

MINUTES OF THE NCA TRAINING COMMITTEE MEETING HELD ON
1ST DECEMBER 2001 AT THE STAFFS CC S&S CLUB AT 10.30 A.M.

PRESENT:

Nigel Atkins [NA] (Derbyshire), John Cliffe [JHC] (Co-opted member), Mick Day [MD] NCA Chairman, Eric Hoole [EH] (CCC), Bob Mehew [BM] (NCA Treasurer), Jenny Potts [JP] (DCA Treasurer and Speleoscene Editor), Paul Ramsden [PR] CNCC.

1) APOLOGIES:

Dave Webb [DW] (DCA -Assistant Training Officer), Dave Edwards [DEd] (Dave Edwards & Associates), Pat Ramsden [RamBS} Ram Business Services.

2) MINUTES OF THE LAST MEETING ON 8TH SEPTEMBER 2001:

Item 10 Minimum Impact caving Code was changed, at the request of PR, to read:
The NCA AGM asked that the whole code be reviewed. PR volunteered to represent the Training Committee by liaising with the Conservation and Access meetings.

They were then taken as read and accepted as a true record.

3) MATTERS ARISING:

3.1 (3.2) Complete.

3.2 (3.3) To be covered under agenda item 5(ii).

3.3 (3.4) SRT event at BCRA Conference. Ralph Johnson ran this. All available places were taken on Saturday. There were insufficient takers for Sunday which was therefore cancelled.

3.4 (3.5) University Seminars. Mailshot still to be done. Action BM.

3.5 (3.6) Database of training venues. An article to go into next Speleoscene. Replies to BM.

Action JP.

3.6 (3.10)- Complete.

3.7 (3.11) Disrepute and Child Protection Policies. Dave Judson produced and circulated a discussion paper. Dave was thanked for the paper. The following actions were agreed:

(i) A note is to be added to the Section 5 page of LCMLA and similar page of CIC to state that the holding of an NCA award is not evidence of the holders suitability to work with children as may be required under The Protection of Children Act 1999 (POCA).

(It is anticipated that professional cavers will be vetted by their employer.)

John Crowsley (JCr) to incorporate into LCMLA paperwork.

DEd to incorporate into CIC paperwork. Action BM.

(ii) Graham Mullan is to be asked to coordinate the incorporation of a suitable statement into other NCA publications under the remit of the Training Committee.

Action BM.

3.8 (3.17) Complete.

3.9 (3.18) Six year revalidation of LCMLA. Being worked on as part of JCr contract.

3.10 (3.20) Done.

3.11 (3.21) BM has asked DJ to look at some extension to insurance cover for LCMLA Trainers/Assessors. No reply to date. Action BM/DJ

3.12 (3.23) Complete.

3.13 (3.25) NAMHO - Guidelines for the use of mines. Still outstanding. Action JP to obtain a copy and advertise it in Speleoscene. JP to send a copy to JHC who will review it for Speleoscene.

3.14 (3.26) Mines Leader Awards Seminar programme - use of the topics LCMLA workshops and seminars. JHC will establish whether done. Action JHC to send copies to NCP, CIC Panel & DED.

3.15 (3.27) Training Website. BM reported that there is now a Training website separate to the main NCA site. RamBS has control of it. It will be running in a few weeks time.

E-mail addresses on the website. It was suggested that e-mail addresses of Training Committee members, NCP members and CIC Panel members be listed on the website. (With permission.) Concern was expressed about possible conflict with Data Protection Act and the possible misuse of lists of e-mail addresses. This matter to be carried forward to the next meeting. Action all.

3.16 (3.28) Advertising dates of NCP and CIC panel meetings in Speleoscene. Done for NCP but not for CIC. Action JP to go to BM for NCP and DED for CIC.

3.17 (3.30) Done.

3.18 (3.31) Potential impact of the European Temporary Work at Height Directive.

(i) Action 1 complete. (BM has circulated web site reference to document.)

(ii) Action 2 complete. (PR has distributed consultation document.) He also reported that there had been a meeting at Plas y Brenin on 19th November 2001 to discuss the Directive. The meeting was as a result of the Adventure Activities Industry Advisory Committees (AAIAC) concern.

