



**Agenda for a meeting of the  
Development Committee  
on Tuesday 13 June 2017 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 daytime.

- 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*

Item nr	D/ A/I /R	Time	Business	Lead	Pre-read paper
1	I	15:30	<b>Apologies for absence</b>	Chair	-
2	I	15:32	<b>Declaration of any conflicts of interest</b>	All	-
3	R	15:35	<b>Minutes</b> of the meeting held on Tuesday 25 April 2017, previously approved electronically by the Committee and ratified by Council and published on the BPA website <a href="http://bpa.org.uk/member/agendas-and-minutes/">bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
4	I	15:36	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <b>4.1 Min 18.1 - Code of conduct for volunteers - Yassi Molazadeh and Secretary</b>	Chair	Minutes
5	I	15:45	<b>Liaison with official agencies for sport</b> Oral report by the Secretary	Sec	
6	I	15:45	<b>Insurance</b> Oral report by the COO	COO	
7	D	15:45	<b>Election</b> To consider the updated quote from Mi-Voice	Chair	Updated election quote
8	I	15:55	<b>Safeguarding</b> Oral update on the development of safeguarding policy and procedures for consultation with Affiliated PTOs	COO	

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
9	I	16:05	<b>Development Action Plan: 1 July 2016 to 30 June 2017</b> <b>9.1</b> Making appropriate BPA online forms available as fillable pdfs - Mark Bayada <b>9.2</b> Rise Up mentoring program - update from Yassi Molazadeh <b>9.3</b> 3 continuing targets rolled over to 2017/8 (10.1-3 below)	Chair	-
10	I/D	16:10	<b>Development Action Plan: 1 July 2017 to 30 June 2018</b> <b>10.1</b> PIMS – Tangent Digital ratings/membership card - Sigma? <b>10.2</b> Customer service at PTOs > Possible BPA-arranged visit to UK of James LaBarrie of Beyond Marketing - Chair <b>10.3</b> Grass root talent identification - Danny French	Chair	-
11	I	16:30	<b>IT Strategy Group (ITSG)</b>	Chair	Notes on the ITSG meeting held on Thursday 1 June 2017
12	I	16:40	<b>BPA Archive Project</b>	Chair	Archive Project update
13	D	16:45	<b>Approach by Sports Financial Services</b>	Chair	Approach by Sports Financial Services
14		16:55	<b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 9 June	Chair	-
15	I	17:00	<b>Dates of next meetings</b> Tuesdays at 18:00 - 8 August, 3 October, 28 November, at 15:30 at BPA HQ, Leicester		-