



Development Committee

Minutes of the meeting held on

Tuesday 17 April 2018 at 15:53

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

Present:	Craig Poxon	-	Chair
	Adrian Bond		
	Brian Cumming		
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
Apologies for absence:	Paul Applegate		
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator & Company Secretary
	Yassi Molazadeh		
	Andy Pointer		
	Ali Woodhouse		

Item Minute

14/18 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 13 February 2018 had already been approved electronically by the Committee, ratified by Council published on the BPA website at bpa.org.uk/member/agendas-and-minutes/

Agreed

15/18 Declarations of interest

Declarations of interest would be taken as they arose.

16/18 Quoracy

In accordance with minute 78 of the Council meeting on 3 October 2017, the Committee now had a two-stage a quorum of (i) a minimum of 2 Council Members including the Chair or Vice Chair and (ii) at least 51% of voting members. Condition (ii) was not met for this meeting, which was inquorate. Therefore, any decisions the meeting would normally have taken would need to be referred to the Council meeting this evening.

17/18 Matters arising

17.1 Staff training on Office 365 - minute 52

The Secretary reported that staff training on Office 365 was continuing. Council and Committee papers for today's meetings had been uploaded to SharePoint and a trial link sent to Chars and Vice Chairs. This appeared to have been successful and the trial would be extended to all Council and Committee members (except STC and its Riggers' Subcommittee) for the next meetings in June.

Ongoing

17.2 minute 5.3

5 January 2019 -

The atrium at EMCC was not available to us in 2019 so the common area for refreshments, lunch and any table-top exhibitions would be the corridor. The meeting of the DZ Operators' Specialised Interest Group, would be in Conference Suite 1 as usual, and the safety and training continuing professional development meetings organised by the STO would be in Conference 2 and Conference 3 (Conference 4 was not available). The Secretary

said he was unclear how the idea of a business breakfast for DZOs might fit in with these rooming arrangements.

17.3 Publication of archive minutes on the BPA Archive Project website (minute 12)

The COO said that, as BPA minutes had been published online since the year 2000, it appeared on reflection that the risk of publishing archive minutes online would be no higher. There therefore seemed to be no compelling reason not to publish archive minutes online. He noted, however, that not all membership organisations published their minutes in full - some published a digest of key decisions - and that typically, in cases when minutes were published, they were typically in a members' area rather than publicly accessible, as on the BPA website. He believed that this was something to consider in relation to controlling access to minutes on the new BPA website.

Noted

18/18 Liaison with official agencies for sport

The Secretary reported that Sport England had commissioned the Sport and Recreation Alliance to lead a project to help the sector meet the legislative requirements of the General Data Protection Regulation (GDPR) which would come into law on 25 May. The first stage of the project would focus on producing a suite of GDPR compliant template documents for use by organisations across the sport and recreation sector. The second stage would provide more detailed support to organisations as they sought to become GDPR compliant.

Some of the templates, intended for National Governing Bodies of Sport, would be relevant to BPA. Others were intended for sports clubs, and may be of interest to Affiliated PTOs. HQ would therefore alert Affiliated PTOs to the templates.

Action: Secretary

19/18 Insurance

19.1 Third party public liability insurance for experienced jumpers from other EU member states jumping at BPA Affiliated PTOs

A paper from the COO had been circulated with the agenda. It set out the response to our request for information on third party public liability cover by National Governing Bodies of Sport Parachuting in other EU member states.

The paper confirmed what the COO had already reported to the previous meeting: only the Swiss (who were outside the EU) had an indemnity limit of up to €5m per occurrence, some others in the EU had a limit of €1m. Still others in the EU seemed not to have any automatic cover in place - for example in Germany, jumpers appeared to source insurance themselves, not through their NGB.

40 countries had been contacted, twice. Of the 7 NGBs of EU member states that had replied, none had in place insurance cover with an indemnity limit equivalent or better to BPA's £5m.

The COO had said in his paper that he saw no compelling reason to retain the provision in the Operations Manual (Section 12, para 1.1) for eligible, non-student, jumpers from other EU member states to jump on their own national governing body's third party public liability insurance. This currently required cover of a minimum of €1.5m, an historic figure which needed to be updated to a minimum of the Euro equivalent of the BPA indemnity limit of £5m (approximately €5.7m). But we were not aware of any EU jumpers who enjoyed this level of cover provided by their own NGBs.

