



# British Caving Association

Minutes of the National Co-ordinating Panel meeting held on  
29<sup>th</sup> April 2013 at Staffordshire Council Staff Club, Stafford

## 1. Present

|              |             |                               |
|--------------|-------------|-------------------------------|
| Nigel Ball   | <b>(NB)</b> | Training Officer              |
| Lee Paskin   | <b>(LP)</b> | ALO Northern Panel            |
| Dena Proctor | <b>(DP)</b> | ALO North Wales Panel         |
| Dave Baines  | <b>(DB)</b> | ALO Derbyshire Panel          |
| Mary Wilde   | <b>(MW)</b> | Training Administrator        |
| Peter Knight | <b>(PK)</b> | ACI Rep                       |
| Tom Peacock  | <b>(TP)</b> | Chair & ALO South Wales Panel |

## 2. Apologies for Absence

|                 |  |
|-----------------|--|
| Phil Baker (PB) | Chair CIC                                  |
| Tony Smith (TS) | ALO Southern Panel (retrospective apology) |

The meeting started at 10.10

## 3. Minutes Of The Last Meeting 04/02/2013

The minutes of the last meeting were accepted as a true record. Proposed by **DP** and seconded by **LP**.

## 4. Action Register / Matters Arising

### 4.1 Action Register

| No  | Action  | Who               | By   | Done |
|-----|---|-------------------|------|------|
|     | 04/10/2010  |                   |      |      |
| 043 | MW to check that all lists of local mining terms have been received and collate.<br>Update 14/05/2012 MW to send the collated list to ALOs for feedback. Remove CM terms, re colour code.<br>Update 01/10/2012 list checked. MW to update and issue.<br>Update 04/02/2013 Not yet completed<br><b>Update 29/04/2013 Not yet completed. DP kindly offered to take on this task.</b>  | <b>MW/<br/>DP</b> | ASAP |      |
|     | 03/10/2011  |                   |      |      |
| 052 | MW will send updated copies of the L2 core skills checklists to TP for checking.<br>Update 14/05/2012 The list was reviewed and MW to issue via a TA change notice.<br>Update 01/10/2012 MW reported no progress ( <i>but after the meeting remembered she had sent the list to TP and NB on 31/08/2012 for final check before issuing</i> ).<br>Update 04/02/2013 Progress unknown as TP not at the meeting<br><b>Update 29/04/2013 Listed ratified – MW will now issue.</b> | <b>MW</b>         | ASAP |      |
| 057 | TP is to find out who is placing the bolts in The Black Hole<br>Update 14/05/2012 ongoing<br>Update 01/10/2012 progress not known.  | <b>TP</b>         | ASAP |      |

|     |  |             |             |        |
|-----|--|-------------|-------------|--------|
|     | Update 04/02/2013 Progress unknown as TP not at the meeting<br><b>Update 29/04/2013 Currently pending due to separate access issue</b>   |             |             |        |
|     | 14/05/2012   |             |             |        |
| 069 | LP to reflect the NCP views on the proposed Long Churn document to the N Panel.<br>Update 01/10/2012 LP reported back his panel. They were reluctant but set up small working group to consider the issue. A document has been produced but was only received by LP on 30/09. LP read this out to the meeting. Full discussion will take place at the next NCP once the document has been presented to the Northern Panel and circulated to the ALOs for consideration. LP to send the document to MW to issue.<br>Update 04/02/2013 The N Panel was not satisfied with the document and it is to be redrafted.<br><b>Update 29/04/2013 On hold - remains under discussion by N Panel.</b> | <b>LP</b>   | Next meet   |        |
|     | 01/10/2012   |             |             |        |
| 078 | NB is to establish the legal position regarding TA intervention when observing bad practice.<br>Update 04/02/2013 See notes under matters arising<br><b>Update 29/04/2013 Situation clarified. No further action</b>   | <b>NB</b>   |             | Closed |
|     | 04/02/2013   |             |             |        |
| 080 | MW to add 'who can do mod 2 and 4 assessments following a mod 1 or 3 carried out by a probationary TA under supervision' to the agenda of the next TC meeting<br><b>Update 29/04/2013 On agenda for TC meeting 7<sup>th</sup> May 2013.</b>  | <b>MW</b>   | Next TC     |        |
| 081 | <b>MW</b> to remind NB of the outstanding exemption from training request.<br><b>Update 29/04/2013 This was done. No further action.</b>   | <b>MW</b>   | ASAP        | Closed |
| 082 | <b>MW</b> to update the probationary TA observations form to include a field for 'other coaching qualifications'<br><b>Update 29/04/2013 Not completed and following discussion MW to add 'other training and assessment experience' to the form. See also Matters Arising below.</b>  | <b>MW</b>   | <b>ASAP</b> |        |
| 083 | <b>MW</b> to add the LCMLA Handbook to the agenda of the next TC meeting.<br><b>Update 29/04/2013 On agenda for TC meeting 7<sup>th</sup> May 2013.</b>  | <b>MW</b>   | Next TC     | Closed |
|     | 29/04/2013   |             |             |        |
| 084 | <b>NB</b> is to establish how each panel manages its 'aspirant' TA process.  | <b>NB</b>   | ASAP        |        |
| 085 | <b>NB</b> to raise issue of panel minutes ratification process at next TC  | <b>NB</b>   | Next TC     |        |
| 086 | <b>MW</b> to add Guidelines for Technical Advisors to agenda of next TC  | <b>MW</b>   | Next TC     |        |
| 087 | <b>MW</b> to add Access To Large Systems to agenda for next TC   | <b>MW</b>   | Next TC     |        |
| 088 | <b>ALOs</b> to ensure revalidation and TA workshop dates are emailed direct to MW rather than notified via panel minutes.  | <b>ALOs</b> | ASAP        |        |

