



**Agenda for a meeting of the  
Development Committee  
on Tuesday 8 August 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> Craig Poxon (Chair), Andy Pointer. The meeting will be chaired by Adrian Bond (Vice Chair)	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 13 June 2017	All	Minutes
4	I	15:40	<b>Matters arising from the minutes not covered elsewhere on the agenda</b>  <b>4.1 Min 29.1</b> - Code of conduct for volunteers - Yassi Molazadeh and Secretary  <b>4.2 Min 36</b> - Staff training on Office 365 - Secretary  <b>4.3 Min 38</b> - Correspondence with Sports Financial Services - Secretary	Chair	Minutes  Updated draft code of conduct for volunteers
5	I	15:50	<b>Liaison with official agencies for sport</b> Oral report by the Secretary	Secretary	-
6	I	15:55	<b>Insurance</b> Oral report by the COO	COO	-
7	D	16:00	<b>Election</b>  <b>7.1</b> - Timetable  <b>7.2</b> - Draft letter to members who have opted out of e-communications about BPA company documents ('service messages')	Secretary	Election timetable  Letter to opters-out

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8	I	16:10	<b>Safeguarding</b> Oral update on the development of safeguarding policy and procedures for consultation with Affiliated PTOs	COO	-
9	I	16:25	<b>Update on 'Rise Up'</b> - Yassi Molazadeh	Yassi Molazadeh	-
10	I/D	16:35	<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 La Barrie of Beyond Marketing - Andy Pointer <b>10.3</b> Grass root talent identification - Danny French	Chair	-
11	I	16:50	<b>IT Strategy Group (ITSG)</b>	Chair	Notes from Chair, ITSG
12	I	16:55	<b>BPA Archive Project</b>	Chair	Archive Project update
13		17:00	<b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 4 August	Chair	-
14	I	17:05	<b>Dates of next meetings</b> Tuesdays at 15:30 at BPA HQ, Leicester: 3 October, 28 November		-