



## Agenda for a meeting of the Development Committee on Tuesday 25 April 2017 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 daytime.

- 1 **Welcome**  
To welcome volunteer committee member Danny French to his first meeting.
- 2 **Apologies for absence**  
Adrian Bond, Debbie Carter, Yassi Molazadeh.
- 3 **Minutes**  
To consider for approval the minutes (previously circulated) of the meeting held on Tuesday 21 February 2017.
- 4 **Matters arising not covered elsewhere on the agenda**
  - 4.1 Minute 6.3 - Code of conduct for volunteers - Yassi Molazadeh
  - 4.2 Any other matters arising not listed above.
- 5 **Liaison with official agencies for sport**  
Oral report from Secretary.
- 6 **Insurance**  
Tony Butler, Chief Operating Officer, to update orally.
- 7 **Election 2017 debrief**
  - 7.1 Debrief on election 2017 (paper circulated)
  - 7.2 Candidate campaigns - paper by the Amanda Bennett, Governance Adviser (circulated)
  - 7.3 Elections - Note by the Secretary (circulated).
- 8 **Safeguarding working party**  
The first meeting of this Joint working party with STC was held at HQ on Thursday 6 April (notes circulated).
- 9 **Update by Chair of IT Strategy Group**  
including PIMS, Office 365, and recovery from cyber attack on BPA server in March (paper to be circulated).
- 10 **Development Action Plan 1 July 2016 to 30 June 2017**  
Progress at month 9 of 12.
  - 10.1 BPA Personal Information Management System (membership database) - invitation to tender, jointly with the Communications Committee for the BPA web hub. **Achieved**
  - 10.2 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 **Not progressed this year**
  - 10.3 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. **Not progressed this year**
  - 10.4 Research into the possible development of a member mentoring programme. Update by Yassi Molazadeh on the name of the programme. **'Rise Up' launched early 2017**
  - 10.5 Making appropriate BPA online forms available as fillable pdfs. **Alternative suggestion to consolidate most popular forms and use html pages where possible**

**11 Development Action Plan 1 July 2017 to 30 June 2018**

To consider ideas from around the table with a view to formulating a plan to recommend to Council at its meeting tonight.

Minute 12 from the last meeting records: *The Chair said that the major project for 2017/8 would be the completion, testing and launch of PIMS as a key part of the new BPA web hub. Another*

*possible target that had been discussed earlier in the meeting was something to further customer service at Drop Zones (minute 11.2). He invited committee members to come forward with suggestions for other possible targets, with an outline budget, to the April meeting or before. We had, however, to be careful not to stretch ourselves too thinly in 'PIMS launch year'.*

**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 21 April.

**14 Dates of meetings in 2017**

Tuesdays 13 June, 8 August, 3 October and 28 November 15:30 at BPA HQ.