**reent**

Juliet Parker-Smith (J P-S) QMC Chair.

Gethin Thomas (GT) ALO North Wales Panel

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

Mary Wilde (MW) Train Administrator

Dave Baines (DB) ALO Derbyshire Panel

Graham Derbyshire (GD) ALO Northern England Panel

Phil Baker (PB) CIC Panel Rep

Stephan Natynczuk (SN) ALO Southern Panel

Nigel Atkins (NA) BCA Training Officer

Russell Myers (RM) Council Rep

Josh White (JW) Guest

David Hollingham (DH) AHOEC

**Apologies**

Tony Radmall (TR) ASCT

DRAFT

Chris Boardman (CB) Council Rep

**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.

1. **Action Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Action | Who | By | Done |
| **20/05/2019** |
| ***209*** | GD to prepare a draft terms of reference doc for panels. Update 23/09/2019 * Document reviewed
* No compulsory time as CIC to become TA – will be based on experience, skills , knowledge
* GD to update and circulate to panels via MW for feedback**.**

**Update 11/01/2021 on agenda**  | GD | By Next Meeting  | Ongoing |
| ***210*** | DB to split access and conservation document and add etiquette to the access section. Update 23/09/2019 On agenda Update 13/01/2020 CB to review the document in conjunction with the BCA ethos and standards. **Update 11/01/2021 on agenda** |  All  | By Next Meeting | Ongoing |
| ***214*** | GT to draft an updated form with regarding to the Prof Standards DocUpdate 23/09/2019 SN to progress **Update 11/01/2021 on agenda** | J P-S | Before Next Meeting  | Ongoing |
| **23/09/2019** |
| ***217*** | CB to issue statement to J P-S re DBS checks **Update 11/01/2021 on agenda** | CB | Before Next Meeting  | Ongoing |
| ***221*** | PR to review mines document Update 13/01/2020 PR to review mines document **Update 11/01/2021 on agenda** | ?? | Before Next Meeting  |  |
| **13/01/2020** |
| ***226*** | CB to review site specific sign offs with the guidelines for Tech advisors**Update 11/01/2021 on agenda** | CB | Next Meeting  | Ongoing |
| ***229*** | MW to draft the NB/DE award documentationMW and J P-S to discuss **Update 21/09/2020 documents done but launch held back due to COVID preventing Hidden Earth**  | MW/J P-S | ASAP | On Hold  |
| **11/05/2020** |
| ***231*** | GT to progress idea of radon match funding with BCA **Update 11/01/2021 ongoing** | GT | ASAP | Ongoing |
| ***232*** | GT to draw up draft syllabus for radon **Update 11/01/2021 ongoing** | GT | Next Meeting  | Ongoing |
| ***233*** | PB to set up meeting with HSE on the mines letter **Update 11/01/2021 ongoing** | PB | ASAP | Ongoing |
| ***234*** | MW to get flyer costings for E/B flyer and update accompanying documents **Update 11/01/2021 ongoing** | MW | ASAP | Ongoing  |
| **21/09/2020** |
| ***237*** | GT to liaise with Ari re links to new website **Update 11/01/2021 Completed**  | GT | ASAP | Discharged |
| ***338***  | GT add workshop feedback box to GoM **Update 11/01/2021 Completed** | GT | ASAP | Discharged |
| ***339***  | GT top update Survey Monkey Survey with course ID**Update 11/01/2021 On Agenda** | GT | ASAP | Ongoing |
| ***340*** | J P-S to send draft COVID statement to all for review **Update 11/01/2021 On Agenda** | J P-S | ASAP | Ongoing |
| ***341*** | NA to work with S Panel to make documented proposal on Cornwall issues **Update 11/01/2021 On Agenda** | NA | ASAP | Ongoing |
| ***342*** | GT to pull working group together to propose way forward on mines Inspectorate issue **Update 11/01/2021 On Agenda** | GT | ASAP | Ongoing |
| ***343*** | RH PB DB GT to prosed a way forward on Radon project **Update 11/01/2021 On Agenda** | J P-S | ASAP | Ongoing |
| ***344*** | MW to draft letter to GM **Update 11/01/2021 On Agenda** | MW | ASAP | Ongoing |
| ***345*** | PB/DB/GT to propose a way forward for ‘defers’ **Update 11/01/2021 Complete**  | PB | ASAP | Discharged |
| ***346*** | RH pulling documentation together of caving belts**Update 11/01/2021 On Agenda** | RH | ASAP | Ongoing |
| ***347*** | SN to lead on cave biology resource**Update 11/01/2021 On Agenda** | SN | ASAP | Ongoing |
| **23/11/2020**  |
| ***348*** | DB to liaise with SN on his position regarding Cornwall. **Update 11/01/2021 On Agenda** | DB | ASAP | Ongoing |
| ***349*** | GD to set up a meeting for next week re TA process. **Update 11/01/2021 Complete**  | GD | ASAP | Discharged |
| ***350*** | SN to review Professional Standards document and submit to the QMC meeting in January**Update 11/01/2021 On Agenda** | SN | ASAP | Ongoing |
| ***351*** | ALOs to provide input to J P-S regarding TA handbook**Update 11/01/2021 ongoing** | ALOs | ASAP | Ongoing |
| ***352*** | GT/MW to discuss managing ticket numbers of reserve list**Update 11/01/2021 Complete** | J P-S | ASAP | Discharged  |
| ***353*** | GT to pull together a document on membership fees **Update 11/01/2021 Complete** | GT | ASAP | Discharged. |
| **25/01/2021**  |
| ***354*** | RM to arrange first liaison group meeting | RM | ASAP | Active |
| ***355*** | J J-P to raise GDPR issue at Council | J P-S | ASAP | Active |
| ***356*** | MW to set up QMS questions register  | MW | ASAP | Active |
| ***357*** | GD to update TA Document and issue | GD | ASAP | Active |
| ***358*** | GT to circulate draft of TA appointment doc | GT | ASAP | Active |
| ***359*** | MW to send old exemption combination forms to J-PS | MW | ASAP | Active |
| ***360*** | RH to draft mines module communication for MW to issue | RH/MW | ASAP | Active |
| ***361*** | MW to mock up course feedback report | MW | Next Meeting | Active |

