



The Council

Minutes

Tuesday 19 April 2016 at 18:02

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present:	Martin Soulsby	- Chair
	Paul Applegate	
	Gordon Blamire	
	Adrian Bond	- Communications Chair
	Jack Bradford	
	Brian Cumming	
	Tash Higman	
	Jason Kelleher	
	Mike Lewis	
	Ian Marshall	- Competitions Vice Chair
	Gavin McLeod	
	Craig Poxon	- Vice Chair, Development Chair & RAeC Alternate Delegate
	Ian Rosenvinge	
	Brian Vacher	- Competitions Chair
In attendance:	Liz Ashley	- Editor, <i>BPA Skydive the Mag</i>
	(from item 25.3)	
	Tony Butler	- Chief Operating Officer (COO)
	Debbie Carter	- Treasurer
	Richard Coppock	- Corporate Architecture
	(item 25.3 only)	
	Jon Gretton (to item 24)	- Company Secretary & Financial Administrator
	Sam Harding	- ADM Surveyors
	(item 25.3 only)	
	Martin Shuttleworth	- Secretary-General (Secretary)
Apologies for absence:	John Hitchen	- Vice President, IPC Alternate Delegate
	John Smyth MVO	- Vice President & IPC & RAeC Delegate
	Yassi Molazadeh	
	Jeff Montgomery	- Safety & Technical Officer (STO) & STC Chair
Observer:	Weed Stoodley	- Competitions Committee

Item Minute

21/16 Declarations of interest

21.1 Register of elected members' interests

The current register had been circulated and the Chair asked members to assure their entries were up-to-date.

21.2 Declarations of interest

Declarations of interest for agenda items at this meeting would be taken as they arose.

22/16 Minutes of the meeting held on Tuesday 16 February 2016

The minutes had been approved electronically and published at bpa.org.uk/member/agendas-and-minutes/

23/16 Matters arising

23.1 Review of BPA grievance and disciplinary procedures (minute 9.1)

Notes on a meeting of the working party, held by Skype on Monday 15 February, had been circulated with the agenda.

In the notes, these working party sought clarification from Council about whether or not committees should be involved in the disciplinary process. Best practice was that disciplinary matters should be subject to a process separate from the committees (sometimes described as “at arm’s length”). Panels of Inquiry and Tribunals were examples of the machinery in the hierarchical structure of the disciplinary process. Council confirmed that, in accordance with best practice, committees should not be directly involved in the disciplinary process.

Committees did, however, have a role as a check and balance. For example, if a committee were to consider a disciplinary measure that emerged from the disciplinary process to be grossly disproportionate, it could appeal to Council to progress the case to the next stage of the disciplinary process by convening a Tribunal. (Equally, the respondent in a disciplinary matter could decline to accept the sanction of a Panel and opt to take their case to a Tribunal.)

The working party asked that their feedback on the external review of the BPA disciplinary procedures be referred back to the law firm that had carried out the review for us. The working group had not yet had time to consider the review of the BPA grievance procedure, and would consider this at a future meeting (to be arranged).

Ongoing

23.2 Allan Hewitt’s case at Sport Resolutions (minute 9.2)

The Chair reported that BPA’s position remained unchanged, that we were waiting for Allan Hewitt to advise Sport Resolutions of his availability for mediation with BPA on the terms of referral of his case to arbitration.

Awaiting available dates through Sport Resolutions

23.3 Independent review of BPA procedures in relation to the World Cup in Wingsuited at Skydive Netheravon, 25-29 May 2015 (minute 9.3)

The external consultant carrying out this work had yet to report, and the Secretary had reminded them again.

Report due

23.4 Appointment of a Competitions Co-ordinator (minute 9.4)

Meghan Sheedy had been appointed to the new staff post of Competitions Co-ordinator on a part-time, 9-month contract to January 2017.

Noted

23.5 Belbin Team Report on Council 2016 (minute 15)

The Secretary was awaiting any advice from Karen Bain (the former Council member who had introduced this process) on how the report might be applied.

Ongoing

24/16 Finance

24.1 Management accounts and membership numbers

A paper from the Financial Administrator, which had been circulated with the agenda, was considered. The Chair noted that there had been a year-on-year increase of 2% in full member renewals.