(iii) Action 3 complete. PR wrote an article which appeared in Speleoscene 2001/5 Sept/Oct. Further actions:

(iv) A letter from NCA to be sent to HSE to express concern before 8th January 2002.

Action BM to draft a letter and consult with PR, DED, Glenn Jones, JHC, EH, NA, MD. (MD to sign letter.)

(v) Action BM -to e-mail Andy Eavis (as foreign rep.) to seek comments from other European Caving Federations. (Copies to all NCA Council.)

(vi) Action PR to contact HSE Inspector Dave Thomas to express NCA concern about Directive.

3.19 (4) Training Convenor Post. Covered by agenda item 4.

3.20 (5) Technical Training Coordinator post. Both actions complete.

3.21 (6) Training Committee programme and budget. Covered by agenda item 5.

3.22 (8) LCMLA NCP Business

(8.1) Complete.

(8.6.2) In hand.

(8.6.3) Complete.

3.23 (9.1) Scouts Association. Offer to help has been renewed.

3.24 (9.2 iii) Implications of the Data Protection Act need to be checked. On going. Action BM.

3.25 (9.2 iv) Enquiries as a result of litigation will be forwarded to the Training Convenor to deal. RamBS informed. Complete.

3.26 (10) Minimum Impact Caving Code Covered by agenda item 9.

3.27 (12.2) Circulation of Training Committee minutes. Still under consideration. Action BM/JHC.

3.28 (12.6) Acknowledge of Risk Statement. Still under consideration. Action BM to draft a document for discussion.

3.29 (12.7) NCA Equipment. Six SRT kits located. 4 with JHC and other 2 with Andy Sparrow and will be collected by JHC in December.

3.30 A standing invitation to be extended to subcontractors. All informed.

4) TRAINING CONVENOR POST - CURRENT SITUATION.

4.1 The matter had been discussed by NCA Council on 6.10.01. It had been established and agreed that an NCA qualification award holder was not a bar to holding the post.

4.2 Even so BM and MD reported that no one had come forward willing to stand for the Training Convenor Post.

4.3 The possibility of dividing up the various tasks and responsibilities was discussed. The Committee was concerned to maintain clear reporting and accountability of each of the sub committees (NCP and CIC Panel) to the Training Committee and then to NCA Council and AGM.

It was accepted that to maintain the work of the Training Committee, NCP and CIC Panel separate Chair persons be sought for NCP and CIC Panel.

An offer had been received to take over the Chair of the NCP and it was reported that Alan Butcher offered to take on some Training Committee responsibility if absolutely necessary.

Those present at the meeting were asked if any of them would be willing to take over all or part of the Training Convenors role. Various offers were made for parts of the role.

4.4 Actions BM/JHC to contact members of each of the NCP and CIC Panels to seek nominations for persons to Chair each Panel and liaise with the Training Committee.

5) TRAINING COMMITTEE PROGRAMME AND BUDGET.

5.1 Self financing of NCA training programme. EH tabled his draft paper. He was thanked for his effort.

One sentence of the report was changed with the agreement of EH. NA proposed that the report be accepted; seconded by PR. Accepted.

Action MD to scan report into electronic form. BM to submit report to NCA Council.

5.2 Training Events 2001-2002

5.2.1 JP suggested that training events be advertised on the website.

5.2.2 Budgets 2001. BM informed the meeting about the current position under the following headings.

Training Events 2001.

BM informed the meeting that he had issued invitations for clubs to apply for grants for SRT training events. (See 6.2 of previous meeting.) He had received seven. Two were from University clubs and would be considered under that heading. Of the other five funding was available for three. Following a draw Polygon Youth Centre, Swaledale Outdoor Club and Masson Caving Group will be offered grants. This with the outstanding grants allocated will use up the training event budget for 2001. Action BM.

5.2.3 The budget for LCMLA and CIC is in line with expectations.

5.2.4 The budget for the Contract for administration of LCMLA and CIC is in line with expectations.

5.2.5 The budget for the Contract for Technical Training Coordinator is approximately £2000 underspent because the appointment of DEd was made part way through 2001.

A request had been made for funds to get professional advice about legal implications of any closer link-up with BCRA with reference to charitable status.

PR suggested that the money could be used for a technical or equipment seminar.

Action BM to look at the various possibilities for these funds.

