



Development Committee

Minutes of the meeting held on

Tuesday 8 August 2017 at 15:52

at the BPA HQ, Glen Parva, Leicester LE2 9TF

Present (quorum is 3):	Adrian Bond	-	Vice Chair (in the Chair)
	Paul Applegate		
	Yassi Molazadeh		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator & Company Secretary
	Martin Shuttleworth		Secretary-General (Secretary)
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist
Apologies for absence:	Brian Cumming		
	Danny French		
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Andy Pointer		
	Craig Poxon	-	Chair

Item Minute

40/17 Chair

In the absence of the Chair in his capacity as Head of the British Delegation at the World Cup in Saarlouis, Germany, the Vice Chair took the Chair.

Agreed

41/17 Composition

The resignation of Kate Charters from Council and as Competitions Judges' Co-ordinator on 13 June had left a Council with eleven voting members (as casual vacancies were not filled) and only 2 Council Members on the Competitions Committee, which was below the minimum of 3 set out in its composition and terms of reference. The Communications and Development Committees both had 6 Council Members, which was now one more than permissible under the compositional requirement that no committee should be able to command a majority of votes on Council - with a Council of eleven, the maximum number of voting Council Members on a committee was 5. The position had been regularised by Mark Bayada kindly agreeing to transfer from the Communications and Development to the Competitions Committee with effect from today's meetings. The Chair thanked Mark Bayada for his service on this Committee and wished him well as a member of the Competitions Committee.

Noted

42/17 Minutes

Paul Applegate proposed, and Yassi Molazadeh seconded, a motion that the minutes (previously circulated) of the meeting held on Tuesday 13 June 2017 be agreed as a true record. This carried unanimously.

Agreed

43/17 Matters arising

43.1 Code of conduct for volunteers - minute 29.1

The updated draft code prepared by Yassi Molazadeh had been circulated as a supporting paper to the agenda.

The Committee recommended to Council that this Code of Conduct be adopted for all BPA volunteers. Volunteers would be asked to acknowledge receipt of the code and to signify their willingness to comply.

The Secretary suggested that the Code of Conduct should be included as part of a wider document covering the general duties and responsibilities of volunteers, to be presented in a

similar format to BPA Form 178 Duties and responsibilities of Directors / BPA Council members. The Committee agreed to recommended this to Council.

Recommend to Council

The Chair thanked Yassi Molazadeh for drafting the Code.

43.2 Staff training on Office 365 - minute 36

The Secretary reported that an introductory training session, as requested by staff, had been delivered by Computerlink. Staff had found this to be helpful. Staff involved in Committee work now wished to have further training on Sharepoint, including how to allocate permissions. The Secretary would arrange this with Computerlink.

Action: Secretary

43.3 Correspondence with Sports Financial Services - minute 38

The Secretary reported that BPA's insurance partners, Romero Sports & Leisure (insurance brokers), were content for BPA to engage with Sports Financial Services Ltd as their products were complementary.

The Committee was mindful that Romero had entered and won an open competitive tendering process in order to be appointed as BPA's insurance broker. The Committee was cautious about associating BPA's name with any particular insurance or financial product (subject of course to the appropriate financial regulatory compliance), and may wish to obtain a number of quotes in order, so far as it reasonably could, to assure the value of any product in whose direction it might contemplate pointing our members.

The Committee therefore invited Sports Financial Services to send a summary paper outlining the nature of their association with National Governing Bodies of other sports, for consideration at the next meeting.

Action: Secretary / Next meeting

44/17 Liaison with official agencies for sport

The Secretary had been liaising with the Sport & Recreation Alliance on safeguarding policies and practices in sport.

45/17 Insurance

The COO reported that our new underwriter, XL Catlin, had been in place since April. He was pleased to report that the change had gone smoothly, and there had been no problems.

46/17 Election

46.1 Election timetable

The Committee approved the election timetable that had been circulated with the agenda.