The Secretary noted that Insurance Premium Tax (IPT) was due to increase by 0.5% on 1 October 2016. IPT was payable on the insurance element of BPA membership subscriptions. The insurers had kindly agreed to absorb the previous increase in IPT and we would liaise with them about arrangements for the forthcoming increase.

Action: Secretary & Financial Administrator

24.2 Drop Zone Defence Fund

The Financial Administrator reported that the separate DZDF bank account had a balance of approximately £16K, such that when combined with the balance of £15.3K of the BPA DZDF holding account meant the Fund had a total balance of around £31K. The Treasurer asked that the terms of establishment of DZDF in the mid 1990s should be referred to to see whether it would be appropriate for BPA to continue to hold the Fund in a separate bank account. Council had already agreed (minute 10.3) that DZDF be overseen by the Development Committee in a similar way to oversight of the British Team Fund by the Competitions Committee (which did not have its own bank account).

Action: Development Committee

25.1 Training and development

25.1.1 Director training

Tash Higman and Ian Marshall had attended a Director Training Day organised by the Sport & Recreation Alliance on Friday 18 March. They had both found it useful. Tash Higman reported that meeting Directors of NGBs of other sports had been particularly beneficial. Adrian Bond had yet to attend the course.

25.1.2 Other training

The Chair had agreed to (i) the Secretary enrolling through BPA on a distance learning course for the Institute of Chartered Secretaries and Administrators Advanced Certificate in Sports Governance; and (ii) Tash Higman to attend a Sport & Recreation Alliance event 'Raising the bar for gender equality on sports boards' on 28 April (Yassi Molazadeh had also been interested, but had been unavailable on the day).

25.2 Improve retention

The Chair said that targets in the committee Action Plans for 2016/7, including a planned Development Committee target on mentoring, would assist in the continued multi-pronged approach to improving retention.

25.3 Premises refurbishment

As the meeting was running early, this item was taken out of order, later in the meeting, when Richard Coppock of Corporate Architecture and Sam Harding of ADM Surveyors, arrived.

A paper by Richard Coppock had been circulated with the agenda. He had invited 7 contractors to submit prices to carry out the works, of whom five had bid as set out in a matrix in the paper. A compliance report on tenders received (included in the paper) had then been prepared by ADM Surveyors. From this, two tenders were shortlisted on the basis of cost, of which the bidder with the lowest cost was placed first. The work was expected to take 16 or 18 weeks, depending on the choice of contractor. Corporate Architecture had worked with both of the shortlisted tenderers, although Richard Coppock had not himself worked with the lowest-priced tenderer.

The next stage would be for Corporate Architecture to meet with the preferred tenderer to review their tender and discuss value engineering opportunities. Subject to this review Corporate Architecture may then meet with the second lowest tenderer. Council was content to leave selection of the contractor, on this basis, to Richard Coppock and his team.

There followed a discussion in which Richard Coppock answered questions from Council.

Mike Lewis proposed, and Brian Cumming seconded, a motion to go ahead with the works. Jason Kelleher declared a professional interest as a Chartered Surveyor and abstained from voting. The vote was: For - 11, Abstain - 1 (Jason Kelleher).

Carried

Paul Applegate then proposed, and Brian Cumming seconded, a motion to accept the tender from the tenderer at the top of the shortlist, subject to Corporate Architecture being content with them on first meeting; or if not, for Corporate Architecture to be vested with authority to engage the second shortlisted tenderer. This was to enable the works to take place this summer without waiting two months for the next Council meeting. Jason Kelleher declared a professional interest as a Chartered Surveyor and abstained from voting. The vote was: For - 11, Abstain - 1 (Jason Kelleher).

Carried

In his paper, Richard Coppock had asked for an early meeting with BPA's lead representative on electrical and data installation. Council agreed to invite Graham Spicer, Chair of the Development Committee's IT Strategy Group, to assume this role. **Secretary's note:** Graham Spicer has kindly agreed.]

Action: Secretary

Although it was planned to phase the work one floor at a time to allow the other floor to continue as a working office, Council gave authority to the COO to authorise temporary relocation should it prove necessary to keep the office running.

26/16 Council 2017

A paper had been circulated with the agenda setting out the Chair's suggested process and timetable for the appointment of the two Independent Council Members (ICMs) to Council 2017.

