



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held at 10.00 am 16/01/2023 Online

## 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
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

## Apologies

Phil Baker	(PB)	CIC Panel Rep
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## Abbreviations

**T/A Trainer Assessor**

**T/Adv Technical Advisor**

**TC Training Committee**

**QMC British Caving Association Qualification Management Committee**

Meeting commenced at 10:04 am.

### 1. Minutes of the Last Meeting

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

### 2. Action Register

No	Action	Who	By	Status
<b>23/09/2019</b>				
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 <b>16/01/2023 No reply from HJ on how to manage the finance. CB to approach council</b>	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 <b>16/01/2023 Ongoing</b>	SN	Before Next Meeting	Ongoing
<b>11/05/2020</b>				



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233	PB to set up meeting with HSE on the mines letter 10/05/2022 on Hold <b>16/01/2023 Still on hold but expecting it will become active again shortly</b>	GT	ASAP	On Hold
<b>21/09/2020</b>				
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. <b>16/01/2023 Complete</b>	RH/GT	ASAP	Discharge
<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 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. <b>16/01/2023 Ongoing</b>	GP	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 some ALO input received. GP contact JP-S <b>16/01/2023 RH offered to help JPS move this forward</b>	RH JPS	ASAP	Ongoing
<b>10/05/2021</b>				
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. <b>16/01/2023 Unable to progress as waiting for finance report. MW will set up a special meeting once report received</b>	MW	ASAP	Ongoing
<b>31/01/2022</b>				



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373	<p>Make sure potential issues with releasable abseils is documents for T/A Workshop in October.</p> <p>Update 16/05/2022 On agenda</p> <p>Update 05/10/2022 DB flagged that this was not actually discussed on 05/10/2022 so action added back to register</p> <p>16/01/2023 Issue to be added to T/A Hot Topic list</p>	MW	ASAP	
378	<p>GP to produce an email for T/A on OOA site and update forms not being sent</p> <p>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</p> <p>Update 05/10/2022 On Agenda</p> <p>16/01/2023 Unsure if any actions had been completed. Was on agenda but nothing definite agreed. Developed into a discussion about mailing lists for award holders. Need to look at the planned new developments by JustGo</p>	GP/MW	ASAP	Ongoing
380	<p>DB to look into process for managing Northern Mines inspections</p> <p>Update 16/05/2022 DB working with Mal Tabb to set something up. Need to consider Coniston area too.</p> <p>Update 05/10/2022 On Agenda</p> <p>16/01/2023 Some interested in the North but no real progress</p>	DB	ASAP	Ongoing
<b>16/05/2022</b>				
384	<p>Add succession planning and JustGo contract to the finance meeting.</p> <p>Update 05/10/2022 Not done. MW to email GP with any old recruitment docs.</p> <p>16/01/2023 MW completed action but documents too out of date. MW to rewrite job description</p>	MW	ASAP	Active
<b>Actions from the interim online Finance Meeting 27/06/2022</b>				
F1	<p>Try to establish which people could be moved from the QMS</p> <p>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.</p> <p>16/01/2023 MW and GT to meet offline to discuss</p>	MW		
F2	<p>Look into mobile phone costs and services</p> <p>Update 05/10/2022 GP to follow up</p>	GP		Discharged



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	16/01/2023 MW/GP to take this offline			
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 16/01/2023 Other groups have paid staff to manage this. Related to F2	GP		Discharged
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. 16/01/2023 Idea rejected	GP		Discharged
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. 16/01/2023 MW to set up special meeting to discuss	MW		Discharged
F6	Find out rules for closing the BT landline contract GP to follow up. 16/01/2023 MW/GP to take this offline	MW/GP		Discharged
05/10/2022				
390	GT to set up a review for scheduling and content of update workshops. 16/01/2023 Ongoing	GT	ASAP	Active
391	GP to issue email regarding certificate dates. 16/01/2023 MW/GP to take this offline	GP	ASAP	Active
392	MW to discuss website content for panels with Ari 16/01/2023 MW/GP to take this offline	MW	ASAP	Active
393	GT to look at using dropbox for panels. 16/01/2023 MW/GP to take this offline.	GT	ASAP	Active
394	MW to check if Dom H has signed up as a T/A on QMS 16/01/2023 Complete	MW	ASAP	Discharged
395	GT to show MW how to add docs to QMS/Website 16/01/2023 Ongoing	GT/MW	ASAP	Active
396	GT to check if cowstail paragraph in ropework documents 16/01/2023 Complete	GT	ASAP	Discharged
397	GP to issue reminders about checking experience at core skills days 16/01/2023 ongoing	GP	ASAP	Active



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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	ALOs	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	GP	ASAP	Active
16/01/2023				
400	Set up a finance meeting once HJ have provided report for 2022	MW	ASAP	Active
401	GP to report back to N Panel on GG	GP	ASAP	Active
402	MW to invite Steve Grey to the next QMC meeting	MW	Before May	Active
403	CB to discuss fire service training with Gary Mitchell	CB	Before next meeting	Active
404	All ALO's to remind panels to either cancel or complete courses	ALOs	ASAP	Active
405	MW to discuss new NW panel member with GT	MW	ASAP	Active
406	MW to chase T/A who has not yet paid fees.	MW	ASAP	Active
407	MW to set up hot topics list process following each QMC meeting	MW	ASAP	Active
408	MW to summarise CSR/Update booking issues and schedule a meeting to discuss	MW	ASAP	Active
409	RM to get the radon sheets updated on the website	RM	ASAP	Active
410	MW to removed T/A addresses from website	MW	ASAP	Active

### 3. Matters Arising

As SN had to leave the agenda was altered.

