**Present**

George Plant (GP) QMC Chair

Mary Wilde (MW) Training Administrator

Stephan Natynczuk (SN) ALO Southern Panel

Gethin Thomas (GT) ALO North Wales Panel

Russell Myers (RM) Council Rep

Dave Baines (DB) ALO Derbyshire Panel

David Hollingham (DH) AHOEC

Tom Partridge (TP) South Wales Panel Rep

**Apologies**

Phil Baker (PB) CIC Panel Rep

Rich Hill (RH) ALO South Wales Panel and CIC chair

Chris Boardman (CB) Council Rep

Steve Gray and Josh White were invited as guest but could not attend.

**Abbreviations T/A *Trainer Assessor***

 **T/Adv *Technical Advisor***

 **TC *Training Committee***

 **QMC *British Caving Association Qualification Management Committee***

Meeting commenced at 10:05 am.

1. **Minutes of the Last Meeting**

The minutes of the last meeting were accepted as a true record - proposed by GT seconded by DB

1. **Action Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Action | Who | By | Status |
| **23/09/2019** |
| **217** | CB to issue statement to J P-S re DBS checks Update 20/09/2021 work undertaken and update to be sent via email. Update 16/05/2022 CB Still waiting for reply from HJ05/10/2022 No update 16/01/2023 No reply from HJ on how to manage the finance. CB to approach council**Update 15/05/2023 postponed until the next council meeting**  | CB | Before Next Meeting  | Ongoing |
| ***221*** | PR to review mines document. Action passed to DB & GTUpdate 20/09/2021 ongoingUpdate 16/05/2022 Ongoing05/10/2022 doc produced by DB needs another to review. SN volunteered 16/01/2023 Ongoing **Update 15/05/2023 SN shared doc with DB. Pete Knight has offered to help.**  | SN/DB | Before Next Meeting  | Ongoing |
| **11/05/2020** |
| ***233*** | PB to set up meeting with HSE on the mines letter 10/05/2022 on Hold16/01/2023 Still on hold but expecting it will become active again shortly **Update 15/05/2023 Still on hold but there is a change of contact in the pipeline so expect some activity soon.**  | GT | ASAP | On Hold |
| **23/11/2020**  |
| ***350*** | SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformattedUpdate 22/01/31 Further work to be done on the incident form relating to RIDOR and the BCA complaints procedures. Update 16/05/2022 OngoingUpdate 05/10/2022. Delay due to current complaint and should be reviewed in the light of that experience. Need to follow best HR practice. 16/01/2023 Ongoing**Update 15/05/2023 SN needs the latest copy to progress. GT to send it to him.**  | GP/GT | ASAP | Ongoing |
| ***351*** | ALOs to provide input to J P-S regarding T/A handbookUpdate 22/01/31 GP to liaise with J P-SUpdate 16/05/2022 OngoingUpdate 05/10/2022 some ALO input received. GP contact JP-S16/01/2023 RH offered to help JPS move this forward **Update 15/05/2023 progress has been made and another meeting set up for 24/05 to complete**  | RHJPS | ASAP | Ongoing |
| 10/05/2021 |
| ***362*** | MW/J-PS/GT to meeting with Howard to discuss financesUpdate 16/05/2022 MW to set up a meeting ASAPUpdate 05/10/2022 Meeting took place. Some possible changes regarding STRIPE but agreed to put on hold and review in January when we have finance report for 2022 GT said the system is keeping us in the black.16/01/2023 Unable to progress as waiting for finance report. MW will set up a special meeting once report received**Update 15/05/2023 As the financial results were good we will simply continue to monitor . RM suggested we build up a reserve.**  | MW | ASAP | Discharged.  |
| **31/01/2022** |
|  |  |  |  |  |
| ***373*** | Make sure potential issues with releasable abseils is documents for T/A Workshop in October. Update 16/05/2022 On agendaUpdate 05/10/2022 DB flagged that this was not actually discussed on 05/10/2022 so action added back to register16/01/2023 Issue to be added to T/A Hot Topic list **Update 15/05/2023 The meeting agreed that the Hot Topic list was good and positive feedback was received.**  | MW | ASAP | Discharged.  |
| ***378*** | GP to produce an email for T/A on OOA site and update forms not being sent 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 Update 05/10/2022 On Agenda**15/05/2023 Unsure if any actions had been completed. Was on agenda but nothing definite agreed.**  | GP/MW | ASAP | Ongoing |
| ***380*** | DB to look into process for managing Northern Mines inspectionsUpdate 16/05/2022 DB working with Mal Tabb to set something up. Need to consider Coniston area too.Update 05/10/2022 On Agenda16/01/2023 Some interest in the North but no real progress **15/05/2023 On agenda. Some leaders will not be able to update their award as they can’t use the mines. DB/MW to produce a list of those potentially affected**  | DB/MW | ASAP | Ongoing |
| **16/05/2022** |
| ***384*** | Add succession planning and JustGo contract to the finance meeting. Update 05/10/2022 Not done. MW to email GP with any old recruitment docs. 16/01/2023 MW completed action but documents too out of date. MW to rewrite job description**15/05/2023 Ongoing**  | MW | ASAP | Active |
