



## Development Committee

Minutes of the meeting held on

**Tuesday 25 April 2017 at 16:30**

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

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Mark Bayada		
	Brian Cumming		
	Danny French		
	Andy Pointer		
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	John Hitchen		Vice President & IPC Alternate
			Delegate (from mid-item 21)
	Jeff Montgomery	-	Safety & Technical Officer (STO)
			& STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apologies for absence:</b>	Adrian Bond		
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator &
			Company Secretary
	Yassi Molazadeh		
<b>Observer:</b>	Ali Woodhouse		

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### Item Minute

**16/17 Minutes**

The Chair welcomed Danny French to his first meeting.

**17/17 Minutes**

The minutes (circulated) of the previous meeting held on Tuesday 21 February 2017 were approved as a true record.

**Approved**

The Secretary reported that there had been insufficient replies for electronic approval by the Committee, and ratification by Council, for the minutes to be agreed before this meeting.

**18/17 Matter arising**

**18.1 Code of conduct for volunteers - minute 6.3**

A draft code of conduct for volunteers had been circulated with the agenda. It had been drafted by Yassi Molazadeh to whom the Committee gave their thanks. The Secretary suggested, and Committee agreed, that the code should be included in 'duties and responsibilities for volunteers' along similar lines to Form 273 for Directors. The draft had also been circulated to Council.

**Report back to Council**

**19/17 Liaison with official agencies for sport**

The Secretary had been liaising with the Sport & Recreation Alliance about the date of the next one-day training course for directors of National Governing Bodies of Sport, which had still to be confirmed.

**20/17 Insurance**

The COO said he had a routine claims review meeting with the insurers next month. He noted that the basis on which the courts calculated lump sum payments for some major personal injury claims had changed recently and would be discussing with the broker what effect this might have on BPA insurance.

## 21/17 Election debrief

Notes on a debrief on the last election with scrutineer Mi Voice, had been circulated with the agenda. The notes referred a number of points for consideration by the Committee. A paper commissioned from Amanda Bennett, independent adviser on governance, had also been circulated, which provided advice on the form and content of candidate statements in elections such as ours. The Secretary had also circulated a paper highlighting election arrangements in another membership organisation.

This was against a background of a potentially defamatory statement submitted last year, which the candidate had been persuaded to change. This was in the absence of any provision in the rules for BPA Council to have the right to decline to publish potentially defamatory material. The Secretary said he considered this to be abuse of the system, which needed to be reviewed in the light of arrangements in place for membership elections in other organisations. Mi-Voice said they had not come across submission of potentially defamatory material in candidate statements in elections for other organisations for which they had been scrutineers.

After discussion of the papers, the Committee **agreed** to the following.

- 1 The nominations website would ask candidates to have their statement checked by their proposer and seconder for spelling, grammar and syntax before the candidate submitted it.
- 2 The candidate statement should be confined to the subject of the candidate.
- 3 BPA reserved the right not to publish anything in a candidate statement that did not follow the requirements of the specification and/or was potentially defamatory.
- 4 In the brief for candidates on how to prepare their statements, 'you should' would be changed to 'you must'.
- 5 Amanda Bennett's paper had made suggestions about providing a structure for the candidate statement. The Committee agreed that this approach should be used, with a total word limit of up to 400 words on a candidate's non-executive director skills and competences (as listed in the BPA Council Member role description), together with up to 250 words on their skydiving experience. There would also be the option of including one social media link.
- 6 The option of a one-minute candidate statement video would be allowed, providing this was provided by Mi-Voice inclusive to their normal charges. The video would be part of the official election material published by the BPA and subject to similar provisions to the written component.

Brian Cumming proposed that the candidate statements should be published for a period before voting opened, to allow for campaigning. This did not find a seconder.

Brian Cumming believed that the election period was too long and that this caused the election to lose momentum. Mi-Voice had recommended a minimum voting window of three weeks. The Secretary said that the election ran over the Christmas and New Year holiday, which was a fallow period for voting. This schedule was because of the timing of the AGM at the end of January. The Chair of Council wished to have the results issued more than one week before the AGM, to allow Council Members to nominate Officers and Committee Chairs, etc, ahead of the first Council meeting of the year on the day of the AGM. Brian Cumming proposed that the next election should start in the New Year, allowing a 2 week voting period. This did not find a seconder. The timetable for voting that had been used this year would therefore continue to apply.

Under the transitional arrangements in the Articles to the new composition of Council, 3 elected seats, together with any casual vacancies, would come up for election in 2018. The Committee therefore thought it likely that fewer seats (compared with the 15 there had used to be each year) may result in fewer candidates standing.

Subsequent to the debrief meeting, Mi-Voice had provided a quotation for the 2018 election (previously circulated). The Secretary noted that the cost of providing the nomination site had increased by 88%, compared with a 10% increase for management of the election process and 12% for stationery (printing). He would ask Mi-Voice to justify these increases.