#### 3.1 Sandford Levy

Sandford Levy is a mine with few if any hazards it does not have a mines inspection. In the past it had been class as both a cave and mine - and could appear on cave certificates. AALA will accept JC granting site specifics. However the BCA/QMC remit states that to be on the QMS all mines must have a valid inspection and this appears on all mines certificates.

The site will be removed from the QMS.

### 4. Report from any BCA Council meetings

An issue occurred whereby a candidate failed assessment due to lack of fitness preventing safe movement around a cave. An appeal was lodged but not upheld.



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HJ is standing down as treasurer and people are invited to stand at the next AGM

## **5. Finance Report**

No report was provided so MW will set up a special meeting with HJ GP and GT once the figures for 2022 have been acquired. MW stated that registrations and course numbers run have returned to pre covid levels. This meeting will also discuss whether T/As should receive the same payment for CSRs as for update workshops and if so what should the admin fee be.

## **6. CIC Panel Report**

6.1 Gaping Gill currently appears on the QMS cave list but with a restricted route. However, this must only be used via a winch meet. After a discussion it was agreed that as people must be assessed in a site that is at highest level of severity on their required list, it can only be given if assessment has taken place in GG. GP to take back to N Panel

6.2 A CIC update report had been produced which is a good idea. However the T/A sent it to a group of people without authorisation by the CIC panel. There are issues with regard to some of the technical aspects of that report. To be discussed at next CIC panel.

**DH left 12:54**

## **7. Liaison Group Report**

7.1 Following an incident whereby a Petzel harness came undone on a pitch, a safety device has been introduced to prevent this from happening again. One has been sent to the testing team in France and a sample to CB. RM noted this has been discussed with Steve Grey.

7.2 RM said the Steve Grey had never been added to the council list. This has been rectified. SG is keen and is to be invited to the next QMC meeting.

7.3 A discussion took place about whether fire services should have access to our schemes. CB said they don't go underground in his area. In other areas they are always escorted. CB to chat with Gary Mitchel at Tal y Bont.

**GT left 13:04**

## **8. Training Administrator's Report**

No comments from the floor. But MW asked ALOs to remind their panels to ensure all courses are cancelled if they did not run, or 'completed' on the QMS. This is to ensure the stats are correct and also to allow us to see the wood from the trees!

## **9. Regional Reports**

9.1 DB for Derbyshire – Note that the CIC Mines module is in effect a local mines leader for the whole country.



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## 10. T/As New Resigned

An apprentice T/A form has been received. MW to discuss this with GT.

Chip has retired. A thankyou letter is being prepared.

**One T/A** has not paid fees for 2023. MW to chase.

Apprentice tick list will be taken offline with Gethin

## 11. Google forms – review feedback

No actions required.

## 12. Update Workshop Hot Topics

This is to be reintroduced and a list issued following all QMC meetings

Current hot topics

- HSE/ Mines Inspectorate (GT)
- Harness
- Mines Sandford levy
- When you do a mines trip you are a mines deputy. Flag issues ALO/PICA up the ladder.
- Changes in local access.
- Petzl harness clips
- Stop 2.

## 13. JustGo Gender and inclusivity

MW asked all to be aware of gender identity following an issue. JustGo now offers the following options

- Male
- Female
- Prefer not to say
- Transgender
- Non-binary/non-conforming
- Other

## 14. CSR/Extensions/Unable to update before expiry date – processes

Unable to progress without GT. MW to produce a summary document and schedule a special meeting.



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## 15. Requirements to maintain T/A status (RH)

MW reported that 2 T/As ran no courses in 2020 and 10 T/As ran less than 6 courses in 2022  
See action 398

## 16. Returning Update Forms (again) MW

Discussion but no conclusion

## 17. Travelling out of area

MW said that the requirement for LCMLAs to travel out of area to update may not be appropriate as it is a local scheme. This will be discussed in the CSR/Update workshop meeting being set up by MW

Note that as present it still stands that if at least one person has booked and paid 6 weeks in advance the update will run.

## 18. Radon

On 8<sup>th</sup> Feb Pete Knight is running a radon workshop.

RH said the radon spreadsheets on the website need to be updated. RM will get this done.

## 19. T/A Addresses on website - should they be removed

GP suggested that T/A addresses be removed from the website. MW to do this.

## 20. County Pot and other routes – requests for copies MW

MW was asked to refer people with such requests to their ALO.

## 21. Mines Core Skills Assessment Prerequisites

DB suggested that a proportion of these should not be 'blue route approved group trips'. After some discussion DB agreed to progress this via email.

## 22. Date of Next Meeting 2023

15/05/2023