



## Development Committee

Minutes of the meeting held on

**Tuesday 6 October 2015 at 15:08**

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

<b>Present</b> (quorum is 3):	Craig Poxon	- Chair
	Paul Applegate	
	Adrian Bond	
	Jack Bradford	
	Yassi Molazadeh	
	Ian Rosenvinge (from item 66)	
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	Jon Gretton	- Financial Administrator & Company Secretary
	Martin Shuttleworth	- Secretary-General (Secretary)
	Two sports development consultants (separately, for part of item 66.3 only)	
<b>Apologies for absence:</b>	Debbie Carter	- Treasurer
	Jeff Montgomery	- Safety & Technical Officer (STO)

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### Item Minute

**60/15 Composition**

The meeting noted that Brian Cumming had resigned from Council on 5 September.

**61/15 Declarations of interest**

Any personal, material or financial interests would be declared at the item to which they relate.

**62/15 Minutes**

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 11 August 2015 had already been approved electronically by the Committee, ratified by the Council and published on the BPA website at [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**Published**

**63/15 Matters arising**

**63.1 IT budget (minute 50.1)**

See minute 66.

**63.2 'BPA Stay safe' teardrop flag (minute 50.4)**

These had been produced and were available to Affiliated PTOs, several of which were now displaying them.

**Completed**

**63.3 Database specification for tender (minute 54)**

See minute 66.

**64/15 Insurance**

The COO reported that he was due to have a routine claims review meeting with the insurers later this month, and the annual review meeting next month, prior to the renewal quote for the next insurance year beginning on 1 April 2016.

**65/15 Independent election administration services**

A paper from the Secretary had been circulated with the agenda. This included the draft timetable, as updated in the light of previous discussion (minute 53). The Committee agreed to the timetable.

The service supplier, Mi-Voice, had built an online nominations site which the Chair demonstrated using the big screen on the wall. This gave rise to more feedback which the Secretary would relay to Mi-Voice. The URL of the nominations site would be publicised to members next week, in the October issue of the Mag, on the BPA website and social media. It would also be promoted in the BPA e-Newsletter for November and through Affiliated PTOs. The closing date for nominations was noon on Monday 30 November 2015. This year, the nominations process would be paperless.

An election would be triggered if the seats were contested: that is if, at the close of nominations, there were more valid nominations than the 15 available seats. 15 or fewer valid nominees would be elected uncontested.

**Ongoing**

**66/15 IT strategy Group**

Notes on the meeting of the IT Strategy Group (ITSG) held on Thursday 24 September 2015 had been circulated with the agenda. The Committee approved thanked Graham Spicer, Chair of ITSG, and approved the notes.

**Approved**

**66.1 Personal Information Management System**

Graham Spicer, Chair of ITSG, was completing the draft tender specification for the new BPA database (personal information management system) following feedback from his meeting with BPA staff in July. The updated draft was due to be presented to the BPA Development Committee. An invitation to tender would be issued for the work on constructing the database.

Meanwhile, the Communications Committee had engaged a web development contractor to develop the BPA family of websites through the single portal of an updated BPA website (Communications minute 59.1). Because it would impact on web development, of which online membership services such as online renewal being an important part, the web contractor had asked about the interface with the current and prospective new databases. Various telephone discussions had taken place between the Communications Chair, the web development contractor, Graham Spicer, the Development Chair, the Secretary, and Archant Dialogue, who would continue to host the family of BPA websites. A meeting at the BPA Office, to include BPA staff, was in prospect.

It was possible that the web development contractor may wish to bid to build the membership database. They were currently in the process of providing the Communications Chair with evidence of their competence in database development. ITSG was of the view that it was appropriate for BPA to follow the competitive tendering process for reasons of due diligence.

This Committee considered it would be helpful to know when the draft tender specification might be ready, so that the invitation to tender could be prepared. The Secretary would enquire of Graham Spicer.

**Action: Secretary**

**[Secretary's note:** Continuing discussions subsequent to the meeting have suggested that the invitation to tender need not include the full tender specification, but a summary. The full tender specification need be supplied only to a filtered list of bidders.]

