



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held at 10.00 am 16/05/2022 Online

## Present

George Plant	(GP)	QMC Chair, Acting ALO Northern Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	ALO Derbyshire Panel
Stephan Natynczuk	(SN)	ALO Southern Panel
Chris Boardman	(CB)	Council Rep
David Hollingham	(DH)	AHOEC

## Apologies

Gethin Thomas	(GT)	ALO North Wales Panel
Russell Myers	(RM)	Council Rep
Tony Radmall	(TR)	ASCT
Phil Baker	(PB)	CIC Panel Rep
Mick Ellerton	(ME)	ALO Northern Panel

## Abbreviations

**T/A Trainer Assessor**

**T/Adv Technical Advisor**

**TC Training Committee**

**QMC British Caving Association Qualification Management Committee**

Meeting commenced at 10:00 am.

### **1. Minutes of the Last Meeting**

The minutes of the last meeting were then accepted as a true record.

### **2. Action Register**

No	Action	Who	By	Status
<b>23/09/2019</b>				
<b>217</b>	CB to issue statement to J P-S re DBS checks Update 20/09/2021 work undertaken and update to be sent via email. <b>Update 16/05/2022 CB Still waiting for reply from HJ</b>	CB	Before Next Meeting	Ongoing
<b>221</b>	PR to review mines document. Action passed to DB & GT Update 20/09/2021 ongoing <b>Update 16/05/2022 Ongoing</b>	GT/DB	Before Next Meeting	Ongoing
<b>11/05/2020</b>				
<b>233</b>	PB to set up meeting with HSE on the mines letter <b>10/05/2021 on Hold</b>	PB	ASAP	On Hold
<b>21/09/2020</b>				



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342	GT to pull working group together to propose way forward on mines Inspectorate issue <b>Update 20/09/2021 on hold pending PB discussion with HSE</b>	GD	ASAP	On Hold
346	RH pulling documentation together of caving belts Update 20/09/2021 BCA Testing equipment currently unavailable. GT, RH and JPS to meet in N.Wales to continue testing. <b>Update 16/05/2022 Belts are in the post to Steve Grey</b>	RH/DB	ASAP	Ongoing
<b>23/11/2020</b>				
350	SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformatted <b>Update 22/01/31 Further work to be done on the incident form relating to RIDOR and the BCA complaints procedures.</b> <b>Update 16/05/2022 Ongoing</b>	GP	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding TA handbook <b>Update 22/01/31 GP to liaise with J P-S</b> <b>Update 16/05/2022 Ongoing</b>	GP	ASAP	Ongoing
<b>10/05/20210</b>				
362	MW/J-PS/GT to meeting with Howard to discuss finances <b>Update 16/05/2022 MW to set up a meeting ASAP</b>	MW	ASAP	Ongoing
<b>20/09/2021</b>				
371	Update CIC update workshop course description regarding booking workshop after certificate expiry <b>Update 16/05/2022 Ongoing</b>	GT	ASAP	Active
373	Make sure potential issues with releasable abseils is documents for TA Workshop in October. <b>Update 16/05/2022 On agenda</b>	DB	Before 23/10	Discharged.
<b>31/01/2022</b>				
375	MW to produce T/A activity figures for 2019 and at the end of each year starting 2022 <b>Update 16/05/2022 Ongoing</b>	MW	December 2022	Ongoing
376	RH to create a statement on CIC out of date certification implications <b>Update 16/05/2022 Complete</b>	RH	ASAP	Discharged
377	GT to set up 'update via vertical training/ form and process <b>Update 16/05/2022 Ongoing</b>	GT	ASAP	Ongoing
378	GP to produce an email for T/A on OOA site and update forms not being sent	GP/MW	ASAP	Ongoing



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	Update 16/05/2022 Statement re OOA sites to go on the workshop details form. T/As to make sure their pre course information also includes this requirement			
379	MW to produce a summary report of feedback for each QMC meeting. Update 16/05/2022 Standing agenda item. Complete	MW	By next meeting	Discharged
380	DB to look into process for managing Northern Mines inspections Update 16/05/2022 DB working with Mal Tabb to set something up. Need to consider Coniston area too.	DB	ASAP	Ongoing
381	ALOs to make sure teams know where scheme information is held on the BCA website. Update 16/05/2022 Complete	ALOs	Next Panel Meetings	Discharged.
382	GT to remove improvised harness from syllabus Update 16/05/2022 Complete	GT	ASAP	Discharged
16/05/2022				
383	list all the items that need to be completed/documented/clarified	MW	ASAP	Active
384	Add succession planning and JustGo contract to the finance meeting.	MW	ASAP	Active
385	MW to extend BK's apprenticeship for one year	MW	ASAP	Active
386	MW to put GP in touch three people who posted comments of feedback forms	MW	ASAP	Active
387	MW to circulate the near miss report	MW	ASAP	Active
388	DH to pull together wording for T/A P2Ps for all to review	DH	ASAP	Active
389	MW to circulate guidance for site specific sign off the CICs	MW	ASAP	Active

### 3. Matters Arising

None

### 4. Report from any BCA Council meetings

CB was present at the last one. The main issue was cave access in Wales. David Rose is working on this but at present there is little progress.

