



The Council

Minutes

Tuesday 6 August 2019 at 17:40

at BPA HQ, Leicester LE2 9TF

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|-------------------------------|------------------------------------|--|
| Present: | Martin Soulsby | - Chair & RAeC Delegate |
| | Paul Applegate | |
| | Mark Bayada | |
| | Adrian Bond | - Communications Chair |
| | Tash Higman (to item 59) | |
| | Sam Lee | |
| | Yassi Molazadeh (to item 59) | |
| | Craig Poxon | - Vice Chair, IPC & RAeC Alternate Delegate and Development Chair |
| | Sue Stanhope | |
| | Brian Vacher | - Competitions Chair |
| | Georgie Vacher | |
| 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 (to item 53) | - Finance Manager & Company Secretary |
| | Patrick Hennings (item 48 only) | - Creative Sponge |
| | Martin Shuttleworth | - Secretary-General (Secretary) |
| | John Hitchen | - Vice President |
| | Sean Orton (item 48 only) | - Creative Sponge |
| | John Smyth MVO | - Vice President & IPC Delegate |
| Apologies for absence: | Nick Bunting | |
| | Jeff Montgomery | - (co-opted) Safety & Technical Officer and STC Chair (delivering an instructor course) |
| Observers: | 1 | |

Item Minute

48/19 **Rebranding presentation**

Sean Orton and Patrick Hennings from branding agency Creative Sponge gave a presentation on the discovery phase of their contract to rebrand BPA to the new trading name of British Skydiving. The presentation explained the research underpinning of their work which had led to an option of four different concepts for visual identity to reflect the personality of the new brand.

COUNCIL AGREED one of the visual identity concepts for further development, and provided feedback to Creative Sponge.

COUNCIL ESTABLISHED a group to work with the Communications Manager to oversee development of the concept. It would be chaired by Adrian Bond (Communications Chair) and comprised Paul Applegate, Mark Bayada, Sam Lee and Georgie Vacher.

[Secretary's note: Subsequent to the meeting, the Communications Chair has asked that all Council should be consulted on development of the concept, so negating the need for a working party.]

49/19 Minutes

COUNCIL CONFIRMED the minutes of the meeting on Tuesday 11 June 2019 as a true and accurate record. The minutes had been approved electronically by Council and published on 11 July. Matters arising is at minute 51.

50/19 Grievance case

This item was held in camera with only Council Members and staff present. It was taken out of agenda order at the request of Sue Stanhope. The Chair declared a conflict of interest, offered to leave the room but was invited to stay. He handed the chair to the Vice Chair.

The COO, in a paper circulated in advance, sought the advice of Council on a grievance case in which he believed he had exhausted the provisions of the grievance procedure, without resolution. This had included referral of the case to the independent dispute resolution service Sports Resolutions, which had been declined at different times by both the complainant and the respondent.

Sue Stanhope expressed concern that the confidential supporting paper to this item included personal references that she considered to be inappropriate and asked that these should be redacted and the paper not included in briefing material for resolution of the dispute.

Yassi Molazadeh asked for it to be recorded that any views she expressed in her capacity as a Council Member were not legal advice. She was not retained by BPA as a legal adviser and was expressly not acting in such a capacity.

Georgie Vacher asked for it to be recorded that she would like her correspondence that had been included in document to be fully disregarded as consent had not been given for it to be used and the matter did not concern her.

COUNCIL AGREED:

1. subject to the agreement of both parties, which it understood to be forthcoming, to a suggestion by Yassi Molazadeh to refer the grievance to a dispute resolution company called ADR. Proposed by Tash Higman, seconded by Sam Lee: For - 6, Against - 0, Abstain - 3;
2. Sue Stanhope would brief ADR;
3. the supporting paper for this agenda item should be reviewed by the Compliance Officer once in post, and/or an independent third party nominated by them, to identify any lessons for the future.

51/19 Team NFTO dispute with BPA

The meeting continued in camera. The Chair declared an interest and left the room. The Vice Chair remained in the chair.

COUNCIL HAD APPROVED by an e-vote, called by the Vice Chair and declared on 28 June, that NFTO should resume their sponsorship drawdown. This followed receipt of advice from BPA's insurers that they had no objections to Team NFTO continuing to access BPA

Understanding (MoU) as being one-off rather than rolling. BISA had indicated that they would return the signed MoU shortly.

52.2 The Queen's Cup 2019 (minute 37.5)

The Communications Manager reported on the plans in place for the presentation of this prestigious award at the medals ceremony of FS Nationals at Skydive Hibaldstow this August bank holiday weekend. It would be attended by the Chair of RAeC as well as the Chair and COO of BPA.

52.3 Equality and diversity policy (minute 40.1)

The policy was now in place, and had been publicised in the August issue of BPA Skydive the Mag. It would also be highlighted to DZ Operators at their Specialised Interest Group meeting at BPA HQ on Tuesday 20 August.

52.4 Equality and competition event categories - communication of Council actions to members (minute 41)

The Communications Manager reported that he had drafted a paper on this which had been considered by the Communications Committee. An updated draft would be recommended by the Communications Committee to the next Council meeting.

Action: Next meeting

52.5 New member of staff (minute 44)

The Secretary reported that Marie Kent had joined the staff on 5 August as Competitions & Awards Co-ordinator / General Assistant.

53/19 Finance and compliance

53.1 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 the full financial year (July-June) and month 3 of the membership year (April-March). The Treasurer said that the valuation of investments at the financial year end was awaited.

The Chair noted a year-on-year decrease of 4% in student provisional membership and 5% in full renewals, both of which were before the spells of bad weather in July.