Approved

46.2 Letter to members opting-out of e-communication of BPA company documents

The Committee noted the draft letter to members from the Secretary that had been circulated with the agenda. In response to a question from the Secretary, Graham Spicer (Chair, IT Strategy Group), said the letter would most appropriately be sent once the new Personal Information management System (PIMS) had gone live, as it would provide a means of recording members' communication preferences, which were presently recorded on a spreadsheet that was not integrated with the current membership database, so requiring manual intervention in the preparation of mailing lists.

Action: Once PIMS has gone live

47/17 Safeguarding working party

The Secretary reported that legal opinion we had received was that BPA would be acting ultra vires (beyond its powers) in seeking to mandate instructors and potential instructors to make a self-referred Disclosure and Barring Service (DBS) check. The safeguarding working party had originally proposed this as a basis for consultation with operators of PTOs. The Secretary said that skydiving was not a regulated activity in DBS terms (the status being determined by frequency of contact), and that BPA did not employ instructors but rather was the qualifying association that awarded instructor ratings. The BPA Safeguarding Working Party would now need to consider the way forward in the light of the legal advice received.

Action: Safeguarding Working Party / Secretary

48/17 Rise Up

Yassi Molazadeh updated the Committee orally on the Rise Up mentoring programme that she had developed for BPA and which she was administering. 86 members had signed up to date, 42% of whom were mentees and 58% mentors. It was proving difficult to attract mentors from certain Drop Zones. 4-month feedback on mentoring partnership arrangements had

been positive. The COO said this scheme was just what was needed, and members would benefit from regular reminders of its availability. The possibility of introducing awards for mentor and mentee of the year was raised, but no decision was taken.

Noted with thanks

49/17 Development Action Plan: 1 July 2017 to 30 June 2018

49.1 Introduction of the BPA Personal Information Management System (PIMS) being developed for BPA by Tangent

This item had been covered at the meeting of the Communications Committee that had preceded this meeting (Communications minutes 35.1 and 36 refer).

Ongoing

49.2 Consultation with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of a customer service accreditation system

Andy Pointer was progressing this target. He had submitted a late paper in absentia, which the secretary read aloud.

The Committee shared the view in the paper that this September (ie, next month) would be too early to invite James La Barrie (international consultant on DZ marketing and customer service) to come over to the UK. Consultation had yet to take place with PTOs on whether they may wish to engage James La Barrie's services or not. In order to consult, the Committee need to know what package/s he had available to offer them. The Committee understood that James La Barrie had done something similar in Australia through the Australian Parachute Federation but had not seen details of what had been offered there. The Chair said the Committee looked forward to receiving more information for consideration at the next meeting.

Action: Andy Pointer / Next meeting

49.3 Work on the development of grassroots talent identification programme

Danny French was progressing this target. A paper from him had been circulated in advance, setting out the approach he was proposing to take to progress this project, which the Committee noted with thanks.

Ongoing

50/17 IT Strategy Group

A paper by Graham Spicer (Chair, IT Strategy Group) had been circulated with the agenda. The paper was received with thanks and noted. Discussion on its substantive content had already taken place (minute 43.2) and at the meeting of the Communications Committee that had preceded this meeting (Communications minutes 35.1 and 36 refer).

Noted with thanks

51/17 BPA Archive Project - update

The Committee noted the update report on the BPA Archive Project by Graham Spicer, which had been circulated in advance. Graham Spicer said that his role in liaising with Tangent on PIMS and the new BPA web hub (minute 49.1) was having to taking priority over development work on the archive at present. However, once time allowed, he had plans to introduce cascading style sheets further to improve the Archive Project website.

Noted with thanks

52/17 Dates of future meetings

At BPA HQ, Glen Parva, Leicester LE2 9TF: Tuesdays at 15:30: 3 October and 28 November.

The meeting closed at 16:34 (duration: 43 min).