By retaining the provision, the COO was concerned that there was a risk that PTOs could inadvertently allow EU skydivers, who were not BPA members, to jump at BPA Affiliated PTOs with inadequate or no insurance cover. This was because insurance documents may not always be easy to understand (they may for example be in a different language), and PTOs were not necessarily expert in interpreting them.

After discussion, the meeting decided to refer to Council a proposal to drop the provision in the Operations Manual, subject to consultation with STC. Brian Cumming dissented from this proposal and believed the provision should be retained, with an updated indemnity limit.

Refer to Council

19.2 Underwriter of BPA third party public liability cover to be updated to a minimum of the Euro equivalent of the BPA indemnity limit of £5m

19.3 Correspondence on insurance from a DZO

The Committee had been approached by a DZO of an Affiliated PTO on behalf of an unnamed insurance broker looking to bid for the BPA account.

The meeting confirmed that the policy of the Committee, in accordance with Council's procurement policy, was to issue an open invitation to tender for major services, of which insurance was one. It planned to issue an open invitation to tender for insurance broker within the next couple of years or so. Speculative approaches from other brokers had been received from time to time, and these brokers would also be invited to take part in the tender process

The current broker had indicated that he would be likely to tender to retain the BPA contract. The COO said he was aware of universal satisfaction with the quality of service provided by our current broker. Members' annual insurance premiums had reduced by some 50%-60% since our current broker had been engaged. During that time, the indemnity limit per occurrence had been increased from £2m to £5m at no additional premium. Brian Cumming said that it was nevertheless good practice to benchmark our suppliers against the market from time to time.

The Chair said it was important that we put in place a structured and systematic tender process to provide a level playing field that was fair to all.

The Committee confirmed its intention, in accordance with Council's procurement policy, to issue an open invitation to tender for BPA's brokerage and insurance policy within the next two years or so.

The COO noted that the market for the insurance we required was a small one and too many brokers trawling that market at once, as on the occasion of a competitive tender, could have a detrimental effect on the market's response. Therefore, with an open invitation to tender, the Committee agreed that only those potential suppliers that reached the shortlist would be provided with detailed information about claims history, etc. This was privileged information that would not be issued publicly.

The Secretary would reply to the DZO on behalf of the Committee.

Action: Secretary

20/19 Duties and responsibilities of volunteers

The Secretary reported that this document was still in preparation. It was based on the established version for Council Members

Ongoing

21/19 BPA Star Award - criteria

The Secretary had circulated a paper with the agenda with feedback from two of the five-strong Vice Presidential judging panel. These two judges had found it difficult to judge nominations of instructors and coaches for the BPA Star Award. This was because the Award was made to nominees who had gone the extra mile, beyond the call of duty, in providing customer service above and beyond the norm. The difficulty that two of the judges had highlighted was that good customer service was an integral part of the role of instructors and coaches. The question they had therefore asked was whether instructors and coaches should be excluded from eligibility for a BPA Star Award.

After discussion, the Committee decided, based on the Chair's comparison of past nominees with past awardees and his confidential access to the voting, that the judges collectively were doing a good job of distinguishing and recognising exceptional customer service. The Committee therefore saw no need to change the criteria for the award of a BPA Star.

Status quo

22/18 Development Action Plan: 1 July 2017 to 30 June 2018

22.1 Introduction of the BPA Personal Information Management System (PIMS) being developed for BPA by Tangent

This item, which was a joint project with the Communications Committee, had been discussed at the meeting of the Communications Committee preceding this meeting (Communications minute 18.1 refers).

Ongoing

22.2 Consultation with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of a customer service accreditation system

A paper from Andy Pointer, who was co-ordinating this action plan target, had been circulated with the agenda. In his paper he reported that two PTOs had confirmed their interest in a customer service consultation with James La Barrie. The project was first proposed to the DZOs on 12 January this year when we stated we required a minimum of five PTOs to take part (a collective minimum spend by Affiliated PTOs of around £5K plus expenses) in order for BPA to cover the cost of bringing James La Barrie to the UK together with covering the cost of his travel, accommodation and subsistence whilst he was over here.

The Committee agreed with Andy Pointer's recommendation of freezing this project for the time being, with the possibility of re-visiting it at a later date.

