



Agenda for a meeting of the Development Committee on Tuesday 4 October 2016 at 15:30

in the Acorn Room, **UPSTAIRS** at
Blaby Civic Centre, 22-24 Leicester Road, Blaby, Leicestershire LE8 4GQ

Please note
venue and
parking
arrangements

This meeting is being held at the Blaby Civic Centre during refurbishment of the BPA Office

Car parking

Blaby Civic Centre regrets it is unable to provide car parking for those attending meetings. They advise using nearby pay-and-display public car parks operated by Blaby District Council at Enderby Road and St John's Court (Waitrose). Parking is chargeable (payment by coins: 20p for up to 3 hours; £1.50 for up to 4 hours; £4.50 for over 4 hours) until 18:00, thereafter charges do not apply. The car parks are within a short walking distance of Blaby Civic Centre.

1 Apologies for absence

2 Declarations of interest

3 Minutes

To note that the minutes (circulated) of the meeting held on Tuesday 9 August 2016 have been approved by the Committee and ratified electronically by the Council, and published on the BPA website bpa.org.uk/member/agendas-and-minutes/

4 Matters arising not covered elsewhere on the agenda

- 4.1 Minute 42.1 - 'BPA Approved' welcome PVC banners for Affiliated PTOs. Paper circulated with signage produced to date.
- 4.2 Any other matters arising.

5 Liaison with official agencies for sport - Oral update from the Secretary

6 Insurance - Oral update from the Chief Operating Officer

7 Drop Zone Defence Fund - Oral update from the Financial Administrator

8 BPA DZ Operators' Specialised Interest Group Meeting: EMCC Nottingham, Friday 27 January 2017, 10:30-16:30

- 8.1 To consider the brief for the morning speaker, James La Barrie, including the link with Development Action Plan target 2 (agenda item 11.2): *Consult with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system jointly with the Development Committee.*
- 8.2 Afternoon presentation on safeguarding in the sport by Sara Outen.
- 8.3 Call to DZs in November for agenda and open forum items.
- 8.4 Possible commercial sponsor - Adrian Bond to report.

9 Election of Council 2017 (10 elected members)

The Mi-Voice dedicated nominations website for BPA is now live at: <https://www.mi-nomination.com/bpa> Mi-Voice has drafted an [e-mail alert](#) that they normally send to the voting constituency. To consider whether or not BPA wishes them to do this in our case.

10 IT Strategy Group

To receive notes (to follow) on the meeting held at the BPA Office on Tuesday 6 September.

11 Development Action Plan 1 July 2016 to 30 June 2017

- 11.1 BPA Personal Information Management System (membership database) - issue invitation to tender document (as a single document with Communications Committee's web tender invitation); selection of contractor; commissioning development, testing and implementation.

.../2

Timetable for selection of contractor:

Deadline for receipt by the BPA of queries concerning the ITT: 16 Sept 2016

Deadline for circulation of aggregated responses to queries by the BPA: 23 Sept 2016

Deadline for receipt of completed tenders by the BPA: 7 Oct 2016

BPA will notify shortlisted suppliers by: 14 Oct 2016

BPA will begin supplier interviews week commencing: 24 Oct 2016

The BPA will seek to appoint a supplier by: 7 Nov 2016.

- 11.2 Consult with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system jointly with the Development Committee.
 - 11.3 Work on the development of grassroots talent identification programme, for which the advice and assistance of the Competitions Committee would be likely to be sought.
 - 11.4 Research into the possible development of a member mentoring programme. Paper 'Mentoring – Project Cloud 9' and folder 'Project Cloud 9 - supplementary documents' (6MB) by Yassi Molazadeh (circulated).
 - 11.5 Making appropriate BPA online forms available as fillable pdfs.
- 12 BPA Archive Project**
Update paper (to be circulated).
- 13 Any other business** - to be notified to the Secretary by no later than noon on Friday 30 September.
- 14 Date of next meeting**
Tuesday 29 November at 15:00 in the new Conference Room at the refurbished BPA HQ (if available) - if not, at Blaby Civic Centre.