



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 05/10/2022 Online

Present

George Plant	(GP)	QMC Chair, Acting ALO Northern Panel
Mary Wilde	(MW)	Training Administrator
Stephan Natynczuk	(SN)	ALO Southern Panel
Gethin Thomas	(GT)	ALO North Wales Panel
Russell Myers	(RM)	Council Rep

Apologies

Tony Radmall	(TR)	ASCT
Phil Baker	(PB)	CIC Panel Rep
Mick Ellerton	(ME)	ALO Northern Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Dave Baines	(DB)	ALO Derbyshire Panel
Chris Boardman	(CB)	Council Rep
David Hollingham	(DH)	AHOEC

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 accepted as a true record having re-added action 373 which had been deleted I error.

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	CB	Before Next Meeting	Ongoing
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	SN	Before Next Meeting	Ongoing



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11/05/2020				
233	PB to set up meeting with HSE on the mines letter 10/05/2022 on Hold	GT	ASAP	On Hold
21/09/2020				
342	GT to pull working group together to propose way forward on mines Inspectorate issue Update 20/09/2021 on hold pending PB discussion with HSE Update 05/10/2022 agreed to discharge as issue has quiesced .	GD	ASAP	Discharge
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. Update 16/05/2022 Belts are in the post to Steve Grey Update 05/10/2022 the results have come in and can finalise doc soon. It is a unique context and out of working at heights regs. Thanks to Steve Grey. Intending to give providers details of how they can test a belt and create their own PPE inspection routine.	RH/GT	ASAP	Ongoing
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.	GP	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding TA handbook Update 22/01/31 GP to liaise with J P-S Update 16/05/2022 Ongoing Update 05/10/2022 some ALO input received. GP contact JP-S	GP	ASAP	Ongoing
10/05/20210				
362	MW/J-PS/GT to meeting with Howard to discuss finances Update 16/05/2022 MW to set up a meeting ASAP Update 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.	MW	ASAP	Ongoing
31/01/2022				



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373	Make sure potential issues with releasable abseils is documents for TA Workshop in October. Update 16/05/2022 On agenda Update 05/10/2022 DB flagged that this was not actually discussed on 05/10/2022 so action added back to register	DB	Before 23/10	
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	GP/MW	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	DB	ASAP	Ongoing
16/05/2022				
383	list all the items that need to be completed/documented/clarified Update 05/10/2022 Complete but ongoing process.	MW	ASAP	Discharge
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.	MW	ASAP	Active
385	MW to extend BK's apprenticeship for one year Update 05/10/2022 Complete	MW	ASAP	Discharge
386	MW to put GP in touch three people who posted comments of feedback forms Update 05/10/2022 GP contacted these people with no response. Discharged	MW	ASAP	Discharge.
387	MW to circulate the near miss report Update 05/10/2022 Complete	MW	ASAP	Discharge
388	DH to pull together wording for T/A P2Ps for all to review Update 05/10/2022 Complete	DH	ASAP	Discharge
389	MW to circulate guidance for site specific sign off the CICs Update 05/10/2022 Complete	MW	ASAP	Discharge
Actions from the interim online Finance Meeting 27/06/2022				



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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.	MW		
F2	Look into mobile phone costs and services Update 05/10/2022 GP to follow up	GP		
F3	Find out how BMC and Paddling manage 'dormant' members and also what our responsibilities are with regard to GDPR (but unsure who was to pick this one up) Update 05/10/2022 ongoing	GP		
F4	(GP currently works for a charity) identify any potential income streams from being a charity. Update 05/10/2022 Possible but quite a serious change. On hold until the 2022 finance report available.	GP		
F5	Investigate alternatives to STRIPE Update 05/10/2022 Useful information from JustGo but on hold until 2022 finance report available. Results for 2021 better than expected.	MW		
F6	Find out rules for closing the BT landline contract GP to follow up.	HJ		
05/10/2022				
390	GT to set up a review for scheduling and content of update workshops.	GT	ASAP	Active
391	GP to issue email regarding certificate dates	GP	ASAP	Active
392	MW to discuss website content for panels with Ari	MW	ASAP	Active
393	GT to look at using dropbox for panels	GT	ASAP	Active
394	MW to check if Dom H has signed up as a TA on QMS	MW	ASAP	Active
395	GT to show MW how to add docs to QMS/Website	GT/MW	ASAP	Active
396	GT to check if cowstail paragraph in in ropework documents	GT	ASAP	Active
397	GP to issue reminders about checking experience at core skills days	GP	ASAP	Active
398	MW to gather data on T/A activity	MW	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	GP	ASAP	Active



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3. Matters Arising

One T/A did a core skills assessment where the candidates fitness to move around the cave environment was lacking. Agreed to defer until they can demonstrate acceptable level of fitness, but this must be within 5 years.