| **Actions from the interim online Finance Meeting 27/06/2022** |
| ***F1*** | Try to establish which people could be moved from the QMSUpdate 05/10/2022 Initial work undertaking but need to discuss with Gethin. MW to create a document which explains the issues and possible resolutions**.** 16/01/2023 MW and GT to meet offline to discuss**15/05/2023 Agreed to download all lapsed members and request JustGo to delete those accounts plus those deceased. Need to agree how to manage ‘returners’.**  | MW |  |  |
| 05/10/2022 |
| *390* | GT to set up a review for scheduling and content of update workshops. 16/01/2023 Ongoing **15/05/2023 Ongoing** | GT | ASAP | Active |
| *391*  | GP to issue email regarding certificate dates.16/01/2023 MW/GP to take this offline**15/05/2023 ongoing** | GP/MW | ASAP | Active  |
| *392* | MW to discuss website content for panels with Ari 16/01/2023 MW/GP to take this offline**15/05/2023 Ongoing** | MW | ASAP | Active |
| *393* | GT to look at using dropbox for panels.16/01/2023 MW/GP to take this offline.**15/05/2023 Ongoing** | GT | ASAP | Active |
| *395* | GT to show MW how to add docs to QMS/Website16/01/2023 Ongoing**15/05/2023 no further action**  | GT/MW | ASAP | Discharge |
| *397* | GP to issue reminders about checking experience at core skills days16/01/2023 ongoing**15/05/2023 Ongoing** | GP | ASAP | Active |
| *398* | MW to gather data on T/A activity 16/01/2023 Panels to be asked for input into requirements in maintain T/A status **15/05/2023 Consensus was that all T/As should run at least one activity per year. It was acknowledged that courses are demand led. GT and DB to pull together a statement on this**.  | GT/DB | ASAP | Active |
| *399* | GP to issue note to T/As stating that if update forms are not received all sites can be removed from certs 16/01/2023 progress unclear. To be checked **15/05/2023 Ongoing** | GP | ASAP | Active |
| 16/01/2023 |
| *400* | Set up a finance meeting once HJ have provided report for 2022**15/05/2023 No further action required**  | MW | ASAP | Discharged  |
| *401* | GP to report back to N Panel on GG**15/05/2023 No further action required**.  | GP | ASAP | Discharged  |
| *402* | MW to invite Steve Grey to the next QMC meeting **15/05/2023 Next meeting in October**  | MW | Before May | Ongoing |
| *403* | CB to discuss fire service training with Gary Mitchell**15/05/2023 ongoing** | CB | Before next meeting | Ongoing |
| *404* | All ALO’s to remind panels to either cancel or complete courses **15/05/2023 No further action required** | ALOs | ASAP | Discharged |
| *405*  | MW to discuss new NW panel member with GT**15/05/2023 complete** | MW | ASAP | Discharged |
| *406* | MW to chase T/A who has not yet paid fees. **15/05/2023 complete** | MW | ASAP | Discharged  |
| *407* | MW to set up hot topics list process following each QMC meeting**15/05/2023 complete** | MW | ASAP | Discharged |
| *408* | MW to summarise CSR/Update booking issues and schedule a meeting to discuss **15/05/2023 complete** | MW | ASAP | Discharged |
| *409* | RM to get the radon sheets updated on the website**15/05/2023 ongoing** | RM | ASAP | Active |
| *410*  | MW to removed T/A addresses from website**15/05/2023 complete** | MW | ASAP | Active |
| 16/01/2023 |
| *411*  | GP to draw up a discussion document about fees and charges | GP | Before next meeting  | Active  |
| *412* | MW to look at reminders for T/A CPD and P2P There get one for both which says that if they have done the other they can ignore it.  | MW | ASAP | Active  |
| *413*  | MW to follow up two feedback issues Done | MW | ASAP | Active |
| *414* | Set up a working party to review Geology document for LCMLA | GT/SN | Before next meeting | Active |
| *415* | Set up working party to draft fitness to work statement  | GP with GT and CB | Before next meeting  | Active |
| *416* | GT to draw up ‘update window extension’ words  | GT | ASAP | Active  |
| *417*  | Discus proposal to allow T/As to update CIC via T/A CPD update workshop with RH | GT/SN | ASAP | Active |
| *418* | GP to draw up document on remit of CICs and T/As for Josh White.  | GP | ASAP | Active  |

1. **Matters Arising**

**None.**

1. **Insurance Josh White**

Assess level of interest in bolt on insurance for leaders via Howdens. MW to establish current number of TAs, CICs and LCMLAs. Pass number to GP who will draw up document on remit of CICs and T/As for Josh White.

1. **Report from any BCA Council meetings**
* GP did not go not attend.
* CB noted that the current treasurer was thanked for his sterling work.
* GP asked everyone to let him know when something needed to go to Council.
* RM - the publicity position is empty.

**6. Finance report**

**6.1 LCMLA/CIC stats (MW)**

MW to send list of uncompleted courses to ALOs.

