



**Minutes of the Extraordinary
General Meeting of the BEF
Council
on 19 March 2018
at 1400 hrs
The Barn, Farmers Fayre,
Stoneleigh Park**

Present: Sam Orde Acting Chair of Council

Members' Appointed Representatives:

Ed Bracher	RDA
Iain Graham	BS (<i>Proxy for BD</i>)
Les Harris	BS
Chris Hewlett	BGA
David Holmes	BE
Eric Jenkinson	UKPA
Hannah Mays	ABRS
Julie Newell	BEV
David Sheerin	BHS
Mary Tuckett	PC (<i>Proxy for MGAGB</i>)
Sarah Travers	EGB (<i>Proxy for BCD</i>)
Roly Owers	WHW

Other members' representatives:

Lucy Katan	BGA
Lynn Petersen	BHS

In attendance

Ed Warner	Board Chair
Julia Biddle	Director
Jane Nixon	Director
Tim Holderness-Roddam	Director
Kevan Taylor	Director
Nicki Kavanagh (BEF Interim CEO)	
Sarah Bunting (BEF Head of Finance)- (<i>not present for Minute 06/18</i>)	
Gordon Burton (BEF Performance Director)- (<i>present for Minute 07/18 onwards</i>)	
Lynne Bailey (HR Consultant)- (<i>present for Minute 07/18 onwards</i>)	
Anna Hall (BEF Head of Participation)- (<i>not present for Minute 06/18</i>)	
Maggie Moreton (BEF Head of Secretariat) -(<i>not present for Minute 06/18</i>)	
Karen Myers (BEF Interim Director – Corporate Affairs)	
Liz Bowen	HMRC (<i>Minute 08/18 only</i>)

Apologies:

Christine Blackford	Director
Jason Brautigam	BD
Sarah Broughton	Director
Jess Cook	Director
Jim Copeland	BHA
Val Edwards	MGAGB
Rhian Gibson	PC

Paul Hodgson	BE
David Ingle	SC
Barry Johnson	Director
Mary Kusin	BC
Lotte Olsen	Director
Penny Pollard	BD
Patrick Print	HS
David Sheerin	BHS
Chris Smith	BC
Francesca Sternberg	BR
Nicki Thorne	EGB
Malcolm Wharton	
Claire Williams	BETA & Director
Mary Worth	MGAGB

Action

01/18 The Members agreed that Sam Orde (SO) should chair the meeting. The Acting Chair welcomed everyone to the Extraordinary General Meeting of BEF and confirmed that 100 per cent of the members entitled to vote had agreed to the short notice of the EGM. SO added the apologies received from Malcolm Wharton, due to recent heavy snow in the south west, who had kindly agreed to attend the EGM following the election, should his candidature for the Council Chair role be successful.

02/18 Minutes of the Extraordinary General Meetings – 26 Oct 2017 and 18 Dec 17

The Minutes of the Extraordinary General Meetings held on 26 Oct 17 and 18 Dec 17 were checked for accuracy and signed by the Chair as true records of the meetings.

03/18 Matters Arising from the Minutes of the Extraordinary General Meetings – 26 Oct 17 and 18 Dec 17

There were not any matters arising from the minutes of these meetings.

04/18 Role of the Council Chair

The Chair referred the Members to the role of the BEF Council Chair which the BE CEO had kindly redrafted and had been attached to the notice of the meeting. The Members were asked for a show of hands in favour of adoption of these terms of reference being proposed as a General Resolution, which was unanimously agreed by the members present entitled to vote.

05/18 Election of the BEF Chair of the Council

The Chair confirmed that a Nominations Committee (NC), chaired by Robyn Balfour (independent/ex lawyer), with the other members being the Chairs of BD, MGAGB and RDA (herself) represented the Members in advertising and interviewing candidates applying for this voluntary role. One very strong

candidate, with huge experience and gravitas and known to some of the Members emerged from the process. A copy of the candidate's CV and letter of motivation had been included with the notice of the meeting. Many of the members present who knew the candidate supported the NC's recommendation of him for the role.

The Chair asked for a show of hands in favour of the General Resolution to elect Malcolm Wharton CBE as BEF Chair of Council. The resolution was passed unanimously on a show of hands, and Malcolm Wharton was duly elected with immediate effect.

