



**Agenda for a meeting of the  
Development Committee  
on Tuesday 3 October 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.

- D - Decision**      *Decision/approval required at meeting*
- A - Advice**      *Issue needing discussion to advise/inform future direction/decision*
- I - Information**    *Update - requires brief feedback only, no detailed discussion*
- R - Ratification**    *Confirmation of decisions taken electronically between meetings, or by a Committee*

Item nr	D/ A/I /R	Time	Business	Lead	Pre-read paper
1	I	15:30	<b>Apologies for absence</b>	Chair	-
2	I	15:32	<b>Declaration of any conflicts of interest</b>	All	-
3	I	15:34	<b>Code of conduct for volunteers</b>	Secretary	-
4	R	15:38	<b>Minutes</b> of the meeting held on Tuesday 8 August 2017, previously approved electronically by the Committee and ratified by Council and published on the BPA website <a href="http://bpa.org.uk/member/agendas-and-minutes/">bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
5	I	15:40	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <b>4.1 Min 43.1</b> Duties & responsibilities of volunteers - Secretary <b>4.2 Min 43.2</b> Staff training on Office 365 - Secretary	Chair	Minutes
6	I	15:50	<b>Liaison with official agencies for sport</b> Oral report by the Secretary	Secretary	-
7	I	15:55	<b>Insurance</b> Oral report by the COO	COO	-
8	I/D	16:00	<b>Drop Zone Operators' Specialised interest group meeting</b> - Friday 26 January 2018 @ EMCC Nottingham	Chair	Draft DZO SIG mtg agenda

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
9	I	16:10	<b>Safeguarding</b> Oral update on the development of safeguarding policy and procedures for consultation with Affiliated PTOs	COO	-
10	I/D	16:25	<b>Sports Financial Services</b> Membership Development Programme proposal	Chair, Treasurer	Paper from Sports Financial Services
11	I/D	16:35	<b>Development Action Plan: 1 July 2017 to 30 June 2018</b> <b>10.1</b> PIMS - Tangent <b>10.2</b> Customer service at PTOs > Possible BPA-arranged visit to UK of James La Barrie of Beyond Marketing - Andy Pointer <b>10.3</b> Grass root talent identification - Danny French	Chair	10,1 Notes from ITSG mtg on Thu 7 Sep 10.2 Draft letter from Andy Pointer
12	I	16:50	<b>IT Strategy Group (ITSG)</b>	Chair	Notes from ITSG mtg on Thu 7 Sep
13	I	16:55	<b>BPA Archive Project</b>	Chair	Archive Project update
14		17:00	<b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 29 September	Chair	-
15	I	17:05	<b>Date of next meeting</b> Tuesday 28 November 2027 at 15:30 at BPA HQ, Leicester.		-