In view of the significant cost of providing voting packs and ballot forms in in hard copy, the Committee agreed that a letter would be sent to voting members who had opted out of electronic communication of BPA company documents (service documents) such as voting

packs, asking them to consider rescinding their opt out. This would help to reduce the cost of providing voting packs in hard copy (although BPA remained under an obligation in the Companies Act to provide documents in hard copy for members who wished to continue to opt out). The Chair said he would assist with the compilation of the distribution list for the letter.

**Action: Chair & Secretary**

**22/17 Safeguarding working party**

A safeguarding working party, chaired by Sara Orton, had been established, reporting jointly to STC and this Committee. Mark Bayada represented of both this committee and STC on the working party. The working party had met on Thursday 6 April. Notes on its meeting had been circulated with the agenda.

The recommendations of the working party, which the Development Committee in turn recommended to Council, included a requirement for a self-initiated Disclosure and Barring Service (DBS) check for all instructors, both new and existing, from 1 April 2018. The current cost of such a check was £25.

**Recommend to Council**

Sara Orton was drafting a safeguarding policies for children and vulnerable adults for BPA to complement the policies she had already drafted for Affiliated PTOs. Each PTO would be asked to designate a safeguarding lead, for which Sara Orton would draft a role description. Sara Orton would run a one-day training course for safeguarding leads at BPA HQ. This would be to 'train the trainers' so that the safeguarding leads could go back to their DZs to ensure necessary processes and procedures were in place and to act as the point of contact. Sara Orton had also agreed to act in the capacity as BPA Safeguarding Adviser.

**23/17 IT Strategy Group**

An update paper by Graham Spicer, Chair, on the work of the IT Strategy Group, which had not met since the last meeting, had been circulated with the agenda. The paper reported on liaison with Tangent as they developed the new BPA Personal Information Management System (PIMS) and web hub. There was a report on recovery from a ransomware attack of the BPA computer system by restoration from back-up by Computerlink (Leicester), BPA's IT support partner. The paper also outlined plans to make the BPA e-mail system more resilient by moving it from being hosted by the BPA server to the cloud-based Office 365. In addition, Office 365 would bring a range of other benefits to Council members, staff and volunteers. A significant benefit was that it was expected that Office 365 would cover the requirement for document sharing software for Council and committee papers, etc.

**Update received with thanks**

**24/17 Development Action Plan: 1 July 2016 to 30 June 2017**

Progress at month 10 of 12.

**24.1 BPA Personal Information Management System (membership database) - invitation to tender, jointly with the Communications Committee, for the BPA web hub**

**Achieved, project in progress**

**24.2 Consultation 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**

The Chair said he had liaised with James La Barrie of Beyond Marketing LLC with a view to bringing him to the UK for a period of say 1 or 2 weeks so that he could provide a consultancy service to any Affiliated PTOs that may wish to avail themselves of it. The Chair envisaged that BPA might cover the cost of James La Barrie's flights to the UK from his base in the USA and that the PTOs for which he was working would cover his fees and expenses whilst over here. The first step would be to consult with PTOs to establish the level of demand, if any, for this service. The Secretary asked that James La Barrie should provide an outline of what he was offering, with costs, as the basis for this consultation. The COO understood that James La Barrie had offered something similar in other countries and he believed he should therefore have this information on file. The Chair agreed to contact him kindly to supply it.

**Action: Chair**

**24.3 Work on the development of grassroots talent identification programme**

This had not yet been progressed. It would involve liaison with the Competitions Committee. The Chair reported that he had spoken informally to new Committee member Danny French who had kindly agreed to progress this. The Chair therefore recommended, and the Committee agreed, to carry forward the target to the next Action Plan year, 2017/8.

**Carry forward to next Action Plan year**

**24.4 Research into the possible development of a member mentoring programme**

This target had been achieved and exceeded. The 'Rise Up' mentoring programme was in place, developed and administered by Yassi Molazadeh.

***Achieved***

**24.4 Making appropriate BPA online forms available as fillable pdfs**

Mark Bayada was progressing this. There was also the possibility that some forms might, in due course, be replaced by html pages with drop-down menus in the new BPA website, thereby potentially reducing the number of different forms needed, by grouping similar forms.

***Action: Mark Bayada***

**25/17 Development Action Plan: 1 July 2017 to 30 June 2018**

At the suggestion of the Chair, the Committee decided to concentrate its Action Plan for 2017/8 on the successful build and introduction of the Personal Information Management System (as part of the new BPA web hub, in collaboration with the Communications Committee) by the appointed contractor Tangent. In addition, separate from this, there was the roll-over of the target on glass root talent identification (minute 24.3).

***Recommend to Council***

**26/17 BPA Archive Project - update**

The Committee noted the update report on the BPA Archive Project by Graham Spicer, which had been circulated in advance, and were received with thanks by the Committee.

**27/17 Dates of future meetings**

At BPA HQ, Glen Parva, Leicester LE2 9TF: Tuesdays at 15:30: 13 June, 8 August, 3 October and 28 November.

The meeting closed at 17:50 (duration: 1:20).