



Agenda for a meeting of the Development Committee on Tuesday 28 November 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	Apologies for absence	Chair	-
2	I	15:32	Declaration of any conflicts of interest	All	-
3	R	15:38	Minutes of the meeting held on Tuesday 3 October 2017, previously approved electronically by the Committee and ratified by Council and published on the BPA website bpa.org.uk/member/agendas-and-minutes/	All	Minutes
5	I	15:40	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 55.1 Duties & responsibilities of volunteers - Secretary 4.2 Min 55.2 Staff training on Office 365 - Secretary 4.3 Min 58 DZ Operators' Specialised Interest Group meeting, Friday 26 January 2018 - Secretary	Chair	Minutes
6	I	15:50	Liaison with official agencies for sport Oral report	Secretary	-
7	I	15:55	Insurance Oral report	COO	-
8	I	16:10	Safeguarding Oral update on consultation with Affiliated PTOs on the development of safeguarding policy and procedures for the sport	COO	-

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
9	I/D	16:35	Development Action Plan: 1 July 2017 to 30 June 2018 9.1 PIMS - Tangent 9.2 Customer service at PTOs > Possible BPA-arranged visit to UK of James La Barrie of Beyond Marketing - Andy Pointer 9.3 Grass root talent identification - Danny French	Chair	9.2 2 nd draft letter from Andy Pointer and draft contract with James La Barrie
10	I	16:50	IT Strategy Group (ITSG)	Chair	ITSG update
11	I	16:55	BPA Archive Project	Chair	Archive Project update
12	I/D	17:10	Annual review of Committee terms of reference To consider recommendations to Council should the Committee consider any variations to be appropriate	Chair	ToR (BPA Form 174)
13	I	17:15	Committee composition 2018 Minute 78 of the Council meeting on Tuesday 3 October sets out the arrangements	Chair	13 - Minute 78 of the Council meeting on 3 Oct 2017
14		17:20	Any other business to be notified to the Secretary by no later than noon on Friday 17 November	Chair	-
15		17:25	Chair's thanks to the committee and staff for this year's work	Chair	-
16	I	17:27	Date of next meeting Meetings in 2018 will be held on Council meeting dates, to be confirmed at the January Council meeting. Provisionally the dates are Tuesdays at 15:30 at BPA HQ: 13 February, 17 April, 12 June, 7 August, 2 October and 27 November 2018.		-