It was noted that there would be a co-ordinated approach for press communications on the appointment of BEF Council Chair and Board Chair, which would be completed in the next two weeks, along with the new CEO commencing his duties on 26 Mar 18.

KM

Kevan Taylor, a member of the Nominations Committee for the Board Chair, updated the Council on progress, and the second round interviews taking place by the end of the week. The Members were asked for their support in respecting the press embargo on the Council Chair's appointment until both roles were finalised and the candidates had accepted the chair positions.

Council

The BEF Executives left the meeting at this point with the exception of the Interim CEO and Interim Director-Corporate Affairs.

06/18 Update from Interim Board Chair on BEF Independent Review

The Interim Board Chair gave an overview of the media coverage arising from the publication of the Independent Review on 15 March. He also detailed the steps necessary for the board, with its new Chair, to work with the member bodies to act on the independent panel's recommendations, with the process to be led by the new CEO, Nick Fellows. The focus will be on the rapid creation of a clearly articulated Action Plan, including clarification of the purpose of the BEF and a Code of Conduct, which the entire BEF can stand behind. This Action Plan will be agreed with UK Sport and Sport England.

NF

The Acting Chair of the Members' Council, Sam Orde, recorded the statement made by the Council on 15 March:

"BEF Council Members welcome the recommendations of the review. We look forward to continuing to work together and supporting the BEF Board in implementing these recommendations. This, together with the governance changes that were adopted with unanimous support of BEF Council Members in October last year, will help to ensure a great future for equestrianism as a whole."

The BEF Executives rejoined the meeting.

07/18 Report from the Interim CEO

The Interim CEO presented an update from the Board Chair and herself, identifying where the money goes, including the main budget areas of :

- UK Sport grants (World Class Programme and International Relations Grant)
- Sport England Grant (Participation Programme and Excel Pathway Programme)
- Core Service and National Federation Secretariat Function

The Members were reminded that UKS and SE define where grant funding can be spent as shown in the BEF Activity Categories (pie chart). Both UKS and SE need to have confidence in the people that run the programmes they fund. In this Olympiad, Sport England delivery is through the MBs, with BEF co-ordinating and being held accountable.

Governance Update

- Permanent Independent Non Executive Directors and CEO recruitment completed
- BEF Chair recruitment – preferred candidate identified
- Council Chair recruitment – to be voted on today
- Terms of reference for the Performance Management Group (PMG) and Participation Steering Group (PSG) shared with MBs
- Outstanding compliance (GAP) requirements reported to UK Sport on 15 Dec 17; written confirmation received with conditions dependent on outcome of Independent Review.
- Risk Register – updated by executives – to be reviewed by Audit Committee for full BEF Board approval.

Participation

Achievements included revised budget to meet award – MB projects protected, BEF and BETA taking cuts, held 2 PSG meetings with all 10 MBs receiving funding, PSG terms of reference agreed at these meetings, project letters and agreements being issued with targets and funding profiles for each project.

Actions – agree partnership project letters with MBs, and overarching targets with SE, launch projects, and agree targets with SE.

Equestrian GBR World Class Programme

FEI WEG 2018 plans well developed and on target

Pathway Review now complete with policies launched in April

Performance Management Group (PMG) concept approved by BEF Board – delegated authority of Board to support and manage the WCP.

Selection of major championship teams – to come under BEF remit.

UK Sport Annual Investment review:

- New Performance Strategy accepted with a slight increase in funding
- Athlete numbers in Olympic Equestrian revised
- Paralympic award remains unchanged
- A number of sports funded on an “up to” basis have had reductions in funding

Marketing and Communications

Achievements included delivery of Olympia activity, UK Sport Project Performance input, step-change in H&H relationship, and supported EGB in issues management.

Actions – WEG media and sponsorship planning, laying ground for CEO to pick up new sponsor discussions.

NF

Safeguarding

Safeguarding Audit, (Lime Culture) completed, all Safeguarding training now updated, Safeguarding embedding into WCP, and SO delivered training to Excel and WCP athletes, officials, coaches and Regional Development Officers.

Case Management Panel utilised by a number of MBs.

BEFAR - Anti-Doping

13 presentations delivered in 2017

Developed more delivery modules

Tasks to be completed include greater formulation of the Management Committee, improve financial reporting and monitoring, update of Technical Committee, review of direction and future aims through proactive approach, education (ie. improved awareness, to include lower levels), and develop an education plan with the 3 Olympic disciplines.