This involved the establishment of a Nominations Committee as set out in Article 12.5 to select and nominate ICMs for appointment by the membership at the AGM. The composition of the Nominations Committee was set out at Article 19.10, which stated that it shall consist of up to four members consisting of the Chair, the COO, at least one Independent Council Member, together with such other person as the Council sees fit. The Chair suggested, and Council agreed, that as there was currently no ICM to sit on the Nominations Committee, Amanda Bennett, as BPA's independent consultant on governance, would be an appropriate person to invite to fulfil this role.

Two key points emerged from discussion.

1. Ian Rosenvinge believed it to be essential that the fourth member of the Nominations Committee should be an Elected Council Member (ECM) so that the Chair was not the only ECM on that Committee.
2. Ian Marshall believed the membership should be offered a choice of potential ICMs rather than be presented with a fait accompli, which denied the membership a direct input to the process.

The Chair said he understood, from the work that had been done on good governance, that the process followed by the Nominations Committee was to use a skills-based approach to advertise, and select from, a range of candidates. He understood that only those with the closest match to the skills profile would go forward for appointment by the AGM, based on the same number of candidates as seats (2).

The Secretary suggested, and Council agreed, to invite Amanda Bennett, Independent Consultant on Governance, to Skype in to the next meeting so Council could discuss with her the procedure for the appointment of ICMs, including the terms of reference of the Nominations Committee.

Action: Secretary / Next meeting

27/16 Indoor skydiving

A paper by the COO and Secretary on issues in seeking to align BPA's objectives with IPC's had been circulated with the agenda. This had included liaison with their opposite numbers in kindred NGBs in a number of other nations. The paper is reproduced as an appendix to the minutes, as it may be useful to the Competitions Committee as an aide memoire. Council agreed that it would now be appropriate to take this subject off the Council agenda as a standing item, although there may be a need to return to it in due course in the event of further developments internationally.

Noted

28/16 Royal Aero Club

An e-mail from John Smyth MVO, BPA Delegate to the Royal Aero Club, had been circulated in advance. Craig Poxon (BPA Alternate Delegate to RAeC) had attended the most recent RAeC meeting, which had been preceded by a meeting about FAI which he had not attended.

The ticket order form for the RAeC Awards Presentation at the RAF Club, Piccadilly, on Wednesday 18 May had been circulated. Tickets could be ordered direct from RAeC or through Helen Lucas, Administration Secretary at the BPA Office (price £37 each, RAeC cut-off date Wednesday 11 May).

Council considered allocation of BPA's pair of tickets (which came to us through the good offices of RAeC) for the Patron's Lunch in the Mall on Sunday 12 June in celebration of the 90th birthday of Her Majesty the Queen. Council decided to invite Graham Spicer, one of the BPA Archivists (who had chronicled BPA's 55 years), and Chair of the IT Strategy Group, to represent our Association on this special occasion.

Action: Secretary

29/16 Annual Committee Action Plans 2016/7

These would be included in oral reports of committee meetings held earlier today (minute 31).

30/16 Minutes of Committees

The minutes of each of the following meetings, except those of STC, had already been circulated, electronically ratified by the Council, and published on the BPA website. The minutes of STC had been circulated in draft, for consideration for ratification tonight.

30.1 Communications Committee meeting on Tuesday 16 February 2016

There were no questions.

30.2 Development Committee meeting on Tuesday 16 February 2016

There were no questions.

30.3 Competitions Committee Tuesday 16 February 2016

There were no questions.

30.4 Safety and Training Committee meeting on Thursday 7 April 2016

Paul Applegate proposed, and Mike Lewis seconded, a motion that the minutes of the above meeting should be ratified. This carried unanimously.

Ratified

31/16 Headline issues from Committee meetings held earlier today

31.1 Communications Committee

Adrian Bond (Communications Chair) reported that the Committee, at its meeting earlier today, had:

