



British Caving Association

Draft Minutes of BCA Training Committee Meeting 2nd November 2013
Held at Stafford Council Staff club

The meeting commenced at 10:07.

1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Graham Mollard	(GM)	CNCC Rep
Steve Holding	(SH)	NAMHO
Idris Williams	(IW)	ASCT
Mary Wilde	(MW)	Training Administrator
Richard Hill	(RH)	CCC Training Officer

2. Apologies For Absence

Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Tom Peacock	(TP)	NCP Chairman
Phil Baker	(PB)	CIC Panel Chairman
Graham Derbyshire	(GD)	ACI Rep
Roger King	(RK)	DCUC

3. Declare AOB Items

IW Old Training Officer items
 GM Professional caving in the BCA
 NA Ratification of panel mins NA
 NB Rewrite of LCMLA handbook

4. Minutes of the Last Meeting.

The minutes of the last meeting were accepted as a true record. Proposed by **GM** seconded by **NA**

5. Action Register and Matters Arising

No	Action	By	Deadline	Done
	15/02/2011			
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'. Update 8/5/12 - No progress but hoping to complete this during the 'quiet' summer period Update 13/10/12 No progress but now planning complete S4B revamp. Update 07/05/2013 No progress. Update 02/11/2013 Completely revamped form being trialled by 10 TAs.	MW	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this year's NAMHO Conference	NB/SH	ASAP	Ongoing

	Update 13/10/12 Ongoing Update 07/05/13 Ongoing Update 02/11/2013 Next year's conference will be on 25-27 th July so aiming to arrange it at that.			
	18/02/2012			
012	AB would try to establish if a national training event would appeal to his members Update 13/10/12 Ongoing Update 07/05/13 AB not present. Update 02/11/2013 AB not present	AB	Next Meeting	
013	MW to draft a flyer on hat the BCA can offer club cavers. Update 8/5/12 No progress but hoping to complete this during the 'quiet' summer period. Update 13/10/12 Draft format created, ongoing Update 07/05/13 Agreed to raise priority above business as usual work. Update 02/11/2013 MW has produced a draft and is waiting for response from BCAssecretary.	MW	ASAP	
	08/05/2012			
021	NB to create a recreational cavers training course proposal and circulate before the next meeting. Update 13/10/12 Ongoing. Titles created but further work to be done. Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules Update 02/11/2013 aiming to arrange a workshop for club training officers in 1 st quarter 2014. See 5.4.	NB	Before Next Meeting	
	13/10/2012			
031	NB to progress development of a CIC TA coaching course Update 07/05/13 action ongoing Update 02/11/2013 course material produced. Now considering how to deliver it to CICs.	NB	Next Meeting	
	07/05/2013			
032	MW to create a TA change notice regarding observation of bad practice Update 02/11/2013 Completed	MW	ASAP	Discharged
033	MW to remove the statement on providing copy of insurance from TA agreements Update 02/11/2013 Completed	MW	ASAP	Discharged
034	NB to request funding from Council for LCMLA handbook rewrite. Update 02/11/2013 funding secured. See 5.5	NB	Next Council meeting	Discharged
035	MW to estimate how long stocks of handbooks will last. Update 02/11/2013 further stock purchased since previous meeting. MW to check how long these will last.	MW	ASAP	
036	MW to update Guidelines for Technical Advisors document as agreed at the meeting and send it to NB. Update 02/11/2013 Completed – see also 5.4 and 8.1	MW	ASAP	Discharged

037	NB to raise the issue of panel meeting minute ratification as Council Update 02/11/2013 Issue raised but the process still stands.	NB	Next Council meeting	Discharged.
038	NB to report back to CIC panel regarding revalidation workshops not being reassessments Update 02/11/2013 completed.	NB	Next CIC Panel meeting	Discharged
039	NB to report back to Council on “membership for all” and “access to large systems”. Update 02/11/2013 This issue is currently with Council. See 5.1 in Matters Arising	NB	Next Council Meeting	Discharged
040	MW to send TA status confirmation letter to the new TA Update 02/11/2013 Completed	MW	ASAP	Discharged
041	GD and GM to send their work on geology to NB . Update 02/11/2013 Ongoing	GD/GM	ASAP	
	02/11/2013			
042	NB to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves	NB	ASAP	
043	MW to arrange for all NCP minutes to be circulated to TC members	MW	ASAP	
044	MW to alter the wording of the note to all N Wales L2 leaders to say ‘WILL’ be required to demonstrate personal SRT skills if changing region. This it also to be noted for the LCMLA Handbook rewrite. .	MW	ASAP	
045	NB to explore the possibility of holding the training course for club training officers at Ripon.	NB	ASAP	
046	NB to write to four TAs identified as ‘possibles’ to carry out the LCMLA Handbook rewrite and invite them to register their interest.	NB	ASAP	
047	NB to respond to the NCP explaining the reasons why TC changed the wording in the Technical Guidelines document.	NB	Before next NCP	
048	NB to write a letter of thanks to Vin Machin	NB	ASAP	
049	NB/MW to establish how the centralised TA application process will work.	NB/MW	Before 1/1/2014	
050	NB to write to a particular LCMLA leader asking for an explanation of certain actions.	NB	ASAP	
051	NB/GM to propose a code of conduct and discipline processed for LCMLA/CIC/TAs	NB/GM	Next Meeting	
052	MW to implement L2 revalidation via CIC training	MW	Before 1/1/2014	
053	MW to pass on items for the next BCA newsletter to the editor.	MW	ASAP	
054	IW to pass various old documents and to drawings to GM and NB	IW	Next Meeting	