**66.2 IT budget**

The Financial Administrator was compiling an equipment inventory, in association with our IT suppliers Computerlink (Leicester), to assist the IT Strategy Group in drafting an IT budget for recommendation to this Committee.

**Action: ITSG**

**67/15 Development Action Plan : 1 July 2015 to 30 June 2016**

**67.1 Commission a trial run of BPA-branded Buffs**

The Chair had recently put a promotional message about the BPA Buffs on the BPA Facebook page. They were available to Members price £12 each through the Facebook page. BPA Buffs would be issued with the Examiner's uniform.

**Target achieved**

**67.2 Review the different kinds of (physical and virtual) membership cards on the market**

This had been referred referred to the IT Strategy Group (ITSG note 2015-09/17 refers) and as an agenda item for consultation with Affiliated PTOs at the next meeting of the DZO SIG.

**Referred to ITSG & DZO SIG**

### **67.3 Engage an independent expert in sports development to help us explore development options for our sport**

The two independent sports development consultants identified by Amanda Bennett, BPA Governance Consultant, had circulated written proposals to the last meeting. Each had been invited to attend to speak to their proposals at this meeting. Their written proposals had been re-circulated with the agenda for today's meeting.

Each of the two potential consultants on 'options for the development in the sport' were then invited, in separate sessions, to speak to their report and to answer questions from Committee members and staff. The Chair thanked each of the two potential suppliers for attending.

After the consultants had left, the Committee discussed the proposals and settled on one, that consultant to be invited to carry out the scheme of work set out in their proposal with a project budget of £2.4K plus out-of-pocket expenses. The Secretary would convey the Committee's decision, together with its thanks, to both consultants.

**Action: Secretary**

The successful bidder was Simon Kirkland of Sport Structures Ltd. His proposed research methodology included the use of certain tools of business analysis, together with aspects of engagement with the wider sporting landscape. The Committee wished him well with the project, and looked forward to receiving his report on completion, whilst offering him every support in helping to arrange access to such members/individuals and organisations within the sport to whom he may wish to consult during his research.

### **67.4 Research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA**

The Secretary noted that Sport Structures Ltd (minute 66.3) had been accredited to the Investors in People standard. He therefore suggested, and the Committee agreed, that it might be an appropriate avenue of further enquiry about the pros and cons of IIP, and whether or not IIP might be of potential benefit to BPA.

**Action: Secretary**

Ian Roseninge asked who might be likely to benefit from IIP. The Secretary said IIP could potentially be helpful to the BPA staff team in discharging their roles and responsibilities, by way of a more structured approach to training and human resource development. IIP had, in other organisations such as the local authority in the area of Leicestershire where he lived, also benefited its elected members, the local councillors. However, he was aware of additional demands put on BPA's elected members with the current good governance initiative. and considered that it might not be appropriate to seek to overlay any additional IIP requirements on this at least for the time being.

### **68/15 Drop Zone Owners' & Operators' Specialised Interest Group meeting - Friday 29 January 2016 at 10:30 at EMCC Nottingham (the day before the AGM/Expo)**

A DZO had asked whether a special meeting on CAA's plans for deregulation might be appropriate. Tony Knight (BPA liaison officer with CAA) had spoken by telephone to the DZO to advise him of the current position, and that in his view there appeared to be little to be gained by convening an additional, earlier, meeting. The DZO had accepted this.

Ian Roseninge said the January meeting would be a good opportunity for an update to DZOs about the CAA's plans for deregulation, which Tony Knight had advised had been delayed pending the report and recommendations into the Shoreham Air Show crash on 22 August. The Chair said this was a matter for Council, and the COO confirmed that DZs were being kept up-to-date through STC.

### **69/15 BPA Archive Project - update**

The Committee noted with thanks the update report on the BPA Archive Project by BPA Archivists Andrew Hilton and Graham Spicer, which had been circulated in advance.

**Noted**

### **70/15 Date of next meeting**

Tuesday 1 December 2015 at 15:00 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

The meeting finished at 17:10 (duration: 2 hr 2min)

Approved by the Committee, ratified by Council and published on 23 October 2015