## 5. Matters Arising

**Action 082** was to include a new field on the TA Observations and Assessments form to include 'other coaching qualifications'. This generated some discussion about the whole new TA process. Key points were:-

Should the appointment of new TAs be managed centrally or panel driven?  
What 'other qualifications' should we recognise?  
How prescriptive should the process be?

It was agreed to add 'other training and assessment experience' to the form. The appointment of TAs process is to be discussed at the next Training Committee Meeting on 7<sup>th</sup> May.

#### **6. Training Committee Report NB**

As there had not been a TC meeting since the last NCP there was no report.

#### **7. New TAs 11.02**

**TP** submitted a completed TA observations form from a probationary member on the S Wales Panel. The meeting agreed to accept the new TA, and this will be ratified at the next Training Committee Meeting.

#### **8. Exemption Ratifications 11:30**

None.

#### **9. Review the Guidance to Panels' Document**

**9.1 TP** opened the discussion by raising an issue regarding Part 2: Local Panel Guidance, Expectations, '*follow the membership procedures laid down by NCP*'. **TP** was concerned that these procedures were not laid down. There are three stages in becoming a TA. The first, known as "Aspirant", is managed slightly differently depending upon the panel. However, the process of becoming a probationary member and eventually a full status TA are laid down and are followed. **NB** is to establish how each panel manages its 'Aspirant' process.

**9.2** It was the general feeling that the vetting of panel meeting minutes was overkill and would lead to delays. **LP** felt that the panel should see the minutes before any non-panel member. It was accepted that caution is required and that anything being published publicly must be appropriate. **MW** stated that panel minutes are not published in the website. **NB** agreed to bring this up at the next Training Committee Meeting.

**9.3 DB** said that some documents had not followed correct citing protocol. However, these were published before the introduction of these guidelines.

#### **10. Complaint made about a Local Panel.**

LP highlighted and item from the minutes of the Council Meeting in January regarding complaint made about a local panel and how it was dealt with. LP wished to ensure that everyone was aware of this.

#### **11. Review the final draft of the Technical Adviser Document**

DP reported that we are now on draft 3 of this document having incorporated input from ALS and the Northern Panel. LP asked why this work came under the remit of the NCP and suggested that it should perhaps be CIC Panel business. He said that a CIC Certificate is a prerequisite for being a technical advisor (with some special exceptions). A discussion followed and DP eventually interjected to say we should either accept the document as it is or appoint someone else to review it. Some further discussion ensued and it was agreed to pass it to Training Committee for ratification having added that for mines a technical advisor could be a CIC holder who also hold an LML award.

#### **12. Standardisation of training and assessment courses. NB**

NB reported that he had received feedback to suggest that delivery of training and assessment was inconsistent. He proposed that a form of moderation should be introduced.

He noted that this had been attempted in the past but failed partly due to there being no central awareness of when training and assessments were taking place. He therefore suggested that all training and assessment courses should be notifiable to BCA and recorded on a register. TP said that the South Wales Panel would support this only if moderation were to take place. NB was seeking agreement in principal only and that the details would have to be defined. It was the feeling of the meeting that such an initiative should improve everyone's skills and abilities, but moderators would need to receive payment if made compulsory

#### **13. Report on CCC meeting of 22/10/2012 in relation to access for TAs to larger gated systems TP**

TP highlighted difficulties in his area for assessing navigation skills when access was not allowed to certain big systems. He attended a recent CCC meeting to try and explain the issue and gain some access. CCC supported his request in principal but access is controlled by cave management committees not the CCC.

