



Agenda for a meeting of the Development Committee on Tuesday 29 November 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 4 October 2016 have been approved 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 54.6 - 'BPA Approved' welcome PVC banners for Affiliated PTOs - oral update from the Secretary
 - 4.2 Reminder to English DZs about Sport England's Significant Areas for Sport - Secretary.
 - 4.3 Minute 58 - DZO SIG meeting Friday 27 January 2017 at EMCC Nottingham - (i) liaison with speaker James La Barrie - Chair of Council; (ii) call for agenda items (Secretary); and potential additional sponsor - Adrian Bond to update.
 - 4.4 Minute 59 - e-mail call for Council nominations - this was transmitted
 - 4.5 Any other matters arising not listed above
- 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 Election of Council 2017 (10 elected members)**

To note that an election has been triggered with 19 nominations. Voting is open from Monday 19 December to noon on Thursday 12 January, with results due that afternoon..
- 9 Development of a BPA Code of Conduct**

Council at its meeting on 4 October (minute 68.3) referred to the Development Committee development of a BPA Code of Conduct for Volunteers / Representatives.
- 10 Development Action Plan 1 July 2016 to 30 June 2017**
 - 10.1 BPA Personal Information Management System (membership database) - invitation to tender, jointly with the Communications Committee for the BPA web hub.
Interviews were held with shortlisted potential suppliers on Thursday 17 November.

The preferred bidder will be in attendance at the Communications Committee at 14:15. Any member of the Development Committee not on the Communications Committee is cordially invited to join the meeting at that time to meet the preferred bidder.

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- 10.2 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.
 - 10.3 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.
 - 10.4 Research into the possible development of a member mentoring programme. Update by Yassi Molazadeh on the name of the programme.
 - 10.5 Making appropriate BPA online forms available as fillable pdfs
- 11 Requests from the Tigers Free Fall Team for recognition by, and partnership with, BPA**
Paper circulated
- 12 BPA Archive Project**
Update paper (to be circulated).
- 13 Chair's thanks to the Committee for their work during the year**
- 14 Dates of meetings in 2017**
At 15:30 on the same dates as Council meetings, provisionally Tuesdays 21 February, 25 April, 13 June, 8 August, 3 October and 28 November 2017 at 18:00 at BPA HQ. Dates subject to confirmation at the January Council meeting.