



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

Present

Phil Baker	(PB)	CIC Panel Rep
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Chris Boardman	(CB)	Council Rep
Mary Wilde	(MW)	Training Administrator
Gethin Thomas	(GT)	ALO North Wales Panel
Russell Myers	(RM)	Council Rep
Dave Baines	(DB)	ALO Derbyshire Panel
Mick Ellerton	(ME)	ALO Northern Panel

Apologies

George Plant	(GP)	QMC Chair
Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC
Olly Rees	(OR)	Southern Panel Rep

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:10 am.

As GP was unable to attend GT agree to chair the meeting.

1. Minutes of the Last Meeting

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

2. 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 HJ 05/10/2022 No update			Discharged



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

	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 Update 23/10/2023 As there has been no take-up the meeting agreed to discharge this activity.			
221	PR to review mines document. Action passed to DB & GT Update 20/09/2021 ongoing Update 16/05/2022 Ongoing 05/10/2022 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. Update 23/10/2023 GT to chase this action	GT/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 Hold 16/01/2023 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. Update 23/10/2023 Still on hold	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 reformatted Update 22/01/31 Further work to be done on the incident form relating to RIDOR and the BCA complaints procedures. Update 16/05/2022 Ongoing Update 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. Update 23/10/2023 RH offered to follow this up	RH	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding T/A handbook Update 22/01/31 GP to liaise with J P-S Update 16/05/2022 Ongoing Update 05/10/2022 ALO input received. GP contact JP-S 16/01/2023 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 Update 23/10/2023 Draft has been issued. Meeting	RH/GT	End November	Ongoing



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

	required to tie up CIC panel input.			
31/01/2022				
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. Update 23/10/2023 RH offered to write an email to combine this with others outstanding on the action register.	RH	ASAP	Ongoing
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. Update 05/10/2022 On Agenda 16/01/2023 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 Update 23/10/2023 See agenda item. DB/ME/DH to meet and progress	DB/ME/DH	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 Update 23/10/2023 Complete and RM aware	MW	ASAP	Discharged
Actions from the interim online Finance Meeting 27/06/2022				
F1	Try to establish which people could be moved from the QMS Update 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	MW/GT	ASAP	Ongoing



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

	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'. Update 23/10/2023 See agenda item. Proposal on way forward agreed.			
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 Update 23/10/2023 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 Update 23/10/2023 See action 378	GP/MW	ASAP	Discharged
392	MW to discuss website content for panels with Ari 16/01/2023 MW/GP to take this offline 15/05/2023 Ongoing Update 23/10/2023 MW to look at setting up Dropbox folder for each panel	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 Update 23/10/2023 As 392.	GT	ASAP	Discharged
397	GP to issue reminders about checking experience at core skills days 16/01/2023 ongoing 15/05/2023 Ongoing Update 23/10/2023 See action 378	GP	ASAP	Discharged
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. Update 23/10/2023 To be completed by 15/11 including process for tracking and managing defaulters	GT/DB	15/11/2023	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	GP	ASAP	Active



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

	15/05/2023 Ongoing Update 23/10/2023 See action 378			
16/01/2023				
402	MW to invite Steve Grey to the next QMC meeting 15/05/2023 Next meeting in October 23/10/2023 Next meeting in January	MW	Before January	Ongoing
403	CB to discuss fire service training with Gary Mitchell 15/05/2023 ongoing Update 23/10/2023 No action required. The meeting agreed to discharge this activity.	CB	Before next meeting	Discharged
409	RM to get the radon sheets updated on the website 15/05/2023 ongoing Update 23/10/2023 RM to get website access for GT for the short term	RM	ASAP	Active
16/01/2023				
411	GP to draw up a discussion document about fees and charges Update 23/10/2023 GP/RH/GT/MW to meet to discuss	GP/MW	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. Update 23/10/2023 complete.	MW	ASAP	Discharged
413	MW to follow up two feedback issues Done Update 23/10/2023 complete.	MW	ASAP	Discharged
414	Set up a working party to review Geology document for LCMLA Update 23/10/2023 ongoing	GT/RH/PB	Before next meeting	Active
415	Set up working party to draft fitness to work statement Update 23/10/2023 CB offered to help with this . Looking at what mountain training do.	GP with GT and CB	Before next meeting	Active
416	GT to draw up 'update window extension' words Update 23/10/2023 GT completed this by the end of 23/10/2023	GT	ASAP	Discharged
417	Discus proposal to allow T/As to update CIC via T/A CPD update workshop with RH Update 23/10/2023 a long discussion took place and the proposal was rejected due to financial and procedural reasons.	GT/RH/GP	ASAP	Active