It was noted that the appearance of a cave on a certificate does **not imply right of access.**

It was felt that the BCA should support the panels with regard to big system access issues.

NB to bring this to the attention of the Training Committee

#### **14. Hot topics from Trainer/Assessor Workshops**

There was some discussion about geology and what should be taught at level 1. It was noted that the promised geology document had stalled pending publication of the BCRA book. This is high quality book but local in a scope and too complex for L1 training purposes.

**NB** suggested that standardisation of knot terminology be on the list of hot topics.

**MW** said that she only had one TA workshop in the diary at present. **DB** said that they had one scheduled and that it was documented in their panel minutes. **MW** said that notification of any date via panel minutes was flawed as often minutes were not issued in a timely manner. It was agreed that ALO's will notify **MW** directly by email of revalidation and workshop dates. She will need to know:

- Date
- New or Amended
- Leader
- Venue (revalidation workshops)
- Cave /and or mine (revalidation workshops)
- L1 and or L2 (revalidation workshops)

#### **15. Regional Panel Reports**

##### **15.1 Northern England LP**

The BCA Secretary was scheduled to attend to discuss the "Guidance For Panels" document, BCA One Stop Shop and cave access, but had had to pull out. He will attend the next panel meeting.

The approved cave /mine list was updated. They discussed whether this list should be inclusive or exclusive. Attermire has been removed due to its archaeological importance.

There are some aspirant TAs coming along. The panel has a set number of places including probationary members.

##### **15.2 Derbyshire DB**

The Derbyshire panel had discussed :-

Mini Traxions

Duty of Care

BCA acceptance of employment status of those working at centres.

Next TA workshop scheduled for 12/10/2013 at which Jez Parr will cover lighting, **NB** inception of cave systems, Graham Mollard traverse rescue and **DB** access law.

The presence of a DCA rep on the panel to cover access issues.

Bowline on the bight

Election of ALO at next meeting.

**DB** also asked for clarification of the £50 expenses fee for TA workshop leaders. **NB** said this should be claimed as any other expenses fee and receipts should be sent at the same time of the invoice.

### **15.3 North Wales DP**

Les Riley has completed a series of inspections. The reports are on the website and can be obtained via the website on payment for a password. The website also has a feedback facility that enables information such as safety reports to be sent out via email.

The Gwydyr Mines access group has succeeded in implementation of an agreement between CCC and the Forestry Commission for access – initially to 10 venues. This is expected to be signed in June. There will be no fee and permits will be issued via an internet system. Individuals must have insurance and will all be considered to be club members. The Gwydyr Mines Access Group will now be disbanded having succeeded in their task.

The panel discussed the process for authorising out of area sites and felt that rather than it being done by the TA it should be done prior to the workshop by the candidate. The suggestion was that they get a signed agreement for those sites in advance. This generated a discussion at NCP. There were various concerns regarding how this might be achieved. **DP** had to leave the meeting before this discussion concluded. It was decided to leave the process as it is at present but to **get the views of each panel for further discussion.**

### **15.4 South Wales TP**

Access to big systems was discussed (already covered on these minutes)

Panel recommended that the LCMLA handbook be rewritten to update it and remove duplicated sections. Will funding be available? (This will be discussed at the next Training Committee Meeting)

Should there be an increase in expenses where more than two TAs are needed for LCMLA workshops. There is one planned in SW with three TAs. This generated discussion at the NCP meeting. **LP** felt that there should be an increase where more than two TAs are needed. The feeling of the meeting was in agreement with **LP**. When this occurs additional expense claims should be submitted with receipts and the Training Officer will consider each case individually.

#### **15.5 Southern England**

No report

#### **15.6 JSMT**

No Report

#### **15.7 ACI PK**

Graham Derbyshire will be representing ACI and the next Training Committee Meeting.

#### **16. AOB**

**NB** suggested that in future all panel meeting minutes should be sent to ALOs and only points arising be raised at NCP. This would replace the verbal panel reports, saving time without removing the opportunity to discuss important points. **This was agreed.**

**DB** was unhappy that certain Training Committee agenda items had not been discussed at NCP level - such as the expiry of training and registration. **NB** responded and explained that some items were related to overarching changes – such as BCA membership for all, and were therefore Training Committee business.

#### **17. Dates of next meetings**

Oct 7<sup>th</sup> 2013

Feb 3<sup>rd</sup> 2014.

May 12<sup>th</sup> 2014

Meeting closed at 14:50