



## Agenda for a meeting of the Development Committee on Tuesday 4 October 2016 at 15:30

in the Acorn Room, **UPSTAIRS** at  
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 is chargeable (payment by coins: 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 9 August 2016 have been approved the Committee and ratified electronically by the Council, and published on the BPA website [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**4 Matters arising not covered elsewhere on the agenda**

- 4.1 Minute 42.1 - 'BPA Approved' welcome PVC banners for Affiliated PTOs. Paper circulated with signage produced to date.
- 4.2 Any other matters arising.

**5 Liaison with official agencies for sport** - Oral update from the Secretary

**6 Insurance** - Oral update from the Chief Operating Officer

**7 Drop Zone Defence Fund** - Oral update from the Financial Administrator

**8 BPA DZ Operators' Specialised Interest Group Meeting: EMCC Nottingham, Friday 27 January 2017, 10:30-16:30**

- 8.1 To consider the brief for the morning speaker, James La Barrie, including the link with Development Action Plan target 2 (agenda item 11.2): *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.*
- 8.2 Afternoon presentation on safeguarding in the sport by Sara Outen.
- 8.3 Call to DZs in November for agenda and open forum items.
- 8.4 Possible commercial sponsor - Adrian Bond to report.

**9 Election of Council 2017 (10 elected members)**

The Mi-Voice dedicated nominations website for BPA is now live at: <https://www.mi-nomination.com/bpa> Mi-Voice has drafted an [e-mail alert](#) that they normally send to the voting constituency. To consider whether or not BPA wishes them to do this in our case.

**10 IT Strategy Group**

To receive notes (to follow) on the meeting held at the BPA Office on Tuesday 6 September.

**11 Development Action Plan 1 July 2016 to 30 June 2017**

- 11.1 BPA Personal Information Management System (membership database) - issue invitation to tender document (as a single document with Communications Committee's web tender invitation); selection of contractor; commissioning development, testing and implementation.

.../2

Timetable for selection of contractor:

Deadline for receipt by the BPA of queries concerning the ITT: 16 Sept 2016

Deadline for circulation of aggregated responses to queries by the BPA: 23 Sept 2016

Deadline for receipt of completed tenders by the BPA: 7 Oct 2016

BPA will notify shortlisted suppliers by: 14 Oct 2016

BPA will begin supplier interviews week commencing: 24 Oct 2016

The BPA will seek to appoint a supplier by: 7 Nov 2016.

- 11.2 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.
  - 11.3 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.
  - 11.4 Research into the possible development of a member mentoring programme. Paper 'Mentoring – Project Cloud 9' and folder 'Project Cloud 9 - supplementary documents' (6MB) by Yassi Molazadeh (circulated).
  - 11.5 Making appropriate BPA online forms available as fillable pdfs.
- 12 BPA Archive Project**  
Update paper (to be circulated).
- 13 Any other business** - to be notified to the Secretary by no later than noon on Friday 30 September.
- 14 Date of next meeting**  
Tuesday 29 November at 15:00 in the new Conference Room at the refurbished BPA HQ (if available) - if not, at Blaby Civic Centre.