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

418	GP to draw up document on remit of CICs and T/As for Josh White. Update 23/10/2023 progress unknown	GP	ASAP	Active
23/10/23				
419	GP to follow up about insurance following activity with Josh White	GP	By next meeting	Active
420	MW to contact TR about QMC	MW	By next meeting	Active
421	MW to set up a finance meeting	MW	ASAP	Active
422	RH format something on risk assessments for the Hot Topics list.	RH	ASAP	Active
432	MW to send dyslexia information to ME	MW	ASAP	Active
433	MW/GT to look into documenting the changes to the CSR process	MW/GT	ASAP	Active
434	RH to contact SN and Tony Smith about cover in Tony's area	RH	ASAP	Active
435	MW to create project plan for renaming T/A credentials	MW	Before next meeting	Active
436	GT to look into improvement of the update workshop email to candidates	GT	Before next meeting	Active
437	RH to email GT ad PB regarding issues around under 18 training.	RH	Before next meeting	Active
438	MW to discuss end of year report with GP	MW	ASAP	Active
439	MW to pass on details of the old scheme for training in Ireland to RM	MW	ASAP	Active
440	RH to discuss safety notice with the author at the next liaison meeting	RH	Before Next Meeting	Active
441	Petzel Adjust lanyards use in caves. RH to discuss at the next liaison meeting as a possible area for research.	RH	Before next meeting	Active
442	MW to issue note to T/As about downgrading from C to L	MW	ASAP	Active

3. Matters Arising



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

3.1 Petzel harness clips - These will be available from December. Costs not known. Unknown if they will be supplied with new harnesses.

3.2 Action GP to follow up about insurance following activity with Josh White

4. Report from any BCA Council meetings

4.1 MW - to ask TR if he wants to remain on the committee

4.2 RM - Note that book keeping is being done by Karen Lydon. Howard Jones is in the background but still looking for a new treasurer.

5. Finance report

5.1 Finance situation to be reviewed at separate meeting.

5.2 MW has had a couple of non-receipted expense's claims including one for a CSR. MW was unable to get a decision on these but paid them after notifying GP. Expenses must be receipted or a tax declaration made. Will be covered in meeting above.

6. CIC panel report

6.1 RH asked QMC/ACI to share the idea that Risk Assessments are useful to have even if not necessarily required by law such as for sole traders and also PPE records.

RH to format something on this for the Hot Topics list.

6.2 T/A Update CIC via T/A Update workshops. A long discussion took place and the proposal was rejected due to financial and procedural reasons. See action 417.

6.3 Dyslexia ME and Mel Sugden in discussion about this. MW to send any material she holds to ME. RH to put ME in touch with two leaders who have experience to share.

6.4 Safety notice on website good but PB has questions about the last line regarding cavers butterfly knot. RH to raise with the author via liaison meeting.

6.5 Cave Leader Geology Doc. From RH's TA workshop the feeling was some bullet points were good, some needed a bit of rewording and some were too much for CL. This has implications on how we put together a doc for CL level compared with just using the bullet points from existing doc. PB/GT/RH to discuss this

7. Training Administrator's Report (report issued in advance)

7.1 MW reiterated the importance of getting update workshops on the system at least a year in advance.

7.2 CSR process. Discussion about the CSR form and process for getting CSRs authorised. Looking at changing the form and also asking the allocated T/A to assess whether the person's experience is sufficient and asking for log book. GT/MW to discuss and document changes.

