



Development Committee

Minutes of the meeting held on

Tuesday 30 April 2019 at 16:10

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

Present:	Adrian Bond	-	Vice Chair (in the Chair)
	Paul Applegate		
	Tash Higman		
	Yassi Molazadeh		
	(by Skype, from item 21)		
	Craig Poxon		
	(by Skype, so not chairing)		
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	Angel Fernandez	-	Communications Manager
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Nick Bunting		
	(from item 21)		
	Martin Shuttleworth		Secretary-General (Secretary)
Apology for absence:	Jon Gretton	-	Financial Administrator & Company Secretary

Item Minute

15/19 Chair

As the Chair was taking part by Skype, he had arranged for the Vice Chair to chair the meeting.

16/19 Declarations of interest

Any declarations of interest would be made at the item/s to which they relate.

17/19 Minutes

The Committee confirmed its electronic approval of the previously circulated minutes of the meeting held on Tuesday 19 February 2019 as a correct record.

Approved

18/19 Matters arising

18.1 SharePoint permissions - minute 5.1

The Secretary confirmed that, with advice from Computerlink, he had successfully arranged authorised guest access to a SharePoint folder.

He said the secretariat were still awaiting a solution from Computerlink to restrict access on SharePoint Council and Committee sites to occasional sensitive papers.

Ongoing

18.2 BPA minutes on the web - minute 5.2

Craig Poxon would refer this to Eudonet for advice.

Action: Craig Poxon

18.3 Duties and responsibilities of volunteers - minute 5.3

The Secretary would continue to progress this with advice from Yassi Molazadeh.

Action: Secretary

18.4 WiFi access at BPA HQ - minute 5.6

The Chair reported that the Finance Manager had arranged with computerlink for the Guest access point password to reset every month. This was the WiFi access for Council and Committee Members.

The Chair reported that the Finance Manager was liaising with Computerlink about guest self-registration for WiFi access, which would give better control of who was accessing the network.

Ongoing

18.5 Business and financial risk register - minute 11

At the Communications Committee held earlier today, Tash Higman had thanked Graham Spicer for his feedback. She asked all other members of the Committee to review the draft risk register within the next two weeks so she could prepare an update for Council. The Committee needed to take ownership of risks in its area.

Action: All members of the Committee

19/19 Liaison with official agencies for sport

Nothing to report.

20/19 Insurance

The COO reported he planned further consultation with DZOs in relation to a possible increase in insurance indemnity limit, from £5m to £10m per occurrence, on the third-party public liability policy for the sport. Consultation was likely to be by way of an additional meeting of the DZO Specialised Interest Group this summer, which it was planned to call to consider the arrangements Eudonet were developing for online student membership.

The COO said he had a routine claims review meeting with the broker and insurance legal adviser at the end of May.

21/19 Development Action Plan: 1 July 2018 to 30 June 2019

21.1 BPA Personal Information Management System (PIMS) being developed for BPA by Eudonet (UK)

21.1.1 General

Graham Spicer (BPA project co-ordinator) spoke to his previously circulated report on the IT Strategy Group, which covered the PIMS and BPA web hub project that was being carried out by contractor Eudonet (UK).

A discussion took place which is commercially confidential and not for publication. The minute is contained in the minute book.

21.1.2 Personal Information Management System (membership database)

Graham Spicer reported that he had attended a meeting with Eudonet (UK) and BPA staff at BPA HQ on Wednesday 25 April. Eudonet had demonstrated their progress in developing online arrangements for BPA student provisional membership.

As noted by the COO (minute 20), a consultation with DZOs was planned by an additional meeting of the DZO Specialised Interest Group this summer, to consider the arrangements Eudonet were developing for online student membership.

Eudonet had yet to start work on the system for online ratings renewals for full members. The project plan summary, including timescales, had been circulated with the agenda for this meeting. Tash Higman noted that there was no status update, and it would be helpful if there was colour-coding or tracking and monthly reports. Graham Spicer said we needed to decide what was the minimum we needed to be in place to go live with PIMS. The intention was that it would be launched in time for the 2020/21 membership year.

21.1.3 New British Skydiving web hub

The new British Skydiving web hub (which came under the Communications Committee but was being reported here for ease of a consolidated report on Eudonet's work for BPA), Graham Spicer said there was still much to do. The component sites appeared to bear little resemblance to the site maps we had originally provided to Eudonet. Hierarchical drop-down menus had not been used, therefore we needed to pay attention to arrangements for navigation of the site. Content management was by Word Press, a straightforward content management system.

With reference to timing, Graham Spicer said there was a possibility of seeking to synchronise the web hub go live date and the outcome of the rebranding project with Creative Sponge. This would mean the go live date of the website being delayed, and the availability of the new brand being sooner than scheduled. He believed synchronisation might be possible. The new web hub would be launched ab initio as britishskydiving.org

21.2 Work on the development of grassroots talent identification programme

The Secretary had retrieved the Sport Structures report from 2015 from which this target had originated, and had included it in the papers circulated in advance with the agenda. The target had not been progressed. Deliverables/actions 2019 (minute 22) were now superseding the current year's action plan, which finished on 30 June.

22/19 Development deliverables / actions 2019

22.1 Introduction

BPA 2019 objectives had been circulated in advance, with progress updated to April 2019. Going forward, these will supersede the annual development action plan (minute 21). Progress on deliverables is set out in an appendix to these minutes.

