minute 18)

Yassi Molazadah, Nick Bunting and the Secretary had yet to consider whether Form 178 should be amended to include policy guidance on the wearing of sponsors' and/or employer's logos on items of clothing whilst representing the Association.

Action: Yassi Molazadah, Nick Bunting & Secretary

29.7 Complaints / whistleblowing procedure (minute 19)

The working party comprising Sue Stanhope (Chair), Adrian Bond and Tash Higman had yet to meet.

Action: Sue Stanhope, Adrian Bond, Tash Higman

29.8 Cessation of software development contract by supplier (minute 20.2.1)

Adrian Bond (Communications Chair) reported that our legal advisers were drafting a letter to our former software development supplier concerning their breach of contract. BPA had now issued a new open invitation to tender for the project (minute 33.2.1.2).

Noted

30/18 Finance and compliance

30.1 Management accounts and membership numbers

A report by the Finance Manager had been circulated with the agenda and was received by Council. The report was to month 9 of the financial year (July-June) and month 12 of the membership year (full year, April-March).

Council asked that the amount still owed to BPA by the European Parachute Union (EPU) should be included in the future management accounts, in place of the statement 'no change'. It was questioned whether the AGM expenditure was yet complete, as the figure shown was substantially less than in the previous year.

Action: Finance Manager

The negative variance of year-on-year membership numbers had continued for the full year, with renewals by full members down by 302 (-5%), full conversions down by 151 (-19%), provisional memberships down by 5,365 (-9%) and temporary memberships (including Joint Services Adventurous Training) down by 302 (-5%). The Chair said that weather may have been one of the factors influencing this trend.

30.2 Budget

The Chair said that the budget would be considered at the next meeting when the Treasurer and Finance Manager would be present. He knew that the Competitions Committee was looking to formulate their budget in a different way for the next financial year; this did not affect other committees. The Chair of the IT Strategy Group had drafted an IT budget on which he was liaising with the Treasurer.

Action: Agenda for next meeting

30.2 GDPR training and audit

The Secretary reported that this was ongoing. The consultant had cancelled a meeting in February because of ill-health. The earliest it had been possible for us to re-schedule this was for 1 May, as staff in membership services staff were unavailable during their peak workload at the height of annual renewals.

At the postponed meeting, the GDPR consultant would report on the outcome of her data mapping. The COO said the consultant had indicated that she believed BPA to be low risk. The consultant had supplied a number of policy templates; staff believed these required further work to be suitable for BPA.

The Sport & Recreation Alliance had recently published a suite of GDPR policy templates for sport and recreation organisations, including National Governing Bodies of Sport. BPA staff intended to compare and contrast these with those supplied by our own consultant, to formulate the most appropriate policies for BPA for recommendation to Council.

Ongoing

30.3 Training days for Affiliated PTOs on (i) safeguarding, and (ii) GDPR

Training days for Affiliated PTOs had been held (i) for safeguarding leads, on Friday 16 March, facilitated by BPA Safeguarding Adviser Sara Orton and her colleague Ian Baistow-Davies; and (ii) GDPR, on Friday 6 April, facilitated by BPA GDPR consultant Tara Jay of ClearComm.

Each day had attracted an attendance of around 30 participants, with most DZ's represented, and information from the meetings had been sent to all Affiliated PTOs, including DZO's and CIs.

Feedback from participants had been excellent for both training sessions. The new conference room at BPA HQ had proved its value as a training venue. It had also been used by Tash Higman (Judges' Co-ordinator) to hold the annual Judges' training seminar during the weekend of 24-25 March.

31/18 Strategic plan

31.1 Notes on the 2018 strategy day

Notes on the strategy day, held on Tuesday 6 March, had previously been circulated.

The notes were discussed. Georgie Vacher, who had not been available to attend the strategy day, questioned the premise of a 'transformational journey' which she feared members and other stakeholders might take to mean that what we had now was bad. Whereas in reality, there were many good and successful things about the BPA that we should keep and not try to transform. Sue Stanhope said that the terminology being used was that of organisational development. It sought to assure that an organisation was robust and fit for purpose to go forward in a changing external environment.

