

Minutes of the Meeting
of the British Equestrian Federation
Board of Directors
held on Tuesday 26 May 2020
at 1030 hrs by way of conference call

Interim Chair: Malcolm Wharton, CBE (MW)

Directors Present: Julia Biddle (JB)
 Jess Cook (JC) (*joined meeting at Minute 41/20*)
 Mark Jeffreys (MJ)
 Barry Johnson (BJ)
 Jane Nixon (JN)
 Lotte Olsen (LO) (*left meeting at minute 46/20*)
 Tim Holderness Roddam
 (THR)
 Kevan Taylor (KT)
 Claire Williams (CW)
 Christine Blackford (CB)

In Attendance: Iain Graham (IG) Interim CEO (*left meeting at Minute 48/20*)
 Lynne Bailey (LB) Head of Integrity & HR (*left meeting at Minute 48/20*)

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36/20	<p>The Interim Chair welcomed everyone to the board meeting.</p> <p>It was noted that a quorum was present.</p> <p>Apologies from Sarah Broughton were received, and it was noted that Jess Cook may be late in joining the meeting.</p> <p>The Attendance Register was noted.</p> <p>The Chair advised of the following changes to the Agenda which had been circulated:</p>	

	<p>Item 7: There would be a verbal report on the PMG meeting and in future the PMG and Participation Steering Group would be standing items on the agenda.</p> <p>Item 10: notes of the Collaboration Working Group meeting on 13 May had been circulated for information.</p>	
37/20	<p>Declarations of Interest</p> <p>No conflicts of interest were declared.</p>	
38/20	<p>Minutes of the Board Meetings held on 22 April 2020</p> <p>The minutes of the Board Meeting held on 22 April were checked for accuracy. Subject to two changes the minutes of the Meeting of 26 February were approved.</p>	
39/20	<p>Matters arising from the Minutes of the Board Meetings held on 22 April 2020</p> <p>The Board reviewed Appendix C - written report on matters arising from the Board Meeting on 22 April 2020 was reviewed with updates noted.</p>	
40/20	<p>Management Accounts to 30 April 2020</p> <p>KT advised the Board that Management Accounts were not available for the Board meeting.</p> <p>Membership Fees</p> <p>KT confirmed that most MBs have paid the April invoices (representing 25% of their subscription fee) but not all. MBs who still owe membership subscriptions include BHS, BE, BD, RDA, EGB, ABRS and MGA. Board members were asked to use their influence to ensure the outstanding fees are paid.</p>	All
41/20	<p>Update from CEO on impact of Coronavirus and plans being implemented to address issues</p> <p><i>Member Bodies: business impact and collaboration</i></p> <p>IG reported that larger MBs are finding the shutdown period very difficult, particularly BE. It is hoped that sport can recommence in July, with BS and BD looking at a start in June. The smaller MBs have closed their operations down and are incurring less costs. Horseball, Polocrosse and MGA are all looking at suspending activity until 2021. Internationally, things are starting to resume. There had been a jumping competition in Florida which a number of riders had been able to get out to and competitions have started in Europe.</p>	

