



**Agenda for a meeting of the
Development Committee
on Tuesday 25 September 2018 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*

| Item nr | D/ A/I /R | Business | Lead | Pre-read paper |
|---------|-----------------|---|-------|----------------|
| 1 | I | Apologies for absence | Chair | - |
| 2 | I | Composition To note that Ali Woodhouse has stood down from the Committee because of her other commitments. | All | - |
| 3 | I | Declaration of any conflicts of interest | All | - |
| 4 | R | Minutes of the meeting held on Tuesday 7 August 2018 have been approved by this Committee, ratified by Council and published at bpa.org.uk/member/agendas-and-minutes/ | All | Minutes |
| 5 | I | Matters arising from the minutes not covered elsewhere on the agenda 5.1 Min 47.1, Staff training on SharePoint 5.2 Min 47.3, Datto Alto backup system for HQ 5.3 Min 47.4, Cyber security review 5.4 Min 47.7, Possibility of a public 365 site for BPA minutes 5.5 Min 49.1, Insurance - Council agreed this Committee's recommendation 5.6 Min 50, Duties and responsibilities of volunteers 5.7 Min 52, Upgrade of some staff PCs 5.8 Min 54, Online Member Check - access control 5.9 Any other matters arising. | Chair | Minutes |

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|---------|-----------------|---|------------|--|
| 6 | I | Liaison with official agencies for sport | Secretary | - |
| 7 | I/D | Development Action Plan: 30 June 2018 to 30 June 2019 6.1 Personal Information Management System (PIMS) - 3Si Ltd have been appointed to develop this. 6.2 Grass root talent identification. | Chair | - |
| 8 | I/D | IT Strategy Group (ITSG) | ITSG Chair | Notes on ITSG meeting on Tuesday 4 September |
| 9 | I | BPA Archive Project | Chair | Archive Project update |
| 10 | | Any other business to be notified to the Secretary by no later than noon on Friday 21 September. | Chair | - |
| 11 | I | Dates of next meeting Tuesday 27 November 2018 at 15:30 at BPA HQ. | - | - |