31.1 Council name

A question that had emerged from the strategy day was whether the Council might more appropriately be referred to as the Board of Directors, which de facto it was. 'Council' might be considered to be rather an old-fashioned term in the context of a National Governing Body of Sport. The meeting was amenable to consider recommending the change, but to effect it would require a variation to the Articles of Association by special resolution to a general meeting of members. The meeting therefore decided to put it on the back burner for the time being, and to consider it again in future when there may be other updates to the Articles.

Noted

31.2 Business and financial risk register

A draft by the Secretary which had been worked up and put into a spreadsheet by Tash Higman had been circulated with the agenda. The document was commercially confidential. The Chair invited feedback, including of any risks not yet identified in the spreadsheet.

It was for the Council to determine whether it was comfortable with the nature of the risks and how they were controlled (the organisation's risk appetite). The Sport & Recreation Alliance had published a template in which the risks could be summarised in a risk matrix with numerical scores. Council asked that a BPA risk matrix should be developed. Tash Higman, who had experience of risk registers in her professional career, outlined the need for regular reviews, and version control. The Secretary would be the document owner.

Council asked that the draft be further developed in consultation with the risk owners. Then the updated document, together with a summary risk matrix, should be circulated as a paper for the next meeting.

Action: Secretary, Tash Higman

31.3 Élite performance and participation in international delegations

Another question that had emerged from the strategy day was consideration of funding strategy on elite performance (winning medals) compared with participation in international delegations. Georgie Vacher said she did not understand why this particular issue had been singled out as being worthy of more urgent consideration than the host of other issues discussed on the strategy day, of which she cited many examples from the notes.

Sue Stanhope said this was because it was an unanswered question that had emerged from the strategy day. It was no more or less important than other strategic questions, but was one that presently lacked a clear answer.

The Chair recognised that there was a range of opinion and referred to the Competitions Committee and HQ staff the task of setting these out in a paper for discussion at the next meeting of Council.

Refer to the Competitions Committee / HQ staff / include in the agenda for the next Council meeting

31.4 Prioritised objectives and deliverables

The COO and Secretary had been tasked by the strategy day with setting out, for the June Council meeting, prioritised objectives and deliverables underpinned by a budgeted business case. The COO said a start had been made shortly after the strategy day, but he did not believe this work could reasonably be completed for June. He had decided to take external advice to help to assure the adoption of best practice. Sue Stanhope noted that budgets would be considered at the next meeting (minute 30.2) and reminded the meeting that an organisation should budget for its prioritised objectives in order to deliver them.

32/18 Royal Aero Club

32.1 General

A report on the recent RAeC Council meeting had been circulated with the agenda. It covered national and European aviation and airports regulatory matters, FAI (the World Air Sports Federation), and the RAeC Awards ceremony to be held in London on the evening of Thursday 17 May. An application for tickets for the awards ceremony had been circulated to Members of BPA Council. BPA nominee Dan Guest would be receiving a RAeC Bronze Medal, and BPA member Jackie Smith was to be presented with the BPA Jim Crocker Sword Trophy for her Outstanding Contribution to Sport Parachuting.

32.2 Fédération Aéronautique Internationale (FAI)

Serious concern about the profligate spending pattern of FAI and its probable harmful effects on the organisation by the end of this year had been discussed by a RAeC Committee. RAeC believed that FAI needed dramatically to curb its spending and to improve its governance, accountability and transparency.

COUNCIL AGREED to send RAeC written confirmation of our concern that FAI needed to reform as it was, in our view, currently not fit for purpose.

32.3 BPA donation to the RAeC Trust

The Secretary asked whether the donation of £2000 to the Royal Aero Club Trust, in memory of founder trustee the late Fred Marsh, had yet been made (the donation having been agreed at the Council meeting on 28 November 2017, minute 94.1 refers). Craig Poxon, BPA Delegate to RAeC, said the donation had not yet been paid. He did not envisage a formal presentation, and therefore asked the BPA Finance Manager kindly to arrange payment of the donation. Liz Ashley (Mag Editor) said she would make a reference to it when she publicised the application process for next year's bursaries.

