



## Agenda for a meeting of the Development Committee on Tuesday 9 August 2016 at 15:30

in the Oakfield Room, Blaby Civic Centre  
22-24 Leicester Road, Blaby, Leicestershire LE8 4GQ

Please note  
venue and  
parking  
arrangements

This meeting is being held at the Blaby Civic Centre during refurbishment of the BPA Office

### Car parking

Blaby Civic Centre regrets it is unable to provide car parking for those attending meetings. They advise using nearby pay-and-display public car parks operated by Blaby District Council at Enderby Road and St John's Court (Waitrose). Parking for is chargeable (payment by coins: 20p for up to 3 hours; £1.50 for up to 4 hours; £4.50 for over 4 hours) until 18:00, thereafter charges do not apply. The car parks are within a short walking distance of Blaby Civic Centre.

- 1 **Apologies for absence** Paul Applegate, Ian Rosenvinge
- 2 **Declarations of interest**
- 3 **Minutes**  
To note that the minutes (circulated) of the meeting held on Tuesday 14 June have been approved the Committee and ratified electronically by the Council, and published on the BPA website [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/). The minutes contain a numbering error, minutes 30.1 and 30.2 were incorrectly numbered 22.1 and 22.2.
- 4 **Matters arising not covered elsewhere on the agenda**
  - 4.1 Minute 30.2 - 'BPA Approved' welcome PVC banners for Affiliated PTOs
  - 4.2 Minute 33 - Marketing and customer service for BPA Affiliated PTOs
  - 4.3 Any other matters arising.
- 5 **Liaison with official agencies for sport** - Oral report from Secretary
- 6 **Insurance** - Tony Butler, Chief Operating Officer to give an oral update
- 7 **Drop Zone Defence Fund**  
Paper circulated.
- 8 **Timetable for election of elected members of Council 2017**  
The Chair of Council has asked for results to be issued on Thursday 12 January 2017, earlier than usual, so nominations can be made in advance for officers and committee chairs for election at the Council meeting after the AGM on Saturday 28 January. The 10 elected Council members will be joined by two independent Council Members, recommended by the Nominations Committee and appointed at the AGM. Draft election timetable from independent election administrators Mi-Voice circulated.
- 9 **IT Strategy Group**  
To note that the next meeting is due to take place on Tuesday 6 September at 14:00.
- 10 **Development Action Plan 1 July 2016 to 30 June 2017**
  - 10.1 BPA Personal Information Management System (membership database) - issue invitation to tender document (as a single document with Communications Committee's web tender invitation); selection of contractor; commissioning development, testing and implementation.
  - 10.2 Consult with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system jointly with the Development Committee.
  - 10.3 Work on the development of grassroots talent identification programme, for which the advice and assistance of the Competitions Committee would be likely to be sought.

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- 10.4 Research into the possible development of a member mentoring programme. (Yassi Molazadeh had suggested, and had kindly agreed to progress, work on this target.)
- 10.5 Making appropriate BPA online forms available as fillable pdfs.
- 11 BPA Archive Project**  
Update paper (to be circulated).
- 12 Any other business** - to be notified to the Secretary by no later than noon on Friday 5 August.
- 13 Dates of remaining meetings in 2016**  
Tuesdays 4 October and 29 November 15:30 at the Blaby Civic Centre (October) and the refurbished BPA Office (November).