5.2.6 Training Events 2002.

Agreed at last meeting

(i) Feb. 2002 An open event in Derbyshire covering SRT and a range of other activities. A grant of £500 agreed subject to informing BM of list of all activities to be covered. NA accepted that persons from all over the UK would be welcomed.

Action NA to supply details of course. Action BM to make contact and sort out payment details. Action JP to advertise in Speleoscene. Action EH to organise advertising in CCC newsletter.

(ii) April 2002 An open training event for Colleges and Universities.

A grant was agreed up to £120.

Action BM to make contact and sort out payment details.

Applications considered at this meeting

(i) Dave Webb (DCA) has applied for £700 to employ a qualified person(s) to review his proposed training scheme for Caving Club Training Officers. NA questioned the need for this and will talk to Dave Webb. £700 will be held for this in case it is needed. Action AN.

(ii) £600 is being budgeted for University/College training in 2002 Action BM/DED.

(iii) EH is optimistic that a significant training event can be put on in Wales in July 2002. (Cavers Fair?) He will keep BM and Training Committee informed. Action EH.

(EH also reported that a talk on Dan y Ogof and OFD was very well attended in the Swansea Valley. A similar presentation is being planned on the Llangattock caves, to take place in that area.)

6) CIC PANEL BUSINESS.

There was little CIC business that needed to be considered at this meeting.

For information

6.1 The next meeting is on 6.12.01.

6.2 Nine applications have been received for positions as CIC Trainers/Assessors.

6.3 An inaugural meeting of an association of caving instructors is expected in March 2002.

6.4 CIC Revalidation Workshops:

- 6th & 7th October 2001. Director Dave Elliot. This took place.
- May 2002. Director Paul Ramsden.
- September 2002. Director Nigel Ball.

6.5 New CIC Syllabus. To be considered on 6.1.01.

7) LCMLA NCP BUSINESS.

7.1 The last meeting was on 9.11.01. Minutes not distributed yet. Action JHC.

7.2 The review of LCMLA scheme.

JCr has produced the first draft. This was considered by ALOs on 9.11.01 but little progress was made on its review.

The draft has now been generally distributed to all LCMLA Trainers/Assessors for comments. A working party is to be convened in early 2002 to review draft and comments received. Action JCr/BM/JHC.

7.3 LCMLA Trainer/Assessors workshops.

- November 2001 Rhos y Gwaliau, North Wales. This went ahead.
- December 2001 Derbyshire. Contact Dave Baines.

7.4 Completion of LCMLA assessments affected by Foot and Mouth outbreak.

Candidates are required to complete assessment within 12 months of starting assessment. It was proposed and accepted that dispensation will be given to candidates who commenced LCMLA assessment (Day 1 or Day 3) since 1st January 2000 to complete their Day 2 or Day 4 by 30th June 2002. Action BM to advertise this.

8) TRAINING TECHNICAL COORDINATOR BUSINESS

None.

9) MINIMUM IMPACT CAVING CODE MICC.

9.1 The NCA Conservation and Access (C & A) Committee met on 24.11.01 and a motion of no confidence in the Convenor was passed. With this in mind the review of the Minimum Impact Caving Code may be held up.

9.2 PR was thanked for his work to date on liaising with the C & A Committee. The MICC was considered at the LCMLA Trainers/Assessors workshop on 24.11.01.

PR was asked to coordinate and summarise the comments on MICC received.
Action PR.

10) IMPORTANT CORRESPONDENCE.

10.1 Tom Redfern has asked if he can have a list of CIC holders to be able to inform them of the plan to start an association of caving instructors. The meeting agreed that if he provided letters and SAEs they would be sent out by NCA using its database. Action BM to organise.

10.2 Oxford University Caving Club are in dialogue with their University Safety Officer over preparing risk assessment documentation. They are seeking advice from the NCA. There is a need to provide this in a generic manner so as to avoid having to deal with all Universities.

11) DATES AND VENUES OF NEXT TRAINING COMMITTEE MEETING.

6th April 2002 at the Staffs CC S&S Club at 10.30 a.m.

12) ANY OTHER BUSINESS.

12.1 JP asked for information for Speleoscene. In particular DED is contracted to provide articles. Action DED/JP.

The meeting closed at 3.25 p.m.

John Cliffe, Recorder for the meeting.