Action: Finance Manager

33/18 Reports from Committees

33.1 Minutes of Committees

The minutes of each of the following meetings, except those of STC, had already been circulated and approved electronically by the Committee concerned, and ratified electronically by Council. The minutes of STC had been circulated in draft, pending approval by STC at its next meeting.

33.1.1 Communications Committee meeting on Tuesday 13 February 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

33.1.2 Development Committee meeting on Tuesday 13 February 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

33.1.3 Competitions Committee meeting on Tuesday 13 February 2018

There were no questions. **COUNCIL CONFIRMED RATIFICATION** of the minutes.

33.1.4 Safety and Training Committee meeting on Thursday 5 April 2018

Jeff Montgomery (STC Chair) reported on a typographical correction to the circulated draft. There followed discussion about two sport parachuting incidents reported in the minutes, by which Craig Poxon sought and received assurances from the technical staff that measures had been put in place to prevent a recurrence.

COUNCIL RATIFIED the decisions in the above STC minutes.
Proposed by Tash Higman, seconded by Sue Stanhope, carried unanimously.

33.2 Oral reports on Committee meetings held this afternoon

Adrian Bond (Communications Chair), Craig Poxon (Development Chair), and Tash Higman (Competitions Vice Chair) reported on the meetings of their Committee/s held this afternoon.

The Communications and Development meetings had been inquorate and therefore not empowered to take decisions. Any matters requiring decision were therefore being referred to Council now. The business of each meeting is recorded in the minutes of that meeting and, apart from referral to Council of decisions that inquorate meetings were unable to take, only policy matters of relevance to Council are covered here.

33.2.1 Communications Committee

33.2.1.1 Composition

COUNCIL AGREED to the Committee's recommendation that Andrew Pointer should join the committee as a volunteer.

Proposed by Adrian Bond, seconded by Sue Stanhope, carried unanimously.

33.2.1.2 Invitation to tender - IT project

Adrian Bond (Communications Chair) reported that, jointly with the Development Committee, the open invitation to tender for the development of a new membership database (Personal Information Management System, PIMS) and web hub, had been issued on 9 March. The closing date for registrations of interest had been 6 April. By then, 35 registrations of interest had been received. We had progressed 21 of these to the next stage, which was to be supplied with the detailed tender specification.

33.2.1.3 Branding and identity

A YouGov survey of the public about the three shortlisted logo concepts for BPA's new trading name of British Skydiving had identified the most popular one. In the opinion of UK Sport, to whom we had shown it, the design was too close to UK Sport's 'Victor' logo, which UK Sport reserves for use with Olympic and Paralympic sports. Before putting the three shortlisted British Skydiving logo concepts to a poll of the membership, our designer would therefore liaise with UK Sport to seek a compromise.

The Chair stated that, in accordance with the office's wishes, once the new logo was introduced, it would be used as soon as possible on all BPA stock in order to embrace the new branding, but items bearing the old logo would be used up first as appropriate.

33.2.1.4 Membership survey

COUNCIL AGREED to use BPA election scrutineers Mi-Voice to conduct the membership survey.

33.2.1.5 Communications Action Plan: 1 July 2018 - 30 June 2019

COUNCIL AGREED that the Committee's Action Plan would comprise two targets:

- (i) the new web hub and membership database project jointly with the Development Committee; and
- (ii) rebranding BPA with our new trading name of British Skydiving.

33.2.1.6 Facebook groups for our international delegations

Here at the Council meeting, Tash Higman (Competitions Vice Chair) asked about the status of an unofficial Facebook group that had been established for our delegation going to the World Parachuting Championships in Australia in October. The Chair of Council said that establishing a Facebook page, or arranging for one to be set up, was part of the Head of Delegation's duties as set out in their role description. Official communications from HQ would continue to be made direct to delegation members as we could not be sure that all of them were on Facebook.

