



## Development Committee

Minutes of the meeting held on

**Tuesday 25 September 2018 at 16:42**

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

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

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### Item Minute

**56/18 Declarations of interest**

These would be taken as they arose.

**57/18 Composition**

The meeting noted that Ali Woodhouse had stood down from the Committee because of her other commitments. The Chair thanked her for her contribution.

**58/18 Minutes**

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 7 August 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/](http://bpa.org.uk/member/agendas-and-minutes/)

**Approved**

**59/18 Matters arising**

**59.1 Staff training on SharePoint (minute 47.1)**

Staff training with the Office 365 system was ongoing. Some volunteers were having issues with accessing relevant folders on SharePoint. It was planned to activate the self-reset password facility, which would help. There had also been a case of an incorrect permission for a volunteer, which the Secretary understood had now been resolved.

**Noted**

**59.2 Datto Alto backup system for HQ (minute 47.2)**

This was now operational.

**Completed**

Graham Spicer (Chair, IT Strategy Group) said that our IT contractor Computerlink (Leicester) Ltd needed to be aware of any SharePoint sites that they had not created for BPA, such as a competitions site that the Judges' Co-ordinator was understood to have created.

The Secretary said a protocol was needed for how sites on SharePoint were created, and who could create them, because BPA as a company was responsible for the structure and content of its Office 365 site. It needed to have the ability to search it, in case for example of a Subject Access Request under GDPR. Development of the site needed therefore to be planned, rather than leaving it to grow on an ad hoc basis without any coherent plan or structure.

### **59.3 Cyber security review (minute 47.4)**

The expert member who was conducting the review for BPA pro bono under a contract had sought, and been given, an extension of 30 days to the contract period.

**Ongoing**

### **59.4 Possibility of a public 365 site for BPA minutes (minute 47.7)**

The Chair's research had found the public 365 to be unsuitable for making BPA minutes available because access was for a limited time only. He was looking to see if he could find a way around this.

**Ongoing**

### **59.5 Insurance (minute 49.1)**

Council, at its meeting on Tuesday 7 August, had agreed this Committee's recommendation (Council minute 59.2.2.1 refers).

### **59.6 Duties and responsibilities of volunteers (minute 50)**

Yassi Molazadeh was transferring some of the content from the draft, together with that from the existing BPA Form 178 Duties and responsibilities of directors, to an update of Form 303 Code of conduct for volunteers. These would then work together as a suite of documents.

**Ongoing**

### **59.7 Upgrade of some staff PCs (minute 52)**

This involved the replacement of the remaining Windows 7 desktop PCs at BPA HQ which had been completed successfully.

**Completed**

### **59.8 Online Member Check - access control (minute 54)**

The Chair reported that access to the Member Check facility had now been restricted to logged-in full members for their own membership data only, and to Affiliated PTOs when logged-in for access to limited safety-critical data on any member.

**Completed**

### **60/18 Liaison with official agencies for sport**

Nothing to report

### **61/18 Development Action Plan: 1 July 2018 to 30 June 2019**

#### **61.1 Personal Information Management System (PIMS)**

This had been covered at the meeting of the Communications Committee immediately before this meeting. Communications minute 52.1 refers.

#### **61.2 Development of grassroots talent identification programme**

This target had not yet been allocated to any member of the Committee or other volunteer to pursue.

**In abeyance**

### **62/18 IT Strategy Group**

Notes on the meeting of the IT Strategy Group held on Tuesday 4 September had been circulated with the agenda. Graham Spicer (Chair, IT Strategy Group) highlighted key points covered.

The frequency of meetings of the IT Strategy Group would be increased from three per year by additional virtual meetings. This was because there was so much going on in this area.

#### **62.1 IT budget**

The ITSG Chair advised that the remaining legacy PC assets that were still to be replaced (minute 59.7 refers) were fully depreciated in 2016. These had been cost effectively re-lived for a further two year period by the installation of solid state disks (SSDs) so were due for replacement this year. A phased replacement strategy had been incorporated in the IT five-year cost plan, as the legacy PCs were still usable due to the SSD upgrade, but this would probably be accelerated by the implementation of PIMS as the remaining PCs, although running Windows 10, were 32-bit and therefore showing their age. The current BPA Membership Database was 32-bit but PIMS would run on 64-bit hardware offering significantly better performance.

