## Development Committee

**Minutes of the meeting held on**
## Tuesday 11 June 2019 at 15:55
**at the BPA HQ, Glen Parva, Leicester LE2 9TF**

| **Present**: | Craig Poxon | - | Chair |
| | Paul Applegate (from item 5.5) | | |
| | Adrian Bond | | |
| | Tash Higman | | |
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| **In attendance:** | Tony Butler | - | Chief Operating Officer (COO) |
| | Debbie Carter | - | Treasurer |
| | Angel Fernandez | - | Communications Manager |
| | Jon Gretton | - | Financial Administrator & Company Secretary |
| | Martin Shuttleworth | - | Secretary-General (Secretary) |
| | Martin Soulsby (to item 5.4) | - | Chair of Council |
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| **Apologies for absence:** | Yassi Molazadeh | | |
| | Jeff Montgomery | - | Safety & Technical Officer (STO) & STC Chair |

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| Item | Minute |
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**27/19**   **Composition**
On 24 May, Graham Spicer announced that he was standing down from the Committee and as Chair of the IT Strategy Group with immediate effect. The Committee thanked Graham Spicer for his contribution to its work, and for his sterling input as both Chair and Secretary of the IT Strategy Group.

**28/19**   **Declarations of interest**
Any declarations of interest would be made at the item/s to which they relate.

**29/19**   **Minutes**
The Committee approved the minutes of the meeting held on Tuesday 30 April 2019 (previously circulated), as a correct record.

Notes (previously circulated) on the inquorate additional virtual meeting held on Friday 24 May were also approved as a correct record.

Proposed by Tash Higman and seconded by Adrian Bond.

*Approved*

**30/19**   **Matters arising**

**30.1   SharePoint permissions - minute 18.1**
The Secretary said that the secretariat had yet to be advised of a technical solution to enable occasional confidential documents to be restricted to certain members only of SharePoint sites - for example to Council Members only, when the Vice Presidents and Editor routinely had access to Council papers. This had been raised some while ago with Computerlink, and another reminder would now be appropriate.

*Action: Secretary*

The Chair said he would find it helpful to see the status log of tickets with Computerlink, and would discuss this with the COO outside the meeting.

**30.2   BPA minutes on the web - minute 18.2**
The Chair noted that this was not part of BPA's specification to Eudonet, and he did not want to complicate matters at this time. He said there was OneDrive solution, but believed it would be best to keep everything within the content management system of the new web hub.

*Action:  In abeyance*

**30.3  Duties and responsibilities of volunteers - minute 18.3**
The Secretary would continue to progress this with advice from Yassi Molazadeh.

*Action: Secretary*

**30.4  WiFi access at BPA HQ - minute 18.4**
The Finance Manager said that an update to the router had not included a facility for self-registration for guest WiFi. However, he understood it to be available at a cost of around £200, and he would ask Computerlink for a quotation.

*Action: Finance Manager*

Paul Applegate said that the guest WiFi did not work in certain parts of the building. The Chair said it was designed for access to be from the Conference Room, where there was a good signal.

**30.5  Business and financial risk register - minute 18.5**
Tash Higman said she would cover this at tonight's Council meeting.

**30.6  Correspondence with Eudonet - minute 21.1.1**
Correspondence between Adrian Bond and Eudonet had been circulated with the agenda. Graham Spicer had kindly provided advice on Eudonet's response in relation to planning future capital expenditure on member relation management software, which was noted with thanks.

**31/19  Liaison with official agencies for sport**
Cathy Hughes, Head of Equality and Diversity at Sport England, had taken part as a guest in the additional virtual meeting of the Committee on Friday 24 May.

**32/19  Insurance**
The COO reported on his routine claims review meeting with the broker and insurance lawyer. There was a gradual closing down of the tail of claims to the previous underwriter Liberty Mutual.

See also minute 35.2.1 on cyber risks insurance.