No further action for the time being

22.3 Development of grassroots talent identification programme

At the last meeting, Ali Woodhouse had been invited to consider whether she could contribute to fulfilment of this target, work on which had been started last year by former Committee member Danny French. The Secretary had sent her a copy of last year's paper from Danny French. Ali Woodhouse had yet to indicate whether she believed this was an action plan target with which she could help, and the Chair said he would contact her.

Action: Chair / Ali Woodhouse

23/18 Development Action Plan: 1 July 2018 - 30 June 2019

The Chair suggested, and the Committee agreed, that (i) the new membership database and web hub project jointly with the Communications Committee; and (ii) development of a grass roots talent identification programme, would be the two development action plan targets for 2018-9.

Action: Refer to Council

24/18 Training days for Affiliated PTOs on (i) safeguarding, and (ii) GDPR

The COO reported that training days for Affiliated PTOs had been held (i) for safeguarding leads, on Friday 16 March, facilitated by BPA Safeguarding Adviser Sara Orton and her colleague Ian Baistow-Davies; and (ii) GDPR, on Friday 6 April, facilitated by BPA GDPR consultant Tara Jay of ClearComm.

Each day had attracted an attendance of around 30 participants, with most DZ's represented, and information from the meetings had been sent to all Affiliated PTOs, including DZOs and CIs.

Feedback from participants had been excellent for both training sessions. The new conference room at BPA HQ had proved its value as a training venue.

The Committee awarded a Certificate of Merit as a token of our gratitude to each of the safeguarding trainers, Sara Orton and Ian Baistow-Davies.

The COO reported that he and the Secretary had more recently attended a training day on GDPR organised by the Royal Aero Club which had been specifically for airports membership associations and clubs.

25/18 Membership survey

A planned membership survey about the shortlisted logo concepts for British Skydiving (Communications Committee minute 18.2) gave the opportunity to ask other questions also.

Council had suggested that each Committee might ask two questions. The Chair invited draft questions from this Committee in writing by the end of April.

Action: All

26/18 Council election 2018 (3 seats)

The Secretary had circulated with the agenda a quotation from scrutineers Mi-Voice. The cost would be the same as for the election held last winter. The arrangements for the online nominations site would be fine-tuned to assure that proposer, seconder and nominee's consent were all confirmed before the nominations deadline in order for the nomination to be valid, providing of course that all three were members in good standing (paid up full members). The Committee was content with the quote and recommended that Council re-appoint Mi-voice as scrutineer.

Refer to Council

27/18 IT Strategy Group update

A paper by Graham Spicer, Chair of the IT Strategy Group, had been circulated in advance. The paper included notes on the IT strategy Group's meeting held on Tuesday 27 February. It also contained a projected rolling 5-year budget for IT, about which he was liaising with the Treasurer. Year 1 included the highest projected capital expenditure, of £150-£160K, for PIMS and the new web hub (item 21.1), although he did not expect this to become operational until after the 2019 renewals. Finally, the paper included some information about the new USPA membership database and their experience in commissioning and implementing it.

The Chair thanked Graham Spicer for his report.

Noted with thanks

28/18 BPA Archive Project

A paper by Graham Spicer (BPA Archivist) had been circulated in advance. This was received with thanks.

Noted with thanks

29/18 Electronic submission of student membership records

The COO reported that he had responded to a request from Lloyd Quenby at Chatteris by visiting him for a discussion and demonstration of electronic submission to BPA of student member records. Some other PTOs were also doing this. The COO had liaised with the insurers to ensure that electronic submission of this kind would be acceptable to them in the event of a claim on BPA insurance. He therefore welcomed the development.

Noted

30/18 Travel expenses

A paper by the Chair had been circulated in advance. The Chair declared an interest in this item as he had applied to be an official of the UK Delegation to the World Parachuting Championships in Australia this October. The Chair therefore left the room and the Vice Chair took the chair for this item.

The Chair's paper suggested that for extremely long journeys by air, BPA expenses should cover at least premium economy class travel for welfare reasons. In discussion, the committee, including the Treasurer (in absentia) had taken the majority view that the existing expenses policy of the most economical class of travel was appropriate for a third sector not-for-profit organisation that sought to minimise costs. It was open to individual members to pay for an upgrade charge from their own pocket. As the meeting was inquorate, no decision could be taken and the item was referred to Council.

Refer to Council

31/18 Dates of future meetings

Tuesdays at 15:30 at BPA HQ, LE2 9TF: 12 June, 7 August, 25 September and 27 November 2018.

The meeting closed at 17:40 (duration: 1:47).