



Development Committee

Minutes of the meeting held on

Tuesday 3 October 2017 at 16:06

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

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

Item Minute

53/17 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 8 August 2017 had already been approved electronically by the Committee, ratified by Council published on the BPA website at bpa.org.uk/member/agendas-and-minutes/

Agreed

54/17 Declarations of interest

These would be taken as they arose.

55/17 Matters arising

55.1 Code of conduct for volunteers - minute 43.1

Committee volunteers Andy Pointer and Danny French had both signed and returned the declaration to uphold the BPA Code of Conduct for volunteers.

Noted

The Secretary said that the Code would be incorporated into a wider document on 'Duties and responsibilities of volunteers' which was in preparation.

Action: Secretary

55.2 Staff training on Office 365 - minute 43.2

The Chair asked members of this Committee to trial Sharepoint on Office 365 for access to Committee papers. The trial would then be rolled out to Council and other committees, probably excepting STC at least to begin with as more Office 365 licences would be required for STC to be included.

The papers for each meeting would be placed by the Committee Secretary in a folder in Sharepoint. The initial objective was to use Sharepoint as a replacement for distributing committee papers by email. Members of the Committee were content to take part in the trial.

The Secretary said that the secretariat at HQ had had a training session with Computerlink on Office 365 followed by a training needs analysis with them. The Chair said he had sent the Secretary a document which may be useful for Sharepoint training. The Secretary said it was

equally important that committee members could access the documents, and the Chair offered to assist any committee member who may need support to be able to do this.

The Chair said there was considerable benefit in moving to the cloud-based Office 365 system and he acknowledged that training was key to achieving this. Staff training was within the COO's sign-off authority.

Ongoing

56/17 Liaison with official agencies for sport

The Secretary reported that the Sport & Recreation Alliance was being very helpful with an enquiry we had referred to them from a BPA member concerning a type of sporting visa with which the Secretary was not familiar.

57/17 Insurance

Tonight's Council meeting was likely to refer a paper on an insurance issue to this Committee. It concerned third party public liability insurance in the UK for jumpers who held such insurance by virtue of their membership of the Swiss and Norwegian sister organisations to BPA. Subject to a minimum indemnity limit set out in the Operations Manual, jumpers from EU member states would be allowed to jump at BPA Affiliated PTOs without taking out BPA membership. Switzerland and Norway were not EU members, and the question was whether the provision in the Operations Manual could be extended. The COO said he would be meeting with BPA's insurance broker next month, and suggested that he should discuss the matter further with the broker, and report back to the next meeting. The Committee agreed and thanked the COO.

Action: COO

58/17 DZ Operators' specialised Interest Group meeting: EMCC, Nottingham -Friday 26 January 2018

The Secretary had circulated a draft agenda with the papers for this meeting. The Chair said he would be out of the country representing the UK as IPC Alternate Delegate at the IPC Plenary meeting taking place at that time. He would therefore invite the Chair of Council or, if he were unavailable, the Chair of Communications to chair the DZO meeting.

Action: Chair

The Secretary said he would issue the draft agenda to DZOs with a call for any additional items.

Action: Secretary

The Secretary asked whether the name of the Group should be changed to 'Affiliated PTO Owners and Operators'. The Chair suggested that the question should be put on the agenda.

Action: Secretary

59/17 Safeguarding

Following Mark Bayada's transfer from this Committee to the Competitions Committee, Andy Pointer now represented the Development Committee on the Safeguarding Working Party, which reported to STC and this Committee.

Notes on a meeting of the safeguarding working party held on Thursday 21 September had been circulated with the agenda. The notes included an updated draft of consultation with Operators of Affiliated PTOs. The consultation was noted by the Committee as ready for issue.

Action: Secretary

Yassi Molazadeh suggested that, as BPA was not legally able to require Disclosure and Barring Service (DBS) checks on instructors, references should be required. There was discussion about the value of personal references.

Refer Safeguarding Working Party

The COO highlighted that one of the proposals in the consultation document was that the need for a PTO to have adequate safeguarding arrangements in place would become a condition of BPA Affiliation.

60/17 Sports Financial Services

An invited paper from Sports Financial Services proposing a membership benefit programme with BPA had been circulated with the agenda.

After discussion, the Committee decided that it was not, regrettably, in a position to go forward with the suggested programme. The reason was that, apart from the third party public liability insurance that BPA supplies to members as an integral benefit of BPA membership,

the Committee was reluctant to endorse any particular supplier of insurance products in what was a competitive and changing market.

The Committee hoped that Sports Financial Services would not be too disappointed by this decision, and that they would continue to advertise their products and services in BPA media, and attract business from BPA members by that means.

No further action

61/17 Development Action Plan: 1 July 2017 to 30 June 2018

61.1 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 minute 45.1 refers).

Ongoing

61.2 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

A draft letter to DZOs by Andy Pointer had been circulated with the agenda and was discussed. Andy Pointer said he would provide a draft of the contractual arrangement with James La Barrie for consideration at the next meeting.

Action: Andy Pointer / Next meeting

61.3 Work on the development of grassroots talent identification programme

Danny French was continuing to progress this target and was liaising with Brian Vacher, Competitions Chair.

Ongoing

62/17 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.

Noted with thanks

63/17 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 continued to take priority over development work on the archive at present.

Noted with thanks

64/17 Date of next meeting

Tuesday 28 November 2017 at 14:00 at BPA HQ, Leicester LE2 9TF.

The meeting closed at 17:14 (duration: 1hr:08).