



## Development Committee

Minutes of the meeting held on

**Tuesday 29 November 2016 at 15:50**

at Blaby Civic Centre, 22-24 Lutterworth Road, Blaby, Leicester LE8 4GQ

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Jack Bradford		
	Brian Cumming		
	Yassi Molazadeh		
	Ian Rosenvinge		
	Martin Soulsby	-	Chair of Council
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Financial Administrator & Company Secretary
	Martin Mansley (for item 68.1 only)	-	Romero Sports & Leisure
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	-	Secretary-General (Secretary)
<b>Apologies for absence:</b>	Debbie Carter	-	Treasurer
<b>Observers:</b>	1		

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### Item Minute

#### 64/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 4 October 2016 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/)

#### 65/16 Declarations of interest

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

#### 66/16 Matters arising

##### 66.1 'BPA Approved' PVC welcome banners for Affiliated PTOs (minute 54.6)

The availability of these would be promoted at the DZO SIG meeting on Friday 27 January 2017.

**Action: Include in DZO SIG agenda**

##### 66.2 Reminder to English DZs about Sport England's recognition of Significant Areas for Sport (SASP) (minute 57)

A reminder would be given at the DZO SIG meeting on Friday 27 January 2017.

**Action: Include in DZO SIG agenda**

##### 66.3 Preparation for BPA DZO SIG meeting on Friday 27 January 2017 (minute 58)

The Chair of Council and the Secretary were liaising with guest speaker James La Barrie who would be flying in from the USA. The Secretary would issue the draft agenda to Affiliated PTOs early next month with a call for registrations and pre-notification of any further items of business to be included in the final agenda. Adrian Bond reported that the potential additional sponsor from within the skydiving sector had not materialised.

**Noted**

#### **66.4 E-mail call for nominations for BPA Council (minute 59)**

The Secretary confirmed that this had been transmitted on behalf of BPA by independent election administrators Mi-Voice.

**Noted**

#### **67/16 Liaison with official agencies for sport**

Nothing to report.

#### **68/16 Insurance**

BPA's broker Martin Mansley, Divisional Director, Sports & Leisure at Romero Insurance Brokers, was in attendance for this item. It related to the BPA third party public liability insurance policy. His attendance was consequent on, as reported to the last meeting (minute 56.1), the underwriter Liberty Mutual having entered into a renewal rights agreement for Liberty Specialist Markets (the part of Liberty that provided cover for BPA) with Aspen Risk Management.

Martin Mansley said that this unexpected development had led to uncertainty that led him to go to market for the BPA third party public liability policy for its next renewal for the year from 1 April 2017. He recommended that, from that date, XL Catlin should underwrite the BPA policy.

He had negotiated a reduction in premium, with further reductions in prospect next year should the claims position remain on track. There would be continuity of claims handling. XL Catlin insured a number of National Governing Bodies of Sport, and would continue to support BPA's Risk Management initiatives. The indemnity limit per incident would remain at £5m. The underwriter at XL Catlin was Mick Turvey, who had underwritten the BPA policy before, with a previous insurer, so he was familiar with the policy and keen to become involved again. The agreement with XL Catlin would be for 2 years initially.

The COO noted that BPA had been with Liberty for 8 years, during which we had built up a pot of reserves. This had now been lost to us as Liberty had transferred their specialist markets business. This was something outside our, and our broker's, control.

The Chair said that had our existing underwriter transferred its policies earlier in the year, we could have taken the opportunity to look more widely, but time was not on our side. He said that whilst appreciating the relationship, benefits and savings we had achieved through both our underwriter and broker, and all they had done for us, the membership would still expect us to canvass the market (of both underwriters and brokers) from time to time.

The Government was increasing Insurance Premium Tax (IPT) by 2%, from the current rate of 10% to a new rate of 12% from June 2017. This had been factored in the insurance quote.

There followed a discussion in which the COO noted that 10 years ago, the insurance element of the BPA annual membership subscription for a student provisional member had been £24.25 compared with a quote of £9.80 for next year. He said that had the old rate continued, this would have meant that Affiliated PTOs would by now have had to charge students something of the order of an additional £72K to be covered by BPA insurance. Over the 11 year period, assuming an average student throughput for a medium-sized PTO of say 5K students a year, the saving would have been something of the order of £750K per annum; and this was over a period in which the liability limit per incident had increased from £2m to £5m.

The Chair said he believed the membership was aware of BPA's success in reducing the cost of insurance through the dedication and hard work of the COO, STO, STC, broker, underwriters and Affiliated PTOs all putting in sustained and co-ordinated effort to achieve this positive outcome through the effective management of risk. A key tripartite partnership in this was that of BPA-underwriter-broker.

The Committee agreed to recommend to Council that it should support our broker's recommendation, following his going to market, that XL Catlin be appointed to underwrite BPA's third party public liability policy from 1 April 2017, for an initial period of 2 years.

**Recommend to Council**

#### **69/16 Drop Zone Defence Fund**

The Financial Administrator reported that the part of DZDF currently held, for historical reasons, in a separate bank should be available to consolidate into the ring-fenced DZDF account held as part of the BPA accounts in the near future.