8. Regional Reports

8.1 DB Derbyshire

- Using a belay with mini traction as they don't have belaying EN standard.
This needs clarifying - should not be used with slack.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

- Petzel Adjust lanyards use in caves. These are getting more common. GT said there are no EN standards for cow's tails. They can complement but not replace cow's tails. RH to discuss at the next liaison meeting as a possible area for research.
- Mines - going off blue routes to learn about hazards should be in place at core skills. We state that candidate should have experience beyond the scope of their award. Discussion took place. The wording in the syllabus is sufficient and should not be including going off blue routes.

8.2 RH South Wales.

- Still have major access issues. Training and assessment options extremely limited

8.3 ME Northern England

- Nothing to report

8.4 RH/GT North Wales/South Wales.

- FOD Mines list - RH checking that the list on QMS is correct.
- NW level of knowledge for Mines Leader syllabus review ongoing DB/NW
- NRW access is an ongoing issue.

9. Liaison Group Report

A suspension trauma document is in preparation.

10. T/As new, resigned etc.

10.1 Apprentice leaders struggling to find courses to observe as they are not always on QMS in advance. Need to email T/As to find courses

10.2 Southern England cover for Tony Smith's area unclear. RH to contact SN and Tony.

11. Google forms – review feedback

11.1 MW said she had addressed one very poor score due to no QMS notification when someone books. Manual process in place and candidate happy with response.

12 JustGo

12.1 BCA Membership are looking at JustGo. Concerns regarding terminology, finance, data access, admin workload etc. will need to be addressed. Proposal going to Council in December. QMC will definitely be involved.

12.2 Cull for GDPR purposes. Deceased members have been removed. All lapsed account to be removed from 01/01/2024. In the meantime there will be a £20 charge for returners. Email and communication methods to be used to notify all lapsed account owners where possible and explain that they need to get in touch before January to retain their account.

12.3 Events page and other recent changes resulted in issues which have now been addressed.

12.4 Renaming T/A credentials. MW to create a project plan.

13. Northern Mines Update

See action 380



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

14 Update booking forms and email.

Still many problems as people don't complete their form. We need to improve the email that goes out and make the link more obvious. GT will look at it.

15 CSR form and process on QMS/QMC.

See action 433

16. Under 18s RH

BCU allow training for 14 year olds. This raised various implications such as AALS, DBS checks, RH to email GT and PB about these points.

17. IT Support – not responsive enough.

We know they are volunteers but some issues knock on to our paying members. RM discussed the possibility of this being a paid role but it is early days. MW to discuss with a couple of contacts.

18 Downgrading from L to C MW

When someone downgrades from CIC to LCMLA they must contact a T/A in their region or regions to add site to their LCMLA award. MW to issue a note about this

19. Scheduling T/A update workshops - date issue (MW/ME)

The workshops are in March and October. To prevent lapsing you need to update in advance of the dates set. As they are not set dates (and nor are the P2Ps) this can be impossible)

If a T/A lapses they can continue to work but their courses will come to MW to approve. She will approve the course if she knows that the T/A is booked on a workshop, P2P, panel meeting etc. If the lapse is due to different reason she discusses it with the T/A and advises them what action to take.

20 End of year Report to T/As MW

ME to discuss with George.

21. Probationary T/As

T/As struggling to find courses as they are often added to QMS in retrospect.

RH to include this in his T/A email - see action 378

22. Update Workshop Hot Topics

GT to produce an updated list and this will be added to the T/A area on the website and maintained there. PPE from the CIC panel will be included.

23. Bolting document



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 23/10/2023 Online

This was issued in draft just before the meeting. It has been linked with the existing document on the website. It's a good document in general but the positive items should come at the beginning. Needs to include EN standards.

24. Ireland

RM raised an issue with training for Irish leaders. Steve Banks and GP have already been involved with this. A scheme was set up some years ago but it was never properly implemented. MW will pass on the details on the old scheme to RM

25. RM attended a first aid course/event run by CNCC. This will be brought up at the liaison group to see if the BCA should be doing something similar.

26 Date of Next Meeting

19/01/2024

DRAFT