22.2 Referral from Council

At its meeting on Tuesday 19 February, Council had referred the following to the Development Committee (Council minute 56):

COUNCIL AGREED UNANIMOUSLY to task the Development Committee to consider, and recommend to Council, means by which to encourage female participation in the sport. Seconded by Tash Higman. Nick Bunting then proposed, Tash Higman seconded, and Council unanimously agreed, that this should be extended to encourage participation and retention in the sport by people of all protected characteristics.

The issue was how to increase participation by under-represented demographic groups in the sport. Tash Higman said that everyone needed to feel welcome in our skydiving community.

The Chair said the sport needed actively to promote diversity and inclusivity; the question was what actions would help to achieve this? As an action on Council, Yassi Molazadeh had sent a first draft of an equality policy to her colleague Equality Working Party members Tash Higman and Sue Stanhope.

Nick Bunting said the issue was broader: (i) to retain and promote everybody; (ii) affirmative action to encourage participation by people from groups with protected characteristics who were currently under-represented. The issue was not just about demographics and gender, the need was for a philosophical approach to participation in the sport across the whole piece. This Committee needed to formulate those actions and recommend them to Council.

Yassi Molazadeh believed that the starting point should be to know the extent of under-representation, the number of jumpers who belong to groups with protected characteristics. Nick Bunting advised the Committee to be agile and bear in mind that questions on protected characteristics must be optional, by law. The philosophical issue was: does the sport believe it should take action, or not?

The Treasurer cited the 'rugby club' atmosphere of some DZs, at least in the past, which could put women off. Nick Bunting was familiar with the sport of rugby itself and said cultural change had been brought about by the Board of its NGB making a clear policy statement and then empowering people on the ground to commit to the strategic intent and make it happen. Questions and answers on the lines to take were set out in a policy document. He realised it could be highly intimidating to call out inappropriate language and behaviour, but that needed to be done to bring about cultural change. He recognised that it was not easy to ban an offender as DZs were individual organisations.

The Chair noted that a paper was in process from Council's Equality Working Group, and the Development Committee looked forward to considering that at its next meeting as a starting point for formulating recommendations to Council on affirmative action.

Action: Next meeting

23/19 IT Strategy Group

Graham Spicer (Chair, IT Strategy Group) highlighted the item in his report (previously circulated) that Graham Rymer, the BPA member who had kindly completed the first tranche of pro bono IT penetration testing. He reported that Graham Rymer had kindly agreed to supplement this with further testing aimed at BPA's back office systems. Graham Spicer and the Committee were most grateful to Graham Rymer for his helpful contribution.

Ongoing

24/19 BPA Archive Project

An update report by Graham Spicer had been circulated in advance and was received with thanks. The Archive Project was pleased to have been able to help with an enquiry from the

Royal Parks Commission.

25/19 BPA Council election 2019

The Committee agreed the quotation and provisional timetable from scrutineers Mi-Voice. The cost (apart from postage) was pegged from last year. **Secretary's note:** In the most recent election, in 2017, 99% of votes were cast online, 97% from an online ballot pack.]

Scrutineers appointed

26/19 Dates of future meetings in 2019

Tuesdays at 15:30 at BPA HQ, LE2 9TF: 11 June, 6 August. 1 October and 26 November.

The meeting closed at 17:12 (duration: 1:02).

Appendix

BPA Strategic Plan 2019-22 > 2019 deliverables > Development

Deliverable	Progress	Status
Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public		
Dev 1.1 Determine performance and participation metrics	Competitions Committee due to report to Council in June, likely to need input from Development Committee also (targets, policy development, inclusivity, etc).	A
Dev 1.2 Produce stakeholder relationship map, comms plan and policies, membership survey and trial specialist group newsletter	Communications Committee taking lead but may require input from other committees, especially those that support Specialist Groups as the Development Committee supports the Drop Zone Operators' Specialist Group	A
Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members		
Dev 2.1 Explore how BPA might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership - arranging a meeting in summer 2019 (minute 21.1.2).	G
Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport		
Dev 3.1 Introduce a new membership database that is fit for purpose to support BPA members' and BPA's business needs	Eudonet (UK) are progressing their contract to develop this (minute 21.1.2)	G
Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from Development.	A
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from Development.	A
Deliverable	Progress	Status
Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders		
Dev 5.1 Develop the suite of specialist advisers to the Association	Remind Council of need for an equality champion on Council. Recommend to Council appointment of an Equality Adviser to the Association.	G

Strategic objective 6 - Make British Skydiving resilient by assuring that our governance structures are up to date, fit for purpose, and compliant practically and legally

Dev 6.1 Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee)	Eudonet (UK) are making good progress on their contract to develop this (minute 21).	G
Dev 6.2 Penetration testing of current IT infrastructure (BPA and third party)	First penetration test report received, and actions raised in relation to technical maintenance of current website (Communications minute 17.2) - to be replaced by new web hub (objective 3.1, minute 21.2.3)	G
Dev 6.3 Optimise ownership and management of IT assets	IT Strategy Group. IT inventory and network diagram extant and regularly updated; IT roles and responsibilities document yet to be produced.	G
Dev 6.4 Effective IT governance and compliance	IT Strategy Group - IT policies started; Data assurance audit completed, and action plan being formulated; some human factors with compliance of IT policies; training needs analysis of staff and volunteers yet to be carried out; change control process created.	G
Dev 6.5 IT-related risk management and business continuity	Chair IT Strategy Group has input to Council's business and financial risk register, other Development Committee members have been requested to do the same (minute 18.5)	G
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	G