33.2.2 Development Committee

33.2.2.1 Third party insurance - provision for experienced EU jumpers

Following discussion at this afternoon's inquorate meeting of the Development Committee Craig Poxon (Development Chair) proposed, and Tash Higman seconded, the following motion:

That, after consultation with STC, the following provision should be deleted from the Operations Manual: (Section 12, para 1.1) that allows eligible, non-student, jumpers from other EU member states to jump on their own national governing body's third party public liability insurance.

The rationale for the motion was that we were not aware of any third party public liability policy provided by a sport parachuting governing body within the EU whose indemnity limit was at least equivalent to the £5m cover provided by BPA insurance.

Brian Cumming made a counter proposal that the provision in the Operations Manual be retained, with the indemnity limit being (currently €1.5m, equivalent to ca £1.3m) increased to the Euro equivalent of at least £5m, so as at least match the cover held by BPA members.

This triggered further discussion with the result that no vote was taken. Instead, the item was referred back for further consideration by the Development Committee.

Refer to the Development Committee

The COO would also refer the item to STC for any input.

Action: COO to refer to STC

33.2.2.2 BPA third party public liability insurance

The Development Committee had been approached by a DZO of an Affiliated PTO on behalf of an insurance broker looking to bid for the BPA account. The policy of the Committee, in accordance with Council's procurement policy, was to issue an open invitation to tender for major services, of which insurance was one. It planned to issue an open invitation to tender for insurance broker within the next couple of years or so. Speculative approaches from other brokers had been received from time to time, and these brokers would also be invited to take part in the tender process. The current broker had indicated that he would be likely to tender to retain the BPA contract. The COO said he was aware of universal satisfaction with the quality of service provided by the current broker. The Development Chair said it was important that we put in place a structured and systematic tender process to provide a level playing field that was fair to all. The Secretary would reply to the DZO on behalf of the Development Committee.

Noted

33.2.2.3 Development Action Plan: 1 July 2018 - 30 June 2019

COUNCIL AGREED that the Committee's Action Plan would comprise two targets:

- (i) the new membership database and web hub project jointly with the Communications Committee; and
- (ii) development of a grass roots talent identification programme.

33.2.2.4 Council election (3 seats)

COUNCIL AGREED to re-appoint BPA scrutineers Mi-Voice to conduct the election.

33.2.2.5 Travel expenses

The Development Committee had considered a paper from its Chair suggesting that for extremely long journeys by air, BPA expenses should cover at least premium economy class travel for welfare reasons. As the Development Chair had a personal interest, the item had been chaired at the Development Committee by its Vice Chair, Adrian Bond. Adrian Bond reported that the Committee, including the Treasurer (in absentia) had taken the view that the existing expenses policy of the most economical class of travel was appropriate for a third sector not-for-profit organisation that sought to minimise costs. It was open to individual members to pay for an upgrade charge from their own pocket. As the Development Committee had been inquorate had therefore unable to take a decision, the item was being referred to Council. There was no proposal at Council to change the current policy on payment of travel expenses.

Status quo

33.2.3 Competitions Committee

33.2.3.1 Sponsorship allocation - grievance by a team

Tash Higman (Competitions Vice Chair) reported that the Committee had not upheld a grievance by an élite team in relation to their allocation by the Committee of BPA sponsorship. The Committee would set out its reasons in writing. The team had the right to appeal to Council.

The Chair suggested, and Council agreed that, in the event of an appeal, the Secretary should convene a Panel of three Council Members who were not on the Competitions Committee, to hear the appeal and make a recommendation to Council. In the event that three Council Members were not available, the Secretary would extend the invitation to the Vice Presidents.

Action: Secretary, if an appeal is received

33.2.3.2 Heads of International Delegations

COUNCIL RATIFIED the recommendation of the Competitions Committee that the following should be appointed as Head of Delegation for the event stated. Proposed by Tash Higman, seconded by Georgie Vacher, and carried with one abstention (Craig Poxon).

