



# British Caving Association

Draft Minutes of BCA Training Committee Meeting 16/12/2015  
Held Via Skype

The meeting commenced at 19.00 am, and took place via Skype for the first time.

## 1. Present

Graham Mollard	(GM)	NCP Chair
Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Idris Williams	(IW)	ASCT
Mary Wilde	(MW)	Training Administrator
Richard Hill	(RH)	CCC rep
Juliet Parker-Smith	(JP-S)	Heads of Centres Rep

## 2. Apologies for Absence

Phil Baker	(PB)	CIC Panel Chairman
Dan Irving	(DI)	CNCC
Chris Binding	(CB)	CSCC

## 3. Notification of AOB

None

## 4. Minutes of the Last Meeting.

Proposed as a true version of the last meeting by **NA** and seconded by **IW**

## 5. Action Register and Matters Arising

No	Action	By	Deadline	Done
	08/05/2012			
021	<p>NB to create a recreational cavers training course proposal and circulate before the next meeting.</p> <p>Update 13/10/12 Ongoing. Titles created but further work to be done.</p> <p>Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules</p> <p><b>Update 02/11/2013</b> aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4.</p> <p><b>Update 18/03/2014 Ongoing</b></p> <p><b>Update 20/05/14 Ongoing</b> (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.)</p> <p><b>Update 13/09/2014 See agenda item 12.</b></p> <p><b>Update 03/03/15 Ongoing.</b> Moving forward but no further progress re clubs. Further discussion will take place with CHECC.</p>	<b>NB</b>	Before Next Meeting	Ongoing

	<p>has been contacted by Stuart Aldred from CHECC re qualifying for training grants. Wanted a grant for a training event in North. Then withdraw They want someone to run it. . GM was offered training free and turned it down. <b>Update 16/12/2015 Ongoing</b></p>			
	13/10/2012			
031	<p><b>NB</b> 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. Update 18/03/2014 Initially to be delivered in two areas – N England and S England Update 03/03/15 Ongoing NB: This has gone back to the chair of CIC Update: Hagg Farm 13/12/15 Ongoing <b>Update 16/12/2015 Discussed at CIC. Discharged.</b></p>	NB		Discharged
	20/05/2014			
063	<p>NB To research options for using Skype in subsequent meetings. Update 13/09/2014 Video conference facilities could be built for £200 per node plus £2000 per year for software. 03/03/15 Update MW suggested we try using Skype. Update 12/05/15 To go back to Council for discussion. Update 19/09/15 NB has been testing out Skype with groups. <b>Update 16/12/2015</b> Discharged. Council putting money by for a different system.</p>	NB	ASAP	Discharged
070	<p>NB to alter some of the wording in the TA Appointments document. Update 03/03/15 NB presented revised/reworded document to the meeting. To be discussed at next NCP meeting. NB will present. Update 12/05/15 Review at next NCP. Include in next agenda. <b>Update 16/12/2015 Covered in the NCP report item 9.</b></p>	NB	ASAP	Ongoing
071	<p><b>NB</b> to report to council that a voluntary rewrite of the LCML scheme is no longer an option. <b>Update 13/09/2014</b> Ongoing - See matters arising <b>Update 03/03/15 NB</b> will contact GE on S Wales panel. <b>Update 19/09/15</b> Funding for this has been pulled. <b>AE</b> stated that BCA should fund this. <b>NB</b> will put this forward at next NCP and then put together an action</p>	NB	Next NCP meeting	Ongoing