### 5. Finance report

No report formal report. Still need to set up a finance meeting as previous attempts failed.



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Howard Jones had issued a report for 2021 which was break even. We were unsure if this reflected Jan to Dec 2021 or Apr 2021 and Apr 2022.

## 6. CIC panel report

Dom Hoare has started his apprenticeship

Mark Foster is progressing his LCMLA and may later regain his CIC.

The CIC certificate expiry date issue is causing grief. The meeting proposed to revert to the pre JustGo arrangement whereby certificate dates will run from the last expiry date rather than the date of the CIC update. This would need to be a manual process by MW. GT and MW to be invited to the CIC panel meeting next week to discuss.

## 7. Training Administrators Report (submitted in advance)

MW to list all the items that need to be completed/documented/clarified so the QMC can address each one.

Emails asking for advice or decisions to be issued with a deadline date

'Ownership' on the JustGo contact and finance decision making to be added to the finance meeting agenda.

Succession planning also to be added to the finance meeting agenda.

## 7. Regional Reports

### 7.1 GT North Wales report submitted in advance

- Insurance during group day assessments. After a discussion CB suggested we take advice from AALS via PB.
- Guidance required on retention of records by T/As and MW. Need to identify who is the GDPR rep for BCA.
- Candidates doing training before registration – this was not seen as an issue. If they don't register at all they will not progress to assessment. If they have set up an account on QMS but not bought a licence, MW will follow up via invoices and payments reconciliation.

### 7.2 RH – South Wales.

- The meeting is tomorrow.
- Access still the key issue.

### 7.3 DB Derbyshire

- Potential issue regarding mines leaders transferring regions from one mines type to another (Stone/Slate/Metal).
- Panel wishes to retain body belays - RH explained that the decision to remove them from the syllabus has been implemented.
- Could we have reminders for T/A workshops? MW said they are already set up on QMS.
- DB asked who adds update workshops to QMS. MW said that the T/As should do it.



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## 7.4 SN – Southern England

- S Eng has stopped doing body belays.
- Appropriateness of venues and access is a problem. No true venues for rigging transverses but can use Wookey .
- Cornish sub mines panel has expired. Olly and SN and completing mines training and any Cornwall requirements are covered.
- Some Mendip sites still closed due to COVID.
- Need to find out what one T/A is planning as he is not active and his CIC expires in December.

## 7.5 GP – Northern England for Mick Ellerton.

None.

## 8. Liaison Group Report

Nothing outstanding.

## 9. T/As New, Resigned, Applied.

- Agreed to extend Beth's apprenticeship for one more year.
- Nigel Atkins has completed the CIC mines module T/A. Pete Knight has early completed his.

## 10. Exemptions /Extensions process.

None – to be removed from the agenda as a standing item.

## 11. Google Forms – review feedback (report submitted I advance)

- One person had been unhappy with various aspects of a course and had offered to discuss their comments. MW to put GP in touch.
- One person was unhappy the course did not cover their needs but had not requested anything on the course form. MW to put GP in touch .
- One person was unhappy about the use of PowerPoint - again MW to put GP in touch.
- DH commented on the volume of good feedback and scores. He also felt feedback comments are gold dust and that we must act upon them.

## 12. Near Miss Report

MW to check with Pete Knight to see if he is happy for the report to be circulated to all T/As and CICs – plus to be posted on the BCA website. Also make sure the topic is covered on Update workshops.



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**13. Reluctance to travel out of area to update or P2P TAs and leaders**

After a discussion it was agreed that T/A P2Ps should be out of area or to take place with as T/A with whom they don't work. DH to pull together some wording for all to review. All T/As to feed back to panels once the wording has been agreed.

**14. JustGo**

GT has submitted a report in advance. No further comments

**15. Vertical training updating cave leader - notification for TAs**

See item 7. This issue will be added to MWs list.

**16. Guidance for site-specific sign-off**

This has been completed. MW to issue to all CICs.

**17. Accident/Near Miss Form'OK.**

Covered under action points

**18. 2<sup>nd</sup> Day no shows or split day training courses MW**

This was not seen as an issue and where someone does not attend a full course the T/A and candidate should agree between them how and when to complete the course. In the mean time they would be 'deferred' on QMS.

**19. MW Assessment of why people leave the scheme**

This was seen as a 'nice to have' but not for action at this point I time.

**20. TA Update process MW**

Covered previously

**21. AOB**

CB said that he was still waiting for a response from E&T to his email regarding a petzl harness issue. E&T has merged with Training so may have used the wrong email address.

**22. Do QMC meetings have to be during the day?**

The majority felt that there is too much business for it to be covered in an evening meeting. Agreed to set dates well in advance. Mick Elleton to pass report via GP but will always be invited to attend in person.

**23. Date of Next Meetings 20/09/2022 and 16/01/2023**



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