A sum for contingency, of which IT had a currently undefined share, had been incorporated in the overall BPA budget by the Treasurer. The Treasurer advised that the allocation of this was a matter for future discussion.

**Ongoing**

#### **62.2 Security - Multi-Factor Authentication**

3 users of the BPA Office 365 system had yet to apply multi-factor authentication (MFA) to their accounts. Computerlink could assist users who needed help by providing telephone support, which could be requested by raising a ticket with the Computerlink Helpdesk through

HQ. The Chair said there were certain apps that did not work with MFA but used a one-off password instead and the Chair had written a short guide on how to create such passwords.

**Noted**

### **62.3 Security - email encryption**

The ITSG Chair confirmed that e-mail messages, from BPA accounts, were unencrypted when sent unless the new Azure e-mail encryption was used. Access of files in the cloud by BPA users, using SharePoint, was via a secure HTTPS connection which provided end-to-end encryption automatically.

**[Secretary's note:** *Post-meeting technical note from the Chair, ITSG: Even if e-mails are exchanged within the same tenant, eg, by two members of the BPA staff, there is no guarantee that these will remain private as they may be on different servers within the cloud so that the contents of the e-mail are transmitted across the Internet in clear text. (This did not happen when BPA had its own local e-mail server at BPA HQ.) The only guaranteed way to ensure that personal data is not visible on the Internet is to use the new Azure e-mail encryption even if sending data to a BPA colleague at the next desk.]*

The Finance Manager's trial of encrypted messages, within the BPA domain to date, appeared to have been successful.

**Noted**

### **62.4 Office 365 self-reset password facility**

As noted in minute 59.1, the Chair hoped it would be possible to activate the self-reset password facility as password reset requests sometimes came in out-of-hours, such as on a Friday evening when users needed to access to Council or Committee papers that had been issued that afternoon.

**Action: Chair**

### **62.5 Optical Character Recognition (OCR) scanning**

ITSG had noted that when creating PDF files from other file formats these should be text searchable (i.e. not an image of the page) to facilitate expedient location of information especially in the case of any GDPR Data Subject Access Requests made to BPA HQ. This should also apply to any files created by scanning documents. The Treasurer noted that the system at the firm where she worked had optical character recognition (OCR) scanning, and once documents had been scanned, the system indexed and filed each scan in a central repository. The system was fully searchable by name or any other term chosen. The ITSG Chair confirmed that BPA's main printer/photocopier could potentially produce OCR-readable scans but this had not yet been confirmed.

**Action: Secretary**

### **62.6 Change control process**

The ITSG Chair said this was now in place and would be used when a number of parties needed to be notified, such as when we were due to go live with the new web hub and PIMS (minute 61.1)

**In place**

### **62.7 Development of Office 365/SharePoint**

The next step would be to consider the development of a document repository. Already files on membership statistics and financial performance were available on SharePoint. The BPA Forms folder may be another candidate, although many BPA Forms were already available on the BPA website. There were options to consider - PIMS or cloud, SharePoint or MS Dynamics? The Chair envisaged that ultimately BPA forms would be replaced by direct entry of data to the database, as was being pioneered with electronic incident reporting as part of the PIMS and the new BPA web hub project (minute 61.1).

**Ongoing**

The Secretary thanked the ITSG Chair and the Development Chair for their expert help and advice in this important area.

### **63/18 BPA Archive Project**

A paper by Graham Spicer (BPA Archivist) had been circulated in advance. This was received with thanks. The Archive Project website was one of the family of BPA websites that would be part of the BPA web hub (Communications minute 52.1 refers).

**Noted with thanks**

### **64/18 Date of next meeting**

Tuesday 27 November 2018 at 14:00 at BPA HQ, LE2 9TF.

The meeting closed at 17:44 (duration: 1:02).

Approved by the Committee, ratified by Council and published on 8 November 2018