	plan. <b>Update 16/12/2015 The NCP agreed a modular approach the rewrite.</b>			
	<b>03/03/15</b>			
079	<b>RE 070: NB</b> to present revisions to the TA Appointments document at next NCP meeting. <b>Update 16/12/2015 Process agreed. One new T/A voted in as a probationary member. MW to sort out the paperwork.</b>	<b>MW</b>	ASAP	Ongoing
080	PB's CIC panel report (point 4) to be sent back to CIC panel with comments from NB to be taken into consideration. Update 12/05/15 CIC panel had further discussion. Outcome was that after a vote of 6 for, and 1 against that candidates can choose their own lead assessor (excluding the person who trained them) and BCA would allocate the second assessor on a rota basis. TC will ask for clarification from BCA exec regarding the legal status of the above decision. Update 19/09/15 A CIC member will seek legal advice re this issue. <b>Update 16/12/2015. Candidate will select the lead assessor. The 2<sup>nd</sup> assessor will be on a rota basis managed centrally by MW. MW to set up the paperwork by 01/01/2015.</b>	<b>MW</b>	ASAP	Ongoing
085	NB To raise the issue of access to caving sites in South Wales personally, with Andy Eavis. Update 12/05/15 NB to continue this discussion with AE in September. <b>Update 16/12/2015 Ongoing</b>	<b>NB</b>	ASAP	Ongoing
	<b>12/05/15</b>			
086	<b>NB</b> To write a letter to a named organisation expressing <b>TC's</b> concerns about photographs of clients on their website, wearing clothing that is not appropriate to the venue. <b>Update 19/09/15 NB</b> to contact named organisation re this issue. <b>Update 16/12/2015 Ongoing NB</b> to find out from DB/PK if any action has been taken.	<b>NB</b>	ASAP	Ongoing
089	MW To write a letter to an applicant who has requested direct access to the CIC scheme. Send to NB for approval <i>first</i> . (see point 11 on the minutes for further details). Update 19/09/15 Client was contacted, but has not responded to date. <b>Update 16/12/2015 MW to contact him again.</b>	<b>MW</b>	ASAP	Ongoing
092	<b>DP</b> To draft a proposal re. T/As running revalidation	<b>DP</b>	ASAP	Ongoing

	courses at LCLMA level. ( See point 4.2.2 below in Matters Arising). Proposal to be sent out for discussion before the next NCP meeting. <b>Update 16/12/2015 Ongoing</b>			
	<b>19/09/15</b>			
093	<b>NB</b> to write a letter to CB in response to his report from CSCC. <b>Update 16/12/2015 Ongoing</b>	<b>NB</b>	ASAP	Ongoing
094	<b>BCA</b> Insurance office to be approached re insurance cover for <b>BCA</b> supported events. <b>Update 16/12/2015</b> Independent insurance is acceptable.	<b>NB</b>	ASAP	Discharged.
095	Adapt the Training Grant form so that it includes a box to indicate if insurance is in place to cover those participating in training courses or events. <b>Update 16/12/2015 Completed</b>	<b>MW</b>	ASAP	Discharged.
096	To approach BCA Equipment and Techniques Committee regarding the use of belts during Level 1 trips. <b>Update 16/12/2015 Testing carried out. All belts passed and a report is coming back to the NCP</b>	<b>NB</b>	ASAP	Discharged.
097	Contact the Northern Panel regarding the election of a new ALO. <b>Update 16/12/2015 Complete. GM elected.</b>	<b>NB</b>	ASAP	Discharged.
098	Draft a statement (regarding access in certain regions for running the local schemes) to present to Council on Training Committee's behalf. Email to TC beforehand for approval. <b>Update 16/12/2015 Completed.</b>	<b>RH</b>	ASAP	Discharged
	<b>19/09/15</b>			
099	<b>NB</b> to contact lapsed T/A to find out his future plans	<b>NB</b>	ASAP	
100	<b>MW</b> to sort out the paperwork for the new T/A	<b>MW</b>	ASAP	

## 6. Matters Arising

None. .

## 7. Reorts from Regional Councils

### DCA (NA)

Some eco bolts have been removed - from Giant's as an example. New anchors have been put in.

### CCC (RH)

A bat walk and a surveying workshop are planned.

### CSCC (CB)

No report

**CNCC**

None.

### 8. Applications For Training Grants.

An SRT day took place in Mendip run by **CB** and the report has been received.

Bristol and District Caving Club applied for a grant in retrospect. They should have applied in advance but the TC agreed to pay the grant but inform them to apply in advance in future.