World Parachuting Championships 2018 in Canopy Piloting, Poland - Liz Warner

World Parachuting Championships 2018 in FS/Artistics/CF/Speed, Australia
- John Smyth *mvo*

World Parachuting Championships 2018 in Style & Accuracy, Bulgaria - Ian Marshall

World Cup of Indoor Skydiving 2018, Bahrain - John Smyth *mvo*

The Competitions Committee had yet to make a recommendation on the appointment of a Head of Delegation to the World Wingsuit Flying Championship 2018 in the Czech Republic.

Craig Poxon said he believed it would have been helpful, in terms of obtaining the best value travel tickets, if the appointment of delegation officials could have been made earlier.

Refer to the Competitions Committee

33.2.3.3 Competitions Action Plan: 1 July 2018 - 30 June 2019

COUNCIL AGREED that the Committee's Action Plan would continue with its established targets carrying over to the new Action Plan year.

33.2.3.4 Unallocated BPA sponsorship

The Chair, being sponsored athlete, left the room for this item and the Vice Chair took the chair.

Nick Bunting had raised a question with Georgie Vacher about her paper for today's meeting of the Competitions Committee on the allocation of budgeted BPA sponsorship that remained unallocated. The question had now been resolved to their mutual satisfaction. There would be a second round of allocations made by the Committee to élite athletes/teams where added benefit could be demonstrated and used within the time remaining. Any unallocated monies after this second round would return to BPA central funds.

Noted

The Chair retook the chair.

34/18 Competitions & Awards Co-ordinator

The Secretary reported that the closing date for the re-run of the job advertisement was this Thursday, 19 April. Interviews arising from applications already received to date applicants had already taken place. He hoped that it would be possible to conclude the selection process and make a job offer within the next week or so.

Secretary's note: On Friday 20 April, Joy Ledger was appointed as Competitions & Awards Co-ordinator/ Administrative Assistant to the Secretary-General.]

35/18 Dates of future meetings

Tuesdays at 18:00 at BPA HQ, LE2 9TF: 12 June, 7 August, 25 September and 27 November.

The meeting closed at 21:10.

Appendix: Amendments to BPA Operations Manual, April 2018

Approved by Council on 12 June and published on 14 June 2018.

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of the 5 April 2018 the following amendment was made to the BPA Operations Manual:

SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS). Paragraph 6 (The Grading System). Change first paragraph to read:

6. THE GRADING SYSTEM

Once a parachutist has obtained 'A' Licence or above (or, prior to obtaining 'A' Licence for CH1 or JM1), that parachutist's continuation training may continue via a choice of various disciplines:

SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS). Paragraph 6 (The Grading System). N.B(1) below sub-para 6.1.2. Change to read:

N.B(1) Formal training lessons/briefs for JM1 may be carried out prior to the parachutist obtaining an 'A' Licence, at the discretion of the CI. However, before a JM1 is awarded, the instructor concerned must ensure that the parachutist has obtained 'A' Licence and lessons/briefs have been completed and signed for in the applicant's log book.

SECTION 2 (DESIGNATION AND CLASSIFICATION OF PARACHUTISTS). Paragraph 6 (The Grading System). Sub--para 6.2.1. Change to read:

6.2.1. To obtain Grade 1 in Canopy Handling (CH1), the Student Parachutist must be introduced to CH by a CI/Advanced Instructor nominated Category System Basic Instructor (CSBI), a Category System Instructor (CSI), an Accelerated Free Fall Basic Instructor (AFFBI) or an Accelerated Free Fall Instructor (AFFI) of proven CH instructional ability, received a full safety brief and been instructed, both theoretically and practically on canopy handling relevant to CH1, and has successfully achieved the following:

SECTION 4 (INSTRUCTORS), Paragraph 13 (Non BPA Instructors), sub-para 13.1.1. (b). Change to read:

b. Hold a current 'Solo Parachute Instructor Medical Certificate/Doctor's Certificate (BPA Form 116A).

SECTION 6 (EQUIPMENT), Paragraph 8.3 (Reserve Parachutes), New N.B.(3) below sub-para 8.3.1. to read:

N.B.(3) Requirements and Guidelines for Renewing Advanced Packer Ratings may be found on BPA Form 302.