Sharing of personal data

BEF requires personal data in relation to a number of activities including:

- BEF Anti-Doping Regulations (BEFAR) violations
- Riders and horses (including passports, entries) – BEF provides to FEI
- Vets, officials, stewards, organisers (including training records, schedules) – BEF provides to FEI
- Horse Passports – BEF provides to Defra

Most of this information is held by MBs and is shared with BEF

BEF is committed to storing, processing and sharing personal data within the requirements of GDPR

BEF has identified the data controller in the cases listed above are the relevant MBs

BEF suggests there is value in creating a small working group to agree an approach to inform members of MBs that their data will be shared with and processed by BEF, and then passed on to FEI, Defra, etc.

AH

At the conclusion of the presentation, the WHW CEO expressed his concern that BEF was now investing too little in equine development compared to what the British Horseracing Association spends in this area.

08/18 Employment in the Equestrian Sector – National Minimum Wage Liz Bowen, HM Revenue and Customs

SO welcomed Liz Bowen to the meeting. LB explained that there was a significant problem of people being underpaid with employers genuinely not realising the errors they were making. It was every employer's duty to see it

and put it right. She highlighted common errors made by employers including failure to implement rate rise or missed birthdays, deductions and payments, unpaid working time and non- allowable bonuses or payments and entitlement errors. The costs of getting it wrong were drawn to the attention of the Members, with penalties and prosecutions that could be incurred.

A copy of LB's presentation is attached to these minutes with useful information websites.

MM

09/18 Update on the British Grooms Association "Grooms Minds" Survey Chris Hewlett, BGA Chair and Lucy Katan, BGA CEO

Lucy Katan referred to the "Grooms Minds" Survey that had been released in the autumn of 2017, the results of which had been independently analysed by Nottingham Trent University and highlighted some concerning results on mental health and bullying issues and illegal employment. 1315 grooms had taken part in the survey, who were predominantly under the age of 32, and had worked in the equine industry for over 5 years (65%). The BGA is leading on developing a Grooms Minds portal, a one stop information shop for mental health and well-being matters and a Well-being helpline in partnership with Racing Welfare, to provide 24/7 support for grooms. An expert has been recruited on delivering mental well being in the work place projects, to deliver the work. For a 3 year programme and helpline £5K is required, and so far £500 has been raised. The Board Chair urged the Members to support BGA in this initiative on their behalf and raise the £5K funding.

Members

The BGA is also leading on the introduction of a MOA for all Members to unite and drive a cultural change in the employment of grooms. The Members are asked to take the proposed MOA to their individual boards and seek permission to sign up to the collaborative approach by mid May. Following this, the Members will be asked who will be their point of contact for this project under the BEF banner, but BGA/EEA will provide the fulfilment. Her proposal was that under the BEF banner, a statement is released publicly announcing the MOA and combined working by 1 June. Feedback sessions will then be held with each MB point of contact to make the MOA work in practice. The BGA and Equestrian Employers Association (EEA) core message was "You are not alone".

A copy of the Grooms Minds presentation and EEF Guide to the National Minimum Wage for Employers in the Equestrian Industry are attached to these minutes.

MM

10/18 BEF Member Bodies' Subscriptions for 2018

The Members formally agreed a 3% increase in their membership subscriptions for 2018, and it was noted that this had been included in the initial payment invoiced in January 2018.

SB

11/18 Any Other Business

- The Board Chair recorded his thanks to Nicki Kavanagh, David Ingle and the executive team for the huge amount of work that had been delivered in meeting targets since the interim CEO and COO's arrival in August 2017. This was Nicki's last Council Meeting before the end of her extended contract on 22 March, and David had already left.
- SO reported that RDA had formally signed the contract for its national training centre at Shrewley in Warwickshire today.
- SO thanked Ed Warner for his support of BEF and its Members as Interim Board Chair since last October as he would be shortly stepping down for the permanent Board Chair to take up the role.

12/18 Date of Forthcoming Meetings in 2018

BEF Council Meetings – in the BHS Lecture Theatre, Equestrian House, Abbey Park, Stareton.

Wednesday 25 July 2018

Wednesday 21 November 2018

Members/
Board

Chair

M. WLT 25/7/18