5.1 BCA Membership For Scheme Members and Access To Caves.

GM asked for an update from the last council meeting. **NB** said that it had been raised and discussion took place. Some regional councils have responded to the letter about access but other replies are pending. After much discussion at TC it was agreed that a member of the Council Exec (preferably The Chair) would be invited to attend a TC Meeting to provide direct input.

5.2 NCP Minutes

MW was asked to circulate all NCP minutes to TC members in future.

5.3 North Wales LCMLA SRT.

At present a note is sent with all N Wales L2 certificates stating that if moving to another region (or adding a region) the leader may be required to demonstrate SRT skills. **GM** asked for this to say 'WILL' rather than 'MAY'. This was agreed and **MW** will implement and make a note for the next LCMLA Handbook rewrite.

5.4 BCA Training Event For Club Training Officers

A discussion took place regarding the best area in which to hold it. **MW** suggested considering Ripon. **NB** is to explore this possibility and also to contact regional councils and individual clubs to gauge the level of interest.

5.5 LCMLA Handbook rewrite.

NB explained that funding had been agreed and now someone needs to be selected to lead the task. **GM** volunteered and left the room to allow free discussion to take place. The meeting wished to ensure that the selection process was fair. It was agreed that whoever undertakes the task must have good experience of the scheme, be capable and of course wish to do it. Four TAs were identified as 'possibles'. **NB** will write to each of them explaining the scope of the task, timescale and rate, and invite them to declare their interest.

6. Regional Councils

6.1 RH CCC

RH reported that CCC organised a cave walks day led by Alan Bowring from Fforest Fawr Geopark which was very successful. CCC have also run 2 SRT workshops and one surveying workshop this year.

6.2 NA DCA

The photography workshop has been rescheduled for 2014. It will be run as a BCA event, hosted by Derbyshire.

6.3 GM CNCC

Les Sykes has carried out some work on cave access for 'professional' cavers with land owners and estate managers. However, the results are not as clear as he would like. There will be an agreement but not until the term 'professional' has been clarified.

6.4 SCSS

No representative present. No report

6.5 CSCC.

No representative present. No report

6.6 DCUC.

No representative present. No report

6.7 BCRC.

No representative present. No report

7. Applications for Training Grants (NB)

Several requests have been received.

- DCUC requested £170 based on costs of £510. Payment will be made once the report has been submitted.
- Chesterfield CC is to run an SRT workshop.
- DCA are running a cave photography course (postponed from 2013)
- DCA are planning a 2nd dry stone walling workshop
- BCA is planning a club training officer's workshop.

8. National Coordinating Panel Report (NB)

- 8.1** The NCP was very unhappy that the TC had changed the wording of the Technical Advisors Guidelines document and requested this decision be reversed. At the TC meeting both versions were read out and a long discussion ensued. This developed into a wider rather heated discussion regarding the relationship between Panels, NCP and TC. Returning to the guidelines document the meeting members were split on whether or not the wording should be revisited. One suggestion was that the original wording should be reinstated with the addition of 'other experts'. However, other meeting members were adamant that the decision had been made and should not be reversed. After further discussion it was agreed that **NB** should respond directly to the NCP to explain the reasons why the wording had been changed at TC.
- 8.2** The proposed Long Churn document (on the lines of the Goyden/Manchester document) has been dropped.
- 8.3** Vin Machin has stepped down from his role as a TA for Derbyshire. NB is to write to thank Vin for his contribution over many years.

9. CIC Panel Report

PB sent his report by email to **MW/NB** prior to the meeting.

9.1 CIC panel members welcomed the proposed coaching module (funded by BCA) and await a date to be set

9.2 CIC revalidations - this was discussed following instruction from BCA T committee that there should be verbal feedback, more structure and no element of reassessment. It was broadly agreed that it was impractical to reassess a number of participants at once. However a formal logbook check was required. As an initial response to the BCA request, the next two revalidations will take the form of Intros/Verbal, indoor updates for 1 hour/practical session for rest of day/prepare action plan (verbal) for each person. This is to be discussed further as a major item at next meeting (15 Nov)

9.3 The panel reported that the LCMLA and CIC schemes were becoming untenable in S Wales and Yorkshire due to the access issues. They strongly supported the training Committee statement about this (in minutes of CIC panel meeting 11 June), suggested urgent action by BCA and that BCA, by sitting on fence, appeared to actively discriminate against caver training.