4. Report from any BCA Council meetings

RM – HJ not standing again as treasurer in June 2023. Any offers. Insurance manager to be split from Treasurer role. Josh White will be taking up insurance.

5. Finance report

- No formal finance report
- LCMLA/CIC stats (MW) Report attached
- QMC charges See action register – holding until January.

6. CIC panel report (RH) Report Attached.

- Geology document is now on the website.
- Travelling out of areas for updates - both LCMLA and CIC causing problems. GT to lead a working party to review.

7. Training Administrators Report (Attached)

- No comments

7. Regional Reports

7.1 N England

The certificate date being the date of update will remain. GP to issue an email for all T/As.

T/A Obs to be completed within 24 months – extensions can be issued.

Website area per panel for useful information may be possible but we have hit copyright issues in the past, and some topics can be controversial. MW to discuss with Ari. Also GT to look as using Dropbox for this purpose.

7.2 N Wales (GT) log books should show evidence that people are leading under supervision of qualified instructor.

8. Liaison Group Report

See action register 346.

9. T/As New, Resigned, Applied.

- Chris Jackson may stand down in January
- Dom Hoare is a new CIC TA and said at the CIC panel meeting last week that he is struggling to get on CIC courses in his N Eng region. He also needs to become a N Eng T/A. MW to check if he has signed up yet.



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- The observation deadline can be extended on a case to case basis

10. Exemptions /Extensions process.

Nothing to report

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

No comments

12. JustGo

RH reported in advance that not all of the updated checklists are on the QMS yet.

GT to show MW how to do this.

RH asked if GT ever do a cowstail paragraph for the ropework documents? **GT checking**

13. CSR Process (in hand via separate meeting)

14. Extension Process (in hand via separate meeting)

Certificates can't be extended.

15. Northern Mines (DB)

Action 380 is still ongoing. I had a meeting with Mal Tabb, one of the two people who organised the mine inspections for North Pennines early August, (Graham Derbyshire was the other). Hoping to establish how much interest may be remaining for use of the mines and explore the idea of an affiliation of users like we have in. No further progress. If this completely fails I will have no reason to remain on the Northern Panel. But for the moment as there is only one other mines assessor, I feel I should remain.

16. Checking Log Books

Following two events where log books were found at group day to be insufficient for core skills due to lack of 'out of area and quality' trips. GP to issue reminder.

17. Exemption Process

Someone contacted MW to ask for LCMLA training exemption but this has not been set up in QMS. Adapted the old form but this needs to be tidied up for the future on QMS.

MW spotted that there are two tiles for CSR on the QMS. GT to check.

18. Requirements to maintain TA status (RH)

When we did the panel ToR we talked about minimums to stay as TA. We have people doing nothing or very little- do we need to discuss a minimum/set a working party to discuss?



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Following a discussion MW to produce a summary of data to see the extent of the issue.

19. Returning Update Forms (again) MW

Feedback from several T/As is that the forms are not returned

GP to issue an email to say that as evidence of experience is required, in those circumstances a T/A can remove all sites from the candidates certificate.

20. Scheduling Update Workshops and 2nd assessor process MW

MW suggested we set up a small working party to review this. Several occasions 2nd assessor used where financially viable – T/A views on large groups vary. Sometimes rather than running a large group the course could be split – but on the same day. Last minute requests are not easy to sort out.

This issue will be dealt with by email.

21. Travelling out of area (related to item 20)

RH - Travel out of areas is a sticky one. I totally understand the cost implications so for CL/ML/VCML can we try and manage them time wise and area wise? MW will have a better handle on this.

After a discussion it was agreed that people can be expected to travel out of area but note that GT is to lead a review regarding update workshops (see CIC report above).

21. TA CPD process.

Many T/As lack required credentials – usually panel meetings. Scheduling T/A update workshops not easy – rota in chaos due to COVID, dates cancelled due to lack of take up, and T/As declining offer to be leader. It was decided that MW should notify T/As who do not have the correct credentials when a course is added to the system, and ask them to correct this rather than overriding it on QMS. Also, MW will schedule the next T/As update workshops as best she can.

23. Radon

RH - The radon spreadsheet needs updating. Requested RH to send it to Ari. -

24. Date of next meeting is 16/01/23