1. Matters Arising

Covered via action register.

1. Report from any BCA Council meetings RM
* Recent meeting was long and difficult. RM is acting chair. Not all business was completed leaving some issues parked.
* Will progress the ‘conflict of interests’ work.
* Training liaison support group agreed after some discussion on its role and relationship with TC and QMC. Assured it is a support group not a rubber stamping group. Initial meeting is required and agreement as to who will be the reps. RM will arrange. Must show we are all working together.
* Term recreational was accepted
* QMC has no budget for equipment testing but E&T do. NA says TC can get money for testing.
* Discussion on proposal to divorce QMC from BCA and become a constituent body took place. Discussion on whether standing committee or working group was appropriate.
1. QMS - GT
* TAs Aide memoire should help them with QMS. GT/MW to check and send out.
* Need to look into adding more help on QMS using the help button.
* QMS Costs - VAT now charged but it is still cheaper than TAHDAH.
* Need to look further into how many dormant members we have as these are being paid for. This is also a GDPR issue. RM suggest we need someone with relevant qualifications to look at it. J P-S to bring up at next council meeting.
* MW record questions from TAs and leaders which could lead to improvements and a FAQs section.
1. RADON - GT

• GT shared screen for overview. Discussion on where fit into the scheme, implementation and liability. Decided to add a radon credential to QMC – not compulsory but people can add it for the record using the certificate issued via google classrooms.

• GT requested more funding from council for the next testing stage.

1. COVID 19

• J P-S explained that we have backlog for update workshops. There was a discussion on extension times. Agreed to flag update workshop that are running online using the location field.

*(Note – after this meeting a separate online update workshop template for LCMLA was created by GT)*

* Discussion on fee - should it be reduced. Consensus was that it should stay as it is. Experience shows it takes more time to arrange. Need to make sure online ones are consistent and good quality. J P-S to pull together a guide for TAs and an update for all scheme members.

• First aid - All provide input re first aid requirements.

1. Professional standards document – SN
* RH said it’s a good start and need a flowchart. So passing back to SN
* Suggested that complaints need to go to council exec - plus chair of QMC (unless about the chair). RM says does not need to go right up the tree. Agreed that it will only go to council exec if QMC can’t resolve it. Also if complainant not satisfied with resolution it can be escalated
* Must tie in with the existing BCA procedure.RM to send link for BCA procedure to J P-S.
1. Incident/Near miss forms - JPS.
* Discussed thresholds for reporting taking into account insurance companies, award body etc.
* Will recheck the Incident form and all comment to SN within a week.
* It will be tested by using a genuine historical example.
1. ALO report
* J P-S said that although there will be no maximum term for ALOs there must be an appointment process GD to update the document and roll it out. Some stats are needed from QMS.
* DH left 13:41
* Appointment and retention of TAs. Discussion on scoring scheme and weighting, length of time at CIC. GT updated doc during the meeting with suggestions. The scoring scheme to be tested by sending it out to current apprentices. GT to circulate final draft.