**33/19  Development Action Plan:  1 July 2018 to 30 June 2019**

**33.1  BPA Personal Information Management System (PIMS) being developed for BPA by Eudonet (UK), along with a new BPA web hub**

A June 2019 project summary from Eudonet had been circulated in advance. The Committee said it would be helpful if timelines could be attached to the summary. The Committee also asked for a document repository for project reports, ideally one provided to us by Eudonet, as BPA SharePoint had not been designed for routine access from suppliers such as Eudonet who were outside the BPA domain.

The Committee was not clear on how the current timeline compared with previously advised timelines, with one interpretation being that the go live date had slipped back from 24 June to 30 September 2019. The Chair would seek clarification from Eudonet and ask whether they could provide us with a document repository for their progress reports and related documents.

*Action:  Chair*

Consequent on Graham Spicer standing down as BPA client-side project coordinator on both the new web hub and PIMS (the new membership database), the Communications Manager had taken on the role of web-hub co-ordinator (oversight of this part of the project being by the the Communications Committee).

There remained a vacancy for a client-side PIMS co-ordinator, which the Chair was doing his best to fill, although additional support was likely to be required. It was possible that Computerlink might be able to assist with this, and discussions would be held with them. It was also possible, though it remained as yet unclear, that Graham Spicer might still be available from time to time to act in an advisory capacity. The Chair, COO and Secretary would seek to formulate future arrangements with relevant parties.

*Action:  Chair, COO, Secretary*

**33.2  Work on the development of grassroots talent identification programme**
This target remained uncompleted in the current Action Plan year which would finish at the end of June. The target would then be subsumed in work on the membership journey in the Strategic Plan (minute 34).

**34/19  Development deliverables / actions 2019**

**34.1  Introduction**
BPA 2019 objectives had been circulated in advance, with progress updated to June 2019.
Progress on deliverables is set out in an appendix to these minutes.

**34.2  Performance and participation metrics**
Tash Higman said this was to do with wider participation issues than were covered by
competitions alone. The Chair of Council suggested a range of metrics that it might be useful,
and which should be available in due course from the new PIMS membership database. This
might include the number of members who had not renewed by June, and the number of
instructors and coaches who had not by then renewed. The Treasurer said that having
predetermined targets may not be helpful, they could be a stick with which to beat ourselves.
A soft approach would be better. Tash Higman said she would like to find out whether the
Women's World Record in 2005/6 had had any influence on the number of women in the men2080-0.0088878

**36/19    IT Strategy Group**

### 36.1  ITSG Chair and Secretary

The meeting of the IT strategy Group that had been arranged for Tuesday 28 May had been cancelled because Graham Spicer had stepped down as its Chair on 24 May (minute 27). The Chair again thanked him for his enormous contribution he had made to BPA's IT development.

The Chair offered, and the Committee agreed, that the Development Chair should take over as Chair of the IT Strategy Group. Graham Spicer had also been the Group's Secretary, for which there was therefore also a vacancy. There was neither capacity nor the ideal IT skills set on the staff to do justice to this role as Graham Spicer's successor, as it involved preparation of technical papers as well as as specialist knowledge to accurately transcribe notes of technical discussions at meetings. Options included seeking an appropriately qualified volunteer from the membership, or taking advice from Computerlink on identifying someone to engage as a freelance Secretary. The Committee agreed to hold initial discussions with Computerlink, whose Managing Director had been a member of the IT Strategy Group since its inception.

*Action:  Chair, Secretary*

### 36.2  ITSG business

In the absence of the planned meeting of the IT Strategy Group, the Secretary had circulated two supporting papers that were due to go to it to the Development committee instead. These covered the following two items of business,

### 36.2.1 Cyber risks insurance

Graham Spicer had provided a detailed paper on the insurance cover BPA currently had in place. The first recommendation in the paper was that there were clarifications required over the existing BPA policy cover and that these should be resolved before investigation of additional cover. The Committee agreed that the paper should be forwarded to BPA's broker, Martin Mansley of Romero Sports & Leisure.