1. started with a morning session to receive presentations from the two (of four) bidders it had shortlisted for the BPA Media Partner contract to run for three years from this autumn. One of the shortlisted bidders was the existing contractor. The Editor had not been able to attend the meeting and he had yet to discuss the bids with her. Both bids appeared to be of high quality. There were significant differences in costs between the two which required further discussion/clarification in each case. The Committee hoped to make a decision by early May;
2. noted that the appointed contractor for development of the BPA web hub, which had highlighted the desirability for this project to be integrated with development of the new BPA Personal Information Management System (PIMS) - which the Development Committee had yet to put out to tender - had declined to re-bid for a contract that integrated the two;
3. received a report from Amanda Bennett, Independent Consultant on Governance, on outcomes of the BPA strategy day attended by Council and others on Wednesday 17 February. At the request of the Chair of Council, the Committee were formulating from this a consultation programme with members on BPA's mission and values to cover the key areas of participation, performance, and safety and standards. The consultation would be extended further, to include BPA's branding and visual identity. To this end, the Committee would be arranging to purchase certain web domains as reserves for possible future use;
4. received a report from the Expo Working Party, which had arranged a facilities visit to the Telford International Centre, which was being considered as a possible venue for the Expo 2018 (2017 being the final year of the current contract with EMCC Nottingham). Remaining at EMCC in 2018 was another option under consideration.
5. outlined arrangements to produce a digital annual report and accounts (with opt-out for members wishing to receive a summary in hard copy) for publication in advance of the AGM, in accordance with the relevant provision in the Articles;
6. agreed the Communications Action Plan for 2016/7 which would comprise (i) issuing, jointly with the Development Committee, an invitation to tender for the BPA web hub and database (PIMS), selecting the contractor and progressing the project; (ii) consultation with members on BPA mission, values and identity (3 above); and (iii) developing a co-ordinated approach to production and pre-AGM publication of the BPA Annual Report and Accounts 2016 (5 above).

31.2 Development Committee

Craig Poxon (Development Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. considered a paper from the Chair of Council suggesting BPA might assist those of its Affiliated Parachute Training Organisations that wished to participate, with development of their marketing and customer service programmes. This would be through the services of James La Barrie, an international expert in the field, who had spoken at the meeting of the BPA Drop Zone Operators' Specialised Interest Group last January. The suggestion was that BPA might seek to cover his travel and accommodation costs for a visit to the UK, so that he was available here at cost for those Affiliated PTOs that may wish to engage him. The Committee would be consulting with Affiliated PTOs to gauge whether or not such a BPA initiative might be of interest to them;

2. agreed to provide, for those Affiliated PTOs that wished to have one, a vinyl welcome banner bearing the PTO's name, logo and web address together with the 'BPA Approved' logo;
3. agreed the Development Action Plan for 2016/7 which would comprise four targets (i) consultation with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system; (ii) work on the development of grassroots talent identification, for which the advice and assistance of the Competitions Committee would be likely to be sought; (iii) research into the possible development of a mentoring programme; (iv) making appropriate BPA online forms available as fillable pdfs;

31.3 Competitions Committee

Brian Vacher (Competitions Chair) reported that the Committee, at its meeting earlier this afternoon, had:

1. co-opted Kate Charters as Judges' Co-ordinator;
2. received a report on the judges' seminar held at Headcorn last weekend, and noted that Tash Higman was documenting judging procedures by compiling a compendium of existing documents and identifying where any gaps may exist;
3. congratulated those of our judges who had been selected by IPC for international duties - we had a judge at every IPC event except Speed;
4. progressed planning for international competitions, including appointing Mark Bayada as Head of Delegation to the 1st FAI Wingsuit Performance Flying Championships in Florida in November 2016, and inviting applications for Head of Delegation to the 2nd FAI World Cup of Indoor Skydiving in Poland in October 2016;
5. noted that work on formulating the competitor's contract was in progress;
6. approved the rules for the 2016 season of domestic competitions, apart from FS which was to follow;
7. agreed the Competitions Action Plan for 2016/7, which carried forward most of the targets of the current year's Action Plan. He then invited Weed Stoodley to summarise the plan and its budget. World Championships ran on a two-year cycle of on-year, off-year, and this was reflected in funding requirements such that there were years of higher and lower expenditure. To accommodate this, the Committee had customarily carried forward the balance from its underspend years, such as this financial year, to add to its budget for the following year, being a year of higher expenditure according to the cycle.

Ian Marshall proposed, and Tash Higman seconded, a motion that Council authorise the planned significant underspend (estimated to be likely to be around £71K) in the Competitions Committee's Action Plan budget for 2016/7 (being a lower spending year in the competitions cycle) to be carried forward to the following financial year 2017/8 (being a higher spending year in the competitions cycle). Jason Kelleher, Jack Bradford, Brian Vacher and Gavin McLeod declared an interest as members of funded teams and abstained from voting. The vote was: For - 8, Abstain (named above) - 4.