	<p>For the participation MBs, it has been hard for their members, particularly riding schools and livery yards, and there has been some push back against the stance the BEF has taken.</p> <p><i>People and Office</i></p> <p>IG confirmed that all staff were continuing to work from home.</p> <p><i>Vaccinations</i></p> <p>MBs are having discussions regarding vaccinations as some vets are still not willing to go out to vaccinate horses. The suggestion is that the 6 month vaccination requirement be waived and that it reverts to a 12 month vaccination period. JN advised that Weatherbys were launching an app as part of their e-passport scheme for thoroughbreds. This will obviate the need for a vet to sign the paper passports.</p> <p><i>Performance: UKS funding & Tokyo delay</i></p> <p>KT reported on the PMG which had met for the first time on Wednesday 20 May. RW had given a number of very good presentations about where we are at and around the plans for Tokyo. RW had advised the PMG that despite the current situation the WCP is in good shape. Items considered at the meeting were readiness for the Games, budgets and funding and performance strategy for the next cycle. Minutes of the PMG will be circulated to the Board for information.</p> <p>IG commented that there is still uncertainty over funding and that will obviously impact on the Programme. In a worst case scenario Tokyo maybe cancelled before UKS have allocated any further funds. It may well be that money will be available for the next 12 months and then there will be a reduction in available funds.</p> <p>KT advised that work is continuing on the submission for Paris, with phase two due to be submitted to UKS by W/C 22 June. IG advised that the feedback from UKS in relation to Phase one of the submission had been complimentary with only a couple of areas being questioned.</p> <p>KT discussed selection policies and put forward to the Board a proposal that the final approval of selection policies should be delegated to the PMG. The reason for this was to bring simplicity and timeliness to the process. MJ confirmed that the proposal was being made in order to give the PMG the ability to make decisions in a timely manner. OD Boards will be given the opportunity to feedback on policies to the PMG.</p> <p>IG also commented that the main terms of the selection policies would be subject to BEF Board approval and that it is only the last element of such policies; namely the competition details that would then fall to be determined by the PMG.</p>	<p>MW</p>
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	<p><i>JC joined the meeting at 11.33</i></p> <p>A vote was then held as to whether final approval for selection policies should be delegated to the PMG. The Board unanimously rejected the proposal, but it was agreed that matters requiring urgent decisions could be done by way of written resolution and would be dealt with in a timely manner.</p> <p>KT reported on other issues discussed by the PMG, namely the impact of Covid19, the return to training and competition and independent advisors.</p>	IG
	A break was held between 11.42 and 11.50	
42/20	<p>BEF Structure</p> <p>IG presented the slides in Appendix E and it was agreed that Board members should have additional time to consider the detail of Appendix E and feedback questions or comments to IG. A further Board meeting will be arranged for a few weeks' time to discuss the proposals in more detail.</p>	IG
43/20	<p>Collaboration Working Group</p> <p>MW referred to the minutes of the meeting of 13 May which had been circulated. The MBs and BEF will be looking to identify the "as is" position in July. Looking forward is difficult for the MBs since they do not yet know what their financial positions will be coming out of the lockdown period. MW confirmed that all members of the group are committed to looking at closer collaboration and have signed up to the agreement. Some resource is being provided by BEF, BE and BD to deliver the "as is" detail.</p>	
44/20	<p>Member Body Financial Recovery Proposals</p> <p>IG presented the slides at Appendix G.</p> <p>THR queried whether there was anything the BEF could do in terms of assistance with training and helping with youth teams. IG confirmed this would be difficult to provide given the restrictions around the use of UKS funds.</p>	
45/20	Risk Register	

	<p>Physiotherapists who may be looking to retire in the next few years. It was therefore important to ensure appropriate succession planning was in place. It was agreed that both risks would be added to the Risk Register.</p> <p>The National Classification Policy was agreed and approved</p> <p><u>BEF Safeguarding Case Management Process</u></p> <p>The following amendments were suggested:</p> <ul style="list-style-type: none"> • “SAT” should be a defined term; • Reference to “policy” in the document should be changed to “Process”; • Under the heading “Jurisdiction” include reference to young adult and adults at risk and add “Directors” as an additional group over whom the BEF has authority. • Clause 9.5 amend reference to he/her or its. <p>It was agreed that the amendments should be made to the Process and then circulated for Board approval.</p>	LB
48/20	<p>To Consider and if appropriate approve extension of contract for the Interim CEO</p> <p><i>IG and LB left the meeting</i></p> <p>Following discussion, it was agreed to extend the CEO’s contract. Confirmation of approval for this is to be sought from UKS.</p>	MW
33/20	<p>Any Other Business</p> <p>There was no other business</p>	
34/20	<p>Dates of BEF Meetings in 2020:</p> <p>Board Meetings will commence at 1030 hrs unless otherwise directed as follows:</p> <p>Tuesday 14 Jul 2020 – BS National Training Centre, Home Farm, Hothorpe, Leicestershire, LE17 6QX</p> <p>Tuesday 29 Sep 2020 – venue tbc</p> <p>Tuesday 24 Nov 2020 – venue tbc</p>	

	<p>BEF Council Meetings will commence at 1030 hrs unless otherwise directed on:</p> <p>Wednesday 17 Jun 2020 – to be held by way of Zoom call.</p> <p>Wednesday 23 Sep 2020 – venue tbc</p> <p>Wednesday 2 Dec 2020 – BEF EGM – venue tbc</p>	
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Melosh Wht

Chair