



Development Committee

Minutes of the meeting held on

Tuesday 28 November 2017 at 16:08

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

Present (quorum is 3):	Adrian Bond (Vice Chair) - in the Chair
	Paul Applegate
	Adrian Bond
	Brian Cumming
	Yassi Molazadeh
	Andy Pointer
	Craig Poxon (Chair - by Skype)
In attendance:	Tony Butler - Chief Operating Officer (COO)
	Jon Gretton - Financial Administrator & Company Secretary
	Jeff Montgomery - Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth - Secretary-General (Secretary)
	Graham Spicer - Chair, IT Strategy Group & BPA Archivist
Apologies for absence:	Debbie Carter - Treasurer
	Danny French
Observers:	1

Item Minute

65/17 Chair

As the Development Chair was participating via Skype, he had asked the Vice Chair to chair the meeting.

66/17 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 3 October 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

67/17 Declarations of interest

These would be taken as they arose.

68/17 Matters arising

68.1 Duties and responsibilities of volunteers - minute 55.1

The Secretary had recently completed a first draft, which he had sent to Yassi Molazadeh and the Chair of Council for their initial feedback.

Ongoing

68.2 Staff training on Office 365 - minute 55.2

The Secretary said that Computerlink had carried out a training needs analysis with staff. This would be progressed into training sessions.

Ongoing

68.3 DZ Operators' Specialised Interest Group meeting, Friday 26 January 2018 - minute 58

The Secretary reported that the draft agenda had ben circulated. No additional agenda/open forum items had to date been notified by PTOs.

69/17 Liaison with official agencies for sport

Adrian Bond had attended a Sport and Recreation Alliance workshop in Manchester on improving board effectiveness by law firm Brabners. The Secretary had attended a Sport &

Recreation Alliance seminar in Nottingham on the new General Data Protection Regulation (GDPR).

70/17 Insurance

The COO reported that the next insurance year, beginning on 1 April 2018, would be the second year of a two-year deal with underwriters XL Catlin that had been brokered by Romero Sports & Leisure.

A paper had been circulated with the agenda regarding the provision for eligible, non-student, jumpers from other EU member states to jump on their own national governing body's third party public liability insurance. The COO reported that the Chair of Council had indicated that he would like to retain this, but with an indemnity limit at least equivalent to that of BPA insurance (£5m per occurrence).

After some discussion, the Committee agreed that we would try to find out about the cover provided by Sport Parachuting National Governing Bodies in other EU member states and conduct a review to see if such cover appeared to be equivalent to BPA cover. The item would then come back to the table for further consideration.

Action: COO

For the avoidance of doubt, the current dispensation applied, per the wording in the BPA Operations Manual (Section 12, para 1.1), to eligible parachutists, NOT classified as student parachutists, from other EU member states only.

71/17 Safeguarding

Most Affiliated PTOs had now appointed a safeguarding lead. Sara Orton, BPA Safeguarding Adviser, would provide training for the safeguarding leads to act as ambassadors and the point of contact at their DZs. Feedback on the proposed policy and procedures had been received from a some DZs, and this was being taken into consideration. There would be a presentation on safeguarding at the DZOs Specialised Interest Group meeting in January (minute 68.3).

Ongoing

72/17 Development Action Plan: 1 July 2017 to 30 June 2018

72.1 Introduction of the BPA Personal Information Management System (PIMS) being developed for BPA by Tagent

This item had been covered at the meeting of the Communications Committee that had preceded this meeting (Communications minutes 51.2 and 52.1 refer).

Ongoing

72.2 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 contract between James La Barrie and BPA, from Andy Pointer who was liaising with him, had been circulated with the agenda and was discussed. The Committee noted that a collective minimum spend by Affiliated PTOs of around £5K plus expenses would be required for BPA to justify covering the cost of James La Barrie to come to the UK to offer his expertise in DZ marketing and customer service to BPA Affiliated PTOs. Any such visit might be in May or June 2018. A minimum of 5 DZs would need to opt to take up the offer to enable the visit to happen. The Committee agreed that the letter of invitation to DZs (draft also circulated with the agenda) should be issued to find out the level of response.

Action: Secretary

This was also an agenda item for the DZO Specialised Interest Group meeting to be held on Friday 26 January (minute 68.3).

72.3 Work on the development of grassroots talent identification programme

Danny French was progressing this target in liaison with Brian Vacher, Competitions Chair. There was no update for this meeting.

Ongoing

73/17 IT Strategy Group

A paper by Graham Spicer (Chair, IT Strategy Group) had been circulated with the agenda. The paper was received with thanks. Graham Spicer noted that USPA was switching to a new membership administration system, and was closing down its membership function for about 2 weeks in December in order to make the change. He hoped to liaise with USPA's IT Director in the New Year to find out how the switch had gone.

74/17 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

75/17 Annual Review of Committee Terms of Reference

The Committee's terms of reference needed to be updated in line with a decision by the October meeting of Council on the composition of committees (minute 76).

76/17 Committee composition 2018

A paper setting out minute 78 of the Council meeting on Tuesday 3 October had been circulated with the agenda.

77/17 Chair's thanks

The Chair thanked committee members and staff for their hard work and support during the year, and thanked the Vice Chair for chairing this meeting.

78/17 Dates of meetings in 2018

These would be confirmed by the meeting of the Council immediately after the AGM. Subject to confirmation, the next meeting would be on Tuesday 13 February 2018 at 15:30 at BPA HQ.

The meeting closed at 17:05 (duration: 0:57).