**Ongoing**

**70/16 Election of BPA Council 2017 (10 elected members)**

The Secretary reported that 19 nominations had been received for the 10 elected seats on BPA Council 2017. This had triggered an election, run by independent election administration company Mi-Voice, which would be open from Monday 19 December to noon on Thursday 12 January 2017. Results were due that afternoon, ahead of the AGM at 10:30 on Saturday 28 January 2017 at EMCC Nottingham. This was the first year we had contracted Mi-Voice to administer a BPA election: last year they had been involved only as far as the nominations stage, as no election was triggered because the seats were not contested.

**Noted**

**71/16 Code of conduct**

Council at its meeting on 4 October (minute 68.3) referred to the Development Committee development of a BPA Code of Conduct for Volunteers / Representatives. The Secretary had obtained some examples from the Sport & Recreation Alliance, which he had circulated with the agenda.

In discussion, the Chair of Council said that a Code of Conduct was already in place for directors, staff, coaches and instructors. He envisaged that a basic code of conduct would be a generic one for all members who were in any way representing the Association. Specific provisions would need to be added to this commensurate with particular types of representation, for example examiners, competition judges, and officials of British delegations to international competitions, such as heads of delegation and delegation managers.

He said that social media was the driver of the need to put in place a code of conduct, and that it was an issue that most if not all sports had had to face. A code of conduct helped to set standards of behaviour by making clear what was expected of members who were entrusted to represent their Association in some way.

Yassi Molazadeh kindly offered to assist in the development of a BPA code of conduct, and the Chair gratefully accepted on behalf of the Committee.

**Action: Yassi Molazadeh**

**72/16 Development Action Plan: 1 July 2016 to 30 June 2017**

Progress at month 5 of 12

**72.1 BPA Personal Information Management System (membership database) – invitation to tender, jointly with the Communications Committee, for the BPA web hub**

Please refer to minute 60.1 of the minutes of the meeting of the Communications Committee held immediately before this meeting.

**Preferred bidder being recommended to Council tonight**

**72.2 Consultation 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**

This consultation was planned to stem from James La Barrie's presentation to the DZ Operators' Specialised Interest Group at its meeting in January 2017 (minute 66.3).

**Ongoing**

**72.3 Work on the development of grassroots talent identification programme**

The advice and assistance of the Competitions Committee would be likely to be sought on this. The Chair of Council had previously said that provision for talent identification and talent development pathways in our sport were areas to bear in mind in next year's review of BPA committee structure.

**To be progressed**

**72.4 Research into the possible development of a member mentoring programme**

As agreed at the last meeting (minute 61.3), Yassi Molazadeh would launch the new BPA mentoring scheme at BPA Skydive the Expo 2017 at EMCC Nottingham on Saturday 28 January 2017. She suggested that the scheme should be known as 'Rise Up' (a connotation with the song *Rise Up, I want to fly*) and the Committee was happy with this name. Yassi Molazadeh added that she had drafted materials for mentors that she would distribute once she had run them past the COO and STO. She said there would be a training session for mentors before the first mentees were assigned. The Chair asked Yassi Molazadeh kindly to liaise with BPA's digital editor on promoting the launch of the scheme on social media and publicising it once launched.

**Action: Yassi Molazadeh**

## **72.5 Making appropriate BPA online forms available as fillable pdfs**

The Chair had previously said he would review which forms would be appropriate to make available as fillable pdfs. See minute 36.4 of the meeting on 14 June.

**Action: Chair**

### **73/16 Request from the Tigers Freefall Team**

A request from the Tigers Freefall Team had been circulated with the agenda. It was for recognition by, and a partnership with, BPA. The COO said that, whilst he understood why a display team might make such a request, BPA needed to treat all display teams equally. Whilst the Tigers had achieved good exposure for our sport this year, so too had other display teams. If BPA singled out any particular team, however good a year it had had, it might be perceived by other teams, who may well have had their own successes, as snubbing them. This would probably make it uncomfortably subjective to seek to judge a display team of the year. The COO noted that the number of display teams was now about 30 compared with about 50 a decade ago. There were three specific requests in the Tigers' paper, however no proposal to progress them was forthcoming from around the table. The Chair emphasised that this was not because the committee did not wholeheartedly support the activities of display teams in showcasing our sport, but that it was necessary for BPA, as the sport's National Governing Body, to treat all registered display teams fairly and equally. He was sure the Tigers would understand.

### **74/16 BPA Archive Project - update**

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

### **75/16 Annual review of committee terms of reference**

The Secretary said there was a routine review at the end of each calendar year on committees' terms of reference. If any committee member wished to suggest any variations for this committee, please could they let him know before the end of the year. The meeting noted that Council was planning a review of all BPA committees next year.

**Noted**

### **76/16 Chair's closing remarks**

The Chair thanked Committee members and staff for their work during 2016 and wished everyone Merry Christmas and a Happy New Year.

### **77/16 Date of next meeting**

Meetings in 2017 would be held at 15:30 on the same day as Council meetings. These dates would be agreed at the January Council meeting on the day of the AGM. Provisionally they were Tuesdays 21 February, 25 April, 13 June, 8 August, 3 October and 28 November.

The meeting closed at 17:15 (duration: 1h 25).