*Action: Secretary*

### 36.2.2  IT issues identified by an external data compliance audit

The Secretary had circulated an extract from an external data compliance audit which had given a status orange (limited assurance) for integrity and confidentiality. This rating rested on technical issues such as with websites, encryption, server technology, and data backups. The audit result had been shared with Computerlink as BPA's IT infrastructure provider.

The position was:

(a)  The data backup procedure had been upgraded to be compliant with GDPR but the compliance audit had cited the old system.

(b)  Issues with patching current BPA websites would be resolved by their replacement with the new BPA web hub, an up-to-date solution from a different supplier, later this year (minute 33.1). Only a limited subset of fields in the membership database was online. Members' payment card details were not recorded in the membership database.

(c)  Multi-Factor Authentication was now used by the  majority of Council members, staff and other volunteers on the BPA domain. There remained a few (not Council Members or staff) who were not using it, who remained to be persuaded to do so.

(d)  There was a need for proactive IT management which the IT Strategy Group had largely provided. The Committee noted that there was no dedicated IT specialist on the staff, although the Finance Manager, Safety and Technical Officer and Communications Manager all helped. As Council demanded stronger compliance, and with the advent of 'Red, Amber, Green' status reports, the Secretary highlighted what he saw as an increasing need for proactive IT management. The Committee agreed that arrangements going forward should be discussed initially with Computerlink.

*Action:  Chair, COO, Secretary*

**37/19    BPA Archive Project**

The Chair was pleased to report that Graham Spicer remained as one of the two BPA Archivists, the other being Andrew Hilton. There was no update report to this meeting.

**38/19    Dates of future meetings in 2019**

Tuesdays at 15:30 at BPA HQ, LE2 9TF: 6 August. 1 October and  26 November.

The meeting closed at 17:32 (duration: 1:37).

Appendix:  BPA Strategic Plan 2019-22 > 2019 deliverables > Development (June 2019)

Electronically approved by the Committee and published on 12 July 2019.

**Appendix**

**BPA Strategic Plan 2019-22 > 2019 deliverables > Development (June 2019)**

| Deliverable | Progress | Status |
|---|---|---|
| **Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public** | | |
| Dev 1.1  Determine performance and participation metrics | Competitions Committee due to report to Council in June, likely to need input from Development Committee also (targets, policy development, inclusivity, etc). | **A** |
| Dev 1.2  Produce stakeholder relationship map, comms plan and policies, membership survey and trial specialist group newsletter | Communications Committee taking lead but may require input from other committees, especially those that support Specialist Groups as the Development Committee supports the Drop Zone Operators' Specialist Group | **A** |
| **Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members** | | |

Dev 2.1  Explore how BPA might increase

**Strategic objective 6 - Make British Skydiving resilient by assuring that our governance structures are up to date, fit for purpose, and compliant practically and legally**

| | | |
|---|---|---|
| Dev 6.1  Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee) | Eudonet (UK) are making progress on their contract to develop this (minute 33.1). | **G** |
| Dev 6.2  Penetration testing of current IT infrastructure (BPA and third party) | First penetration test report received, and actions raised in relation to technical maintenance of current website (Communications minute 17.2) - to be replaced by new web hub (objective 3.1, minute 33.1) | **G** |
| Dev 6.3  Optimise ownership and management of IT assets | IT Strategy Group. IT inventory and network diagram extant and regularly updated;  IT roles and responsibilities document yet to be produced. | **G** |
| Dev 6.4  Effective IT governance and compliance | IT Strategy Group - IT policies started; Data assurance audit completed, and action plan being formulated; some human factors with compliance of IT policies; training needs analysis of staff and volunteers yet to be carried out; change control process created. | **G** |
| Dev 6.5  IT-related risk management and business continuity | Chair IT Strategy Group has input to Council's business and financial risk register, other Development Committee members have been requested to do the same (minute 18.5) | **G** |
| Dev 6.6  Develop an information strategy | IT Strategy Group - Develop standards for the sharing, management and protection of information. | **G** |