



**Agenda for a meeting of the
Development Committee
on Tuesday 27 November 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*

**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	Apologies for absence	Chair	-
2	I	Declaration of any conflicts of interest	All	-
3	R	Minutes of the meeting held on Tuesday 25 September 2018 have been approved by this Committee, ratified by Council and published at bpa.org.uk/member/agendas-and-minutes/	All	Minutes
4	I	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 59.3, Cyber security review 4.2 Min 59.4, Possibility of a public 365 site for BPA minutes 4.3 Min 59.6, Duties and responsibilities of volunteers 4.4 Min 62.4, Office 365 self-reset password facility 4.5 Min 62.5, Optical character recognition (OCR) scanning 4.6 Any other matters arising.	Chair	Minutes
5	I	Liaison with official agencies for sport	Secretary	-

Item nr	D/ A/I /R	Business	Lead	Pre-read paper
6	I/D	Insurance For the membership year 1 April 2019 to 31 March 2020 inclusive.	Chair	Quotation from Romero
7	I/D	Development Action Plan: 30 June 2018 to 30 June 2019 7.1 Personal Information Management System (PIMS) - 3Si Ltd have been appointed to develop this. 7.2 Grass root talent identification.	Chair	-
8	I/D	IT Strategy Group (ITSG) Report from Graham Spicer, IT Strategy Group Chair	ITSG Chair	Paper from Chair, ITSG
9	I	BPA Archive Project Report from Graham Spicer, Archivist	Archivist	Archive Project update
10	I/D	Committee volunteers 2019	Chair	-
11	I	DZO annual meeting Friday 25 January 2019 at EMCC Nottingham NG7 2RJ	Chair	DZO mtg agenda
12	I/D	Annual review of Committee Terms of Reference To identify any variations to propose to Council	Chair	BPA Form 174 - Dvt Committee terms of reference
13	I	Any other business to be notified to the Secretary by no later than noon on Friday 23 November.	Chair	-
14		Chair's thanks to Committee members and staff for their work during the year	Chair	-
15	I	Provisional meeting dates in 2019 Tuesdays at 15:30 at BPA HQ: 19 February, 16 April, 11 June, 6 August, 1 October & 26 November. Dates will be confirmed at the Council meeting on Saturday 26 January 2019.	-	-