



**Agenda for a meeting of the
Development Committee
on Tuesday 19 February 2019 at 15:30
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF**

Car parking
Please do not park in the car parking spaces opposite the BPA HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the

- D - Decision** *Decision/approval required at meeting*
- A - Advice** *Issue needing discussion to advise/inform future direction/decision*
- I - Information** *Update - requires brief feedback only, no detailed discussion*
- R - Ratification** *Confirmation of decisions taken electronically between meetings, or by a Committee*

**Supporting papers are issued with the agenda where available;
others will be added to the meeting’s SharePoint folder as they become available,
with the intention of completing the full set by at latest the Friday before the meeting.**

Item nr	D/ A/I/ R	Business	Lead	Pre-read paper
1	I	Composition of the Development Committee 2019 Craig Poxon (Chair), Paul Applegate, Adrian Bond, Debbie Carter (Treasurer), Tash Higman, Yassi Molazadeh, Chair IT Strategy Group. To elect Graham Spicer as Chair, IT Strategy Group for 2019.	Chair	-
2	I	Committee Terms of Reference	Chair	Form 174
3	I	Apologies for absence	Chair	-
4	I	Declaration of any conflicts of interest	All	-
5	R	Minutes of the meeting held on Tuesday 27 November 2018 (circulated)	All	Minutes
4	I	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 67.1, SharePoint permissions 4.2 Min 67.3, Possibility of a public 365 site for BPA minutes 4.3 Min 67.4, Duties and responsibilities of volunteers 4.4 Min 67.5, Office 365: Multi-Factor Authentication (MFA) 4.5 Min 67.6, Optical character recognition (OCR) scanning 4.6 Min 71, WiFi access at HQ 4.7 Any other matters arising.	Chair	Minutes

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5	I	Liaison with official agencies for sport	Secretary	-
6	I/D	DZO Specialised Interest Group Annual Meeting Friday 25 January 2019 at EMCC Nottingham NG7 2RJ	Chair	Notes on the DZO mtg (to follow)
7	I/D	Insurance COO	Chair	-
8	I/D	Development Action Plan: 30 June 2018 to 30 June 2019 8.1 Personal Information Management System (PIMS) - Eudonet UK 8.2 Grass root talent identification.	Chair	-
9	I/D	Development deliverables / actions 2019 BPA Strategy 2019-2023 replaces the former annual action plan. Council is holding a strategy day tomorrow, Wednesday 20 February, to consider a committee structure to achieve BPA's agreed strategic objectives. This may include variations to the current committee structure as form follows function.	Chair	BPA 2019 objectives
10	I/D	IT Strategy Group (ITSG) Notes on the meeting of the IT Strategy Group held on Tuesday 5 February, including the Penetration Test Report considered at that meeting	ITSG Chair	ITSG meeting notes – Feb Penetration test report
11	I	BPA Archive Project Report from Graham Spicer, Archivist	Archivist	Archive Project update
12	I	<i>In camera</i> Council's business & financial risk register Council agreed at its November 2018 meeting (min 74.3) that this would benefit from the addition of a column identifying to whom the risk was assigned, and input by the committees, to which it was referred.	Chair	Business & financial risk register
13	I	Any other business to be notified to the Secretary by no later than noon on Friday 15 February.	Chair	-
14	I	Dates of future meetings, assuming they will continue to be held on the same day as Council meetings Tuesdays at 15:30 at BPA HQ: 30 April, 11 June. Council has yet to confirm the dates of its meetings later in the year, which are provisionally Tuesdays 6 August, 1 October & 26 November.	-	-