



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
12th May 2014 at Staffordshire Council Staff Club, Stafford

1. Present

Nigel Ball	(NB)	Training Officer