Carried

32/16 Code of conduct

A code of conduct applied to directors, Vice Presidents and staff. The question was raised whether it also applied to others who worked for or represented the Association in any capacity. The Secretary said he believed the generic term for such individuals to be 'volunteers'. At present, volunteers were not asked to sign up to the BPA code of conduct, which he believed to be a gap. All members signed up to the membership agreement, but this was something more for those who carried out a function that represented BPA in any way. The COO said there were many categories of volunteers in BPA, so the matter would need careful consideration. Council decided to seek the advice of Amanda Bennett, Independent Consultant on Governance, whom we were already inviting to Skype in to the next meeting (minute 26).

Action: Next meeting

33/16 72-way head-up World Record

Council congratulated the BPA members on the above record at Eloy, USA, on 10 April. See bpa.org.uk/member/bpa-members-skydiving-records/

34/16 Dates of future meetings

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF (or alternative local venue if office under refurbishment): Tuesdays at 18:00: 14 June, 9 August, 4 October and 29 November.

The meeting closed at 20:37 (duration: 2h 35).

Attachment:

Appendix - BPA and indoor skydiving: issues in seeking to align BPA's objectives with IPC's

Appendix

BPA and indoor skydiving: issues in seeking to align BPA's objectives with IPC's

Issue	Observations
Insurance	<ol style="list-style-type: none">1. BPA member third party public liability insurance does not apply to indoor skydiving.2. Personal accident (including repatriation), medical and travel insurance to BPA sport parachuting delegations, kindly provided gratis by Romero Sports & Leisure, does not apply to indoor skydiving. <p>British indoor skydiving delegations will therefore need to source and provide their own insurance.</p>
Under 18s	<p>A legal obligation applies to the safeguarding of minors below the age of majority (18 years). A safeguarding policy and procedure is required for minors and other vulnerable individuals. BPA does not presently have in place such a policy or procedures. The minimum age for sport parachuting is 16 years.</p>
Scope	<p>Whereas IPC is part of FAI, the World Air Sports Federation, and therefore the International Federation for our sport, it tends particularly to focus on the area of competitions (and not on others, such as governance of the sport). The involvement of IPC with indoor skydiving is purely in respect of IPC First Category Event competitions. There is no evidence that IPC has considered the constitutional and governance issues that may arise both for itself and NACs/NGBs arising from its decision to broaden its definition of skydiving to include indoor skydiving.</p> <p>Additional, pre-delegation, issues such as selection nationals may arise for an NGB. BPA does not govern indoor skydiving, control its operation, or have the technical expertise to do so; and indoor skydiving operators have shown no sign of wishing to be governed by BPA.</p>
Cost	<p>BPA receives no direct income from indoor skydiving. However, indoor skydiving is a valuable training tool particularly for competitors in sport parachuting, and indoor skydiving operators sponsor sport parachuting teams. Also, indoor skydiving is a route into sport parachuting and therefore a source of new BPA members.</p>
The future	<p>Some outside IPC believe that indoor skydiving may be likely to diverge from outdoor skydiving over the coming years. They believe that this makes it inadvisable to seek fully to integrate indoor skydiving competitions with those of other skydiving disciplines, as it may develop as its own sport with its own programme of competitions outside IPC. This leads to the suggestion that, for the purposes of business risk management, BPA involvement in indoor skydiving competitions (finance, admin, etc) should be ring fenced such that it could easily transfer to its own NGB or similar, should things develop in that way.</p>
Keeping broadly in step with sport parachuting NGBs in other nations	<p>BPA staff have liaised informally with staff at our equivalent sport parachuting NGBs in Australia, Canada, Germany and the US and found that their view of their organisations' engagement with indoor skydiving is defined broadly by the parameters set out in this paper - such that BPA is not out of step with its sister/fraternal bodies.</p>
Clarity to avoid mission creep	<p>BPA's position, and the rationale that underlies it, needs to be clearly explained. For example, an e-mail sent to the BPA Office on 7 April from an insurance company asked:</p> <p><i>"Could you please confirm whether there are any exclusions under your Members Public Liability insurance policy 1000042513-08 with Liberty Mutual in respect of indoor skydiving activities? We have a charity client and they are under the impression that the BPA scheme does not extend to include indoor skydiving activities. They are particularly concerned regarding the exclusion relating to wind tunnels."</i></p>