Meeting Ended 16:30

Present For Continuation 25/01/2021

MW, PB, DB, NA, RM, DH, GT, GD, RH, J P-S, SN

1. Updates Since 11/01/2021
* GT said people are engaging with the RADON training and this is causing them to also engage with QMS. Updates running online should result in increased income.
* Professional standards document flow chart created but need to make sure it follows the document. Agreed to remove the ‘attempt to resolve’ box for Near Misses. Accident form – only needed for RIDDOR reportable incidents.
* We should follow BMC style of no blame reporting. Must be seen as a method to identify lessons learned rather a tool to allocate blame. NA will discuss with TC.
* Feedback on new TA scoring scheme – only one reply so far but that suggested it to be fit for purpose. Need to encourage those others to reply.
* Combinations and exemptions were discussed. Agreed that group day combination and exemptions should attract a refundable fee (as it was pre QMS) A new form is needed – MW to send old one to J P-S to review. Also need to consider how much to charge.
1. CIC Mines Module RH
* Documentation completed. Any training would be bespoke. CIC Mines module now required for anyone working as a LML TA. Decided that new TAs would need to get the mines module but those who do not have it would be encouraged to do it but it is not a requirement unless they wish to move to a new region. RH to draft communication for MW to issue.
1. TA handbook – JPS
* Need a flow chart to show the TA pathway. Also agreed that this pathway should include an update workshop observation but this can be done after qualifying but before running one. GT to action.
1. Resource update
* J P-S to set up meeting with the liaison support group to discuss belts and pull throughs
* L1 ropework improvised harness. A discussion took place and the consensus was that this needs to be removed as it is beyond cave/mine leader skill requirements. Significant piece of work for GT on QMS. Needs to be disseminated at update workshops. GT/RH to review the ropework documents in this context. Thought to be

 given as to how and where resources will be kept, otherwise a major piece of work

 will accompany each resource added.

* Cave Biology. No progress but after discussion it was agreed to ask Andy Lewington

 if we could use his document for LCMLA. To be looked at by the CIC panel, with reference to suitability for candidates working at this level.

* Weather and Flooding - DB’s book now available and this need to be reflected in the online document.
* Mines Document GT to send the existing document out to comment with a respond by date. DB and GT to source photos and diagrams.
* Access - Document must t be in line the with BCA document procedure. JPS to arrange meeting with RH and Will Burn to look at access issues for TAs pathway to communication regarding access document.???
1. BCA Conservation Document
* The minimal impact guidelines were agreed as ‘fit for purpose’ for the award schemes, as mention of ratios has been removed. GT to add link to QMS.
1. Survey Monkey – MW/GT
* Summary provided is useful but further analysis would be beneficial so positive messages and areas for improvement can be highlighted. To get this via Survey Monkey would incur a cost. MW to mock something up for the next QMC meeting to consider.
1. Finance report - LCMLA/CIC stats (MW)
* Income for 2020 was obviously poor – very few update workshops ran and registrations were down. Only 4 registrations so far this year. Online workshops have started to build up this year so hopefully 2021 will even things out to some degree. But some people will not be engaging with us as they have lost their jobs due to COVID. We can’t put our prices up as we only did that recently. We also lowered to TA fees for 2021.
* RM agrees that not much we can do in the short term. DH noted that had been significant shrinkage in outdoor education - may well be September before things start moving again.
* GT said that the scheme made a surplus in many past years although some loses were apparent. In one year TA BCA membership came to the training account but this was reversed. Some update workshops made a loss but changes were made in the booking process to try and improve this (which it did). In 2020 MWs hours did not go down due to additional QMS set up. Predicted to drop once QMS becomes business as usual. QMS for update workshop admin is saving around 70% of time for MW.
* RM said AGM would again move to Oct so we can only sit tight for now.
1. Defers
* Nothing to report
1. CIC panel report RH
* Most items already covered. Will not be replacing recently resigned TA for now.
* CIC and RADON - responses for information on sites used received. Need to cross check these with sites already sampled for LCMLAs. Tony Liddy has sampled Goyden/Manchester and this is to be shared with GT.
* GD to contact John Crowsley about sampling in Scotland sites.
* CIC workshop ratios to be 1 to 6 if in the field and online.
* Trying to push Tyrolean training for tech advisors.
1. Regional Reports
* South Wales RH - nothing to report
* Derbyshire DB – All panel members have engaged with QMS. Panel meetings need to be added to QMS – GT suggested this is done as the first agenda item. Action to ALOs DB - what do we do about postponing courses. They need to be scheduled but if someone’s award has expired they should not wait for a face to face event - need to book on an online one ASAP.
* North Wales GT Mine inspections due March /April but trying to delayed until May June. Handover to Steve Pope is planned.
* Cornwall SN nothing to report
* Southern England SN discussed Clearwell Caves site specific status as it is a mine. Agreed this can stand as it is a special case.
* TC NA
* A report going is to next council meeting.
1. T/As New, Resigned, Applied.
* 4 TAs resigned on 2020/2021
1. Exemptions /Extensions
* Some people may need evidence of their award extension if they are able to start work before getting on an update workshop. J P-S will provide a letter if required.
* Outstanding request from one candidate to combine group days in Derbyshire agreed and will waive the fee on this occasion as the process has only just been set up via this meeting. The assessment must have a significant horizontal element. DB to inform the Derbyshire panel.
1. Any Other Business
* TA workshops needed - will do them online this time. Offer to next on the list.
* 543 Radon Underground downloads have taken place
1. Date of Next Meeting

10/05

20/09