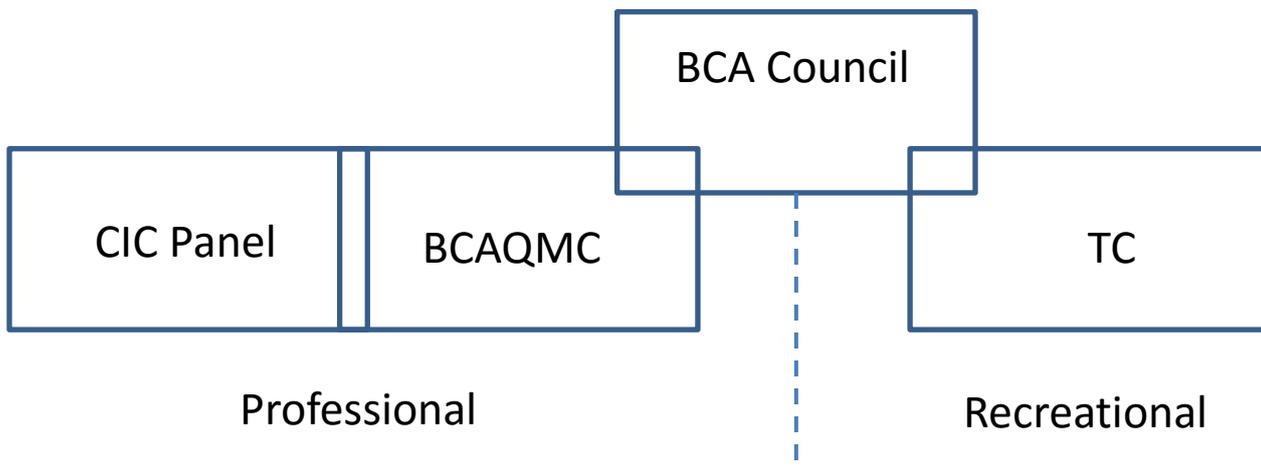
### 9. National Co-ordinating Panel Report

After a discussion the NCP accepted **GM** as chair.

The meeting are to formulate a statement for council expressing their strong feelings about the weak response to the Bear Ghrylls programme.

**GM** presented a proposed discipline procedure which has been 'vetted' by a solicitor. The TC thought that one already existed but **GM** explained that was not fit for purpose.

**GM** then presented the proposed new structure for the TC/NCP. Professional and recreational training would be managed separately. The NCP would be renamed and become a constituent body of the BCA. Its remit would be management of the LCMLA scheme - the CIC panel would still exist and have a rep on the 'new' NCP (so the two schemes would be in harmony and leaders would be able to progress from LCMLA to CIC seamlessly). The NCP would consist of the training officer ALOs, a CIC rep and a council rep (the latter not being a T/A). The makeup of the TC would consist of the remaining bodies currently present on the NCP and would have its own Training Officer.



Discussions took place with regard to the relationship between the CIC and the 'new' NCP. It was thought that the two might combine in the future depending upon the amount of business that occurs. After much discussion the name for the 'new' NCP was agreed as the British Caving Association Qualification Management Committee (**BCAQMC**).

The TC then discussed this proposal. It would mean a constitutional change. There were reservations for instance, **IW** felt it was not a sensible move as we should be trying to bring

the two factions together not split them apart. **GM** explained that Andy Eavis was in favour. **JP-S** felt that Heads of Centres rep should sit on the NCP – this was agreed.

**IW** did not think that the NCP had the power to make such a decision about TC/NCP structure. After some further discussion **GM** proposed that the structure be formally agreed by the TC. This was seconded by **NB**. The vote was carried 4 to 1. **NA** expressed concerns that as this was the first meeting via Skype and that some people had not been able to link in the vote should not have taken place.

*(Post Meeting Note - BCA's Manual of Operations says that the Chair of each Committee should only have a casting vote and, therefore the true vote was probably 3:1)*

The NCP agreed the process for the centralised T/A appointment process. This will be similar to that for CIC and will be implemented by June 2016.

The LCMLA handbook is to be written by various NCP members each taking one or more sections.

#### **10. CIC Panel Report ( NB reported on behalf of the Chair of the CIC Panel)**

The handbook needs to be changed to reflect the revised arrangements for selection of assessor. The candidate will choose the lead assessor and the second one will be on a rota basis run centrally.

#### **11. Suspended T/As**

There are two T/As who have not fulfilled their T/A agreements requirements. They will both be suspended and must attend a T/A workshop to regain their status.

One further T/A was suspended in January 2015 but has not been in touch. **NB** will contact the T/A to find out his intentions for the future.

#### **12. Application to become a Trainer /Assessor**

One person was appointed as a probationary T/A. **MW** will complete the paperwork.

#### **13. A.O.B.**

The payment by T/As for workshop venues was discussed. It was decided that the issue should be referred to Council.

**GM** said that a recent complaint highlighted the need to include a policy on the use of social media to the discipline procedure and T/A agreement.

#### **14. Dates and Places of Next Meetings.**

Wednesday 9<sup>th</sup> March 2015 (venue to be confirmed)

**The Meeting closed at 21:00**