53.2 Budget 2019-20

Tash Higman had prepared an updated zero-based budget which had been circulated with the agenda and was discussed. This comprised budgets for the Competitions, Communications and Development Committees and an overall combined budget. An underspend was expected on the budget for the last financial year, so a reduced deficit was forecast. The approved budget for this year would require a similar deficit to the one planned for last year.

COUNCIL APPROVED the budget unanimously, on a proposal from Tash Higman seconded by Yassi Molazadeh.

53.3 Investment portfolio

COUNCIL APPROVED the investment portfolio proposal/report from Rowan Dartington that the Treasurer had circulated with the agenda.

53.4 Business and financial risk register

Tash Higman had updated this document, which had been circulated with the agenda. She thanked the Council Members and staff who had provided feedback, which she summarised. Feedback had indicated that some risk scores in the previous draft had been too high. Council confirmed it was content with the update. Tash Higman said that in future, Council's attention should focus on the high scoring risks (status red).

The Chair thanked Tash Higman for her valuable work on the risk register.

53.5 Data assurance action plan update

An update by external consultant Steven Connors of Haines Watts had been circulated with the agenda. The Secretary reported that the vacant post of Compliance Officer was currently being advertised.

53.6 Governance review

A governance review by Haines Watts had been circulated with the agenda. The review had been to good governance practice and the UK Sport /Sport England Code for Sports Governance. The Secretary had shared the review with Amanda Bennett, BPA's Governance

Adviser, who was advising Council's working party on committee structure and meeting frequency.

The Chair asked the Secretary to prepare an action plan on the review's recommendations, for consideration at the next meeting.

Action: Secretary / Next meeting

54/19 Working party on committee structure and frequency of meetings

Notes from a virtual meeting on Microsoft Teams held on Tuesday 9 July had been circulated with the agenda.

Noted

55/19 BPA sponsorship criteria

Consideration of this item was deferred until the next meeting.

Action: Next meeting

56/19 Whistleblowing procedure

An updated draft policy, prepared by Sue Stanhope, Yassi Molazadah and Tash Higman, had been circulated with the agenda. The Secretary expressed concern at a provision for the Compliance Officer to refer an unresolved issue direct to any Council member, which he believed undermined line management, excepting where line management was the subject of the whistleblowing. Sue Stanhope and Yassi Molazadah did not agree and said this was a misunderstanding of a whistleblowing procedure, in which Council Members and staff needed to be trained.

COUNCIL APPROVED the whistleblowing procedure. Proposed by Yassi Molazadeh, seconded by Sue Stanhope and carried unanimously.

57/19 Female participation

Georgie Vacher raised concern over the content of a paper circulated with the agenda. Time pressure meant that this item could not be considered tonight, as it was now near the meeting finish time of 21:00. The paper would therefore be carried forward for consideration at the next meeting.

Action: Next meeting

58/19 Strategic plan - 2019 deliverables

The August update had been circulated with the agenda. Sue Stanhope noted that the objective of developing the skills of the Board as Directors was at status red. The Secretary said this was because of the unavailability of time for training and development sessions before Council meetings because Committee meetings were held during the afternoon.

59/19 STC amendments to the Operations Manual

The minutes of the STC meeting held on Thursday 25 July, including STC's amendments to the BPA Operations Manual of that date, had been circulated in advance. The amendments are set out as an appendix to these minutes.

COUNCIL APPROVED STC's variations to the Operations Manual. Proposed by Mark Bayada, seconded by Paul Applegate, and carried unanimously.

60/19 Report on the Royal Aero Club

A report from the Chair in his capacity as BPA Delegate to RAeC had been circulated with the agenda. The report, which referred to financial issues at FAI, was taken as read. The Chair referred the paper to the Competitions Committee for input to Council on FAI's proposed changes to its sporting licences.

Refer to Competitions Committee

61/19 Dates of future meetings

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

The meeting closed at 21:04 (duration: 3h 24 min)

Appendix: Amendments to the Operations Manual, July 2019

AMENDMENTS TO BPA OPERATIONS MANUAL

At the STC meeting of 25 July 2019 the following amendments were made to the BPA Operations Manual:

SECTION 7 (PARACHUTE LANDING AREAS/DROPPING ZONES), Paragraph 9 (Runway and Obstacle Marking), sub-para 9.2. and the N.B. below the sub-para.

Change to read:

9.2. The boundaries of unlicensed unpaved runways used for parachuting operations should always be delineated by end markers. The runway edges should be delineated by edge markers unless the runway edges are clearly distinguishable from the bordering terrain.

N.B. Guidance on markings on unpaved runways and marker dimensions is available in CAP 793 (Safe Operating Practices at Unlicensed Aerodromes), Chapter 4, paras 3.11. & 3.12.

SECTION 8 (PARACHUTING LIMITATIONS), Paragraph 9 (Night Jumps), the e-mail address at sub-para 9.12. Change to read:

e-mail: arops@caa.co.uk

SECTION 13 (DISPLAY PARACHUTING), Paragraph 5 (Canopy Formation). Change to read:

proven CF ability (CF2) and they must be cleared to do so by the Team Leader, (a logbook endorsement will suffice).

SECTION 13 (DISPLAY PARACHUTING), Paragraph 8 (Preparation Procedure), sub-paras 8.3 – 8.5. Change to read:

- 8.3.** Liaise with local Police and inform of time and location of display.
- 8.4.** Complete BPA Form 185 and send it to BPA HQ (skydive@bpa.org.uk) and CAA (arops@caa.co.uk).
- 8.5.** Use the Airspace User Portal (<https://aup.nats.aero/>) to notify NATS of display details.