



Agenda for a meeting of the Development Committee on Tuesday 14 June 2016 at 15:30

in the Acorn Room (First Floor), Blaby Civic Centre
22-24 Leicester Road, Blaby, Leicestershire LE8 4GQ

Please note
venue and
parking
arrangements

This meeting is being held at the Blaby Civic Centre during refurbishment of the BPA Office

Car parking

Blaby Civic Centre regrets it is unable to provide car parking for those attending meetings. They advise using nearby pay-and-display public car parks operated by Blaby District Council at Enderby Road and St John's Court (Waitrose). Parking for is chargeable (payment by coins or debit card: 20p for up to 3 hours; £1.50 for up to 4 hours; £4.50 for over 4 hours) until 18:00, thereafter charges do not apply. The car parks are within a short walking distance of Blaby Civic Centre.

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes**
To note that the minutes (circulated) of the meeting held on Tuesday 19 April have been approved the Committee and ratified electronically by the Council, and published on the BPA website bpa.org.uk/member/agendas-and-minutes/
- 4 **Matters arising not covered elsewhere on the agenda**
 - 4.1 Personal Information Management System - invitation to tender document
 - 4.2 'BPA Approved' welcome signs for Affiliated PTOs
 - 4.3 Any other matters arising.
- 5 **Liaison with official agencies for sport** - Oral report from Secretary
- 6 **Insurance** - Tony Butler, Chief Operating Officer to give oral update
- 7 **Marketing and customer service advice for Affiliated PTOs**
Chair or Chair of Council to report orally.
- 8 **IT Strategy Group**
To receive notes on the meeting held on Tuesday 24 May (circulated).
- 9 **Development Action Plan 1 July 2015 to 30 June 2016**
To review progress to date, at month 12 of 12.
 - 9.1 Order a trial run of BPA Buffs - **Achieved**
 - 9.2 Research the future options for membership cards (plastic/virtual/photocards/bar codes, etc) - **Initial research completed**
 - 9.3 Commission an external expert on sports development to prepare report on possible need, and if so options, for a development/performance plan for skydiving - **Completed**
 - 9.4 Research the positives and negatives of seeking Investors in People status for BPA - **Completed, no further action**
- 10 **Development Action Plan 1 July 2016 to 30 June 2017**
 - 10.1 Consult with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system jointly with the Development Committee, an invitation to tender for the BPA web hub and database (PIMS), selecting the contractor and progressing the project.
 - 10.2 Work on the development of grassroots talent identification programme, for which the advice and assistance of the Competitions Committee would be likely to be sought.

10.3 Research into the possible development of a member mentoring programme. (Yassi Molazadeh had suggested, and had kindly agreed to progress, work on this target.)

10.4 Making appropriate BPA online forms available as fillable pdfs.

11 BPA Archive Project

Update paper (to be circulated).

12 Any other business - to be notified to the Secretary by no later than noon on Friday 10 June

13 Dates of meetings in 2016

Tuesdays 9 August, 4 October and 29 November 13:00. Location of August and October meetings to be at a Leicester venue to be advised, due to refurbishment of the BPA Office.