(At the TC further discussion took place covering old ground again but nothing new was proposed)

9.4 The last CIC panel meeting used Skype to link members in S Wales to Yorkshire. This was a success and the meeting was attended by all but one member - the first time this has happened for several years. Request to Panel - are there any BCA funds available to improve the Skype meetings? - We used personal laptops and inadequate webcams - as this type of meeting saves a huge amount in travel costs let alone time, and ensures greater participation, a small investment would be very cost affective.

9.5 NB summarised the CIC statistics (document attached to this minutes). Key points were that CIC activity is slightly up this year. There are four candidates in the 'request to be assessment' process'. Only one CIC has been lost, sadly deceased following an illness. **NB** pointed out that he was running a revalidation workshop in January 2014 which had been missed off the list. **MW** will make sure this is added.

10. New Trainer Assessors

Martin Barry has been accepted as a TA on the Northern Panel.

Kate Duffus has been accepted as a probationary member on the Northern Panel.

Interest has been shown by a CIC in joining the Southern England panel.

The meeting then discussed the process for appointment of new TAs. It was agreed that centralising this process would start from 01/01/2014. **NB/MW** are to propose how this will be managed.

11. Early LCMLA Revalidation (NB)

Leaders may revalidate at LCMLA up to 18 months early. **NB** asked whether the full complement of trips is required if they revalidate early. It was agreed that all prerequisites must be fulfilled (although a degree of discretion is allowed as with all revalidations)

12. Code of Conduct for LCMLA/CIC/TAs and sanctions (GM)

GM raised a concern regarding the application of the BCA discipline procedure. He felt that this was not appropriate at scheme level. The LCMLA and CIC handbooks are not sufficiently prescriptive regarding code of conduct and discipline procedures. He asked what sanctions could be applied were a leader to act in a way that could bring the scheme into disrepute.

One specific instance was cited and it was agreed that **NB** should investigate further.

In the longer term, **GM** and **NB** will draft a proposal for a scheme level code of conduct and discipline procedure and submit this to the TC.

13. Can the assessment of a new LML award region revalidate CIC? (NB)

The meeting agreed that the answer to this question is no.

14. Is a CIC holder with a LML award restricted to 18m pitches in mines? (NB)

After discussion it was agreed that the important factor regardless of pitch length for working in any mines environment whether at LCMLA or CIC was whether or not the mine had a current inspection. This basically means that if a CIC is working in the mine then he or she is subject to any restrictions in the mines inspection report which are likely to exclude pitches.

15. Club Trainer workshop (NB)

Covered under item 5.4

16. Should CIC TAs be able to sign off caves for LCMLAs that are out of area (from NCP)

The meeting agreed that the answer to this question is no.

17. Should CIC training revalidate an LCMLA L2 Award (from NCP)

It was felt that due to the technical nature and scope of CIC training that this should be allowed. It will not be applied retrospectively and will come into operation from 01/01/2014.

MW stated that where this occurred the TA would have to issue an LCMLA S4B to cover the revalidation.

18. Items for the next BCA Newsletter (MW)

Club caver training course

List of BCA supported club training courses.

Changes to the L2 revalidation process (via CIC Training)

It was also suggested that the code of conduct be a topic on all revalidation and TA workshops.

19. Any Other Business

19.1 **IW** asked what he should do with old documents and CDs he still holds from his time as Training Officer. He was asked to pass documents to **NB** and destroy any CDs. He also has some drawings that were done as material for a book and was asked to pass these to **GM** at the next meeting.

19.2 At the last NCP meeting concerns were raised regarding the suggestion that compulsory attendance of TAs at panel meetings be removed. **SH** pointed out that this was not an appropriate item for AOB and should be covered on the agenda at the next meeting.

19.3 **GM** shared his personal opinion regarding the LCMLA/CIC schemes, suggesting that they should be run on a business footing and not be overseen by a democratic body. He suggested therefore that training should be a separate constituent body affiliated to the BCA. This would enable it to negotiate its own access to caves etc. The other option would be to separate the schemes entirely from the BCA. This generated a lively discussion which again delved into panel/NCP/TC relationships. No actions were proposed.

19.4 Ratification of Panel Minutes Process (NA)

Covered under action 037.

19.5 Rewrite of LCMLA Handbook (GM)

Covered under item 5.5

20. Dates and place of next meetings

Tuesday 25/02/2014 10:30 (please note this is later than usual)

Tuesday 20/05/2014 10:30 (please note this is later than usual)

Saturday 13/09/14 10.00

Meeting closed at 14:00