**6.2 QMC charges / TA Fees**

Discussion on how we could establish the correct levels for fees taking into about the amount of work for updates and CSRs, insurance, expenses, etc.

More work involved for an update than CSR.

Suggested CSR £225 fee for candidate and £200 for TA.

GT said ACI maybe take a lead on this in general.

GP draw up a discussion document.

**7. CIC panel report**

No CIC rep able to attend.

**8. Training Administrator’s Report (report issued in advance)**

No additional comments. Report attached to minutes.

**9. Regional Reports**

**SN for S Eng** - Now have cover for mines in SE. One T/A is stepping up to vertical (any issues to be flagged with QMC).

**DB for Derbys** – Should we specify type of mine (metal , slate, stone) per leader? GT said this would be hard to do on the system. Training T/A needs to take it into consideration when assessing candidate who is moving regions.

T/As not getting notified when CIC or CPD is due. Emails are sent out for CIC. T/A CPD harder as they can do either a workshop or a P2P. MW/GT will see what can be done.

**TP for SW** – Draenen access issues ongoing. Good feedback on hot topics list.

**DB for NE** – Gaping Gill issue resolved and can be on LCMLA certificates. Mines cover on N Panel problematic.

GP left.

**GT for NW** – Issue with regard to the cost of becoming a T/A. CJ has stepped down. The mines document which is in preparation should help set level of knowledge for mines assessment. Feel that mines inspections are becoming more risk averse. NRW moving away from access agreement and asking for individual member application. TP to send SW contacts to GT.

**10. Liaison Group Report**

None .

**11. T/As new, resigned etc**

* Pete Knight is now a CIC Mines T/A
* John Geeson back on board and needs to update his CPD. Agreed he can do a P2P
* Mark Fox – Will not be able to run the update later this year but my assist if enough candidates book. MW needs to know who will lead it and where it will take place.

**12. TC DCA courses.**

No problem with the DCATC courses themselves but GP written to say explain that they must not be advertised in conjunction with LCMLA/CIC . RM to make it clear that they are separate.

(Aside RM is looking for looking for someone to BCA on GDPR).

**RM left**

**13. Google forms – review feedback**

It was noted that the huge majority of feedback is rated good or excellent.

Two issues were highlighted

MW to send a note to T/As asking them to make sure candidates are aware of all the information on the main BCA website.

MW to find further details on the second issue which related to the booking process. The comment did not have sufficient information to pursue.

**14. Update Workshop Hot Topics**

**TP left**

CB said the petzel harness plastic clips worked well and test results sent back to Petzl. Issue to remain on the HT lsit.

Noted that the Geology for Cave Leaders document was good and the bullet points would be useful at LCMLA level. SN to lead a working party to do a review and sense check with PB GT and RH (in his absence.) GT will set up a meeting.

Gender – and general inclusion. PB attended a presentation from MLT which noted that candidates must perform to standard but schemes must be inclusive. Fitness to work was discussed and a working group will meet propose a statement on this. GP GT CB to be on this group.

Inspections and PPE were discussed. LOLA states lifting equip must be inspected every 6 months but unsure if this applies. We should have resources to support our leaders on such matters.

No further items for Hot Topics - MW to send a note to this effect to T/As.

**15 QMS Cull**

The Meeting agreed to make a request for all ‘lapsed or deceased ‘ account to be removed from JustGo once a decision is made on how to manage ‘returners’. There are three options.

a. Charge full registration fee again

b. Set up a discounted returners fee

c. Add them back free of charge.

16 TA delivering core skills when candidate has done more than one training course

It was agreed that in these circumstances the original T/A can carry out the core skills assessment.

**17 CSR/Extensions/Unable to update before expiry date**

Further issues exist with regard to CSR/Extension process. It was agreed to allow six months from expiry date after which a CSR would be mandatory. But the award will expire. GT to daft words to issue when such update windows have been agreed. This will carried out at the QMC’s discretion rather than a publicised arrangement.

**18 TA CPD**

The possibility of allowing T/As to update their CIC award via a T/A CPD update workshop was agreed in principal. It would be optional and they would have to pay the usual CIC update fee. It would not work in reverse. GT and SN to discuss with RH.

19 Northern Mines

As the northern mines inspections are out of date, mines leaders are not able to update their awards as there are no active venues. After a discussion about potential ways around this for the leaders DB and MW to establish the extent of the problem by listing leaders affected.

**20 Training Committee DCA courses**

Already covered.

**21 Downgraded leader Regaining Vertical Status**

One leader was downgraded due to lack of experience in vertical venues. It was agreed the T/A could allow him to regain he vertical status once sufficient caving has been completed.

**22 Combined group day assessments.**

GT/MW to take this offline.

**23 JustGo – post implementation review**

Now we are more financially comfortable should we identify potential changes to improve the system ? After a discussion it was agreed that we should wait until we find out if our financial position remains stable.

**23 Site lists MW**

This will be taken offine

**24 Date of Next Meeting**

**Monday 9th October 2023**