



**Agenda for a meeting of the
Development Committee
on Tuesday 19 February 2019 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

- 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*

**Supporting papers are issued with the agenda where available;
others will be added to the meeting’s SharePoint folder as they become available,
with the intention of completing the full set by at latest the Friday before the meeting.**

Item nr	D/ A/I/ R	Business	Lead	Pre-read paper
1	I	Composition of the Development Committee 2019 Craig Poxon (Chair), Paul Applegate, Adrian Bond, Debbie Carter (Treasurer), Tash Higman, Yassi Molazadeh, Chair IT Strategy Group. To elect Graham Spicer as Chair, IT Strategy Group for 2019.	Chair	-
2	I	Committee Terms of Reference	Chair	Form 174
3	I	Apologies for absence	Chair	-
4	I	Declaration of any conflicts of interest	All	-
5	R	Minutes of the meeting held on Tuesday 27 November 2018 (circulated)	All	Minutes
4	I	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 67.1, SharePoint permissions 4.2 Min 67.3, Possibility of a public 365 site for BPA minutes 4.3 Min 67.4, Duties and responsibilities of volunteers 4.4 Min 67.5, Office 365: Multi-Factor Authentication (MFA) 4.5 Min 67.6, Optical character recognition (OCR) scanning 4.6 Min 71, WiFi access at HQ 4.7 Any other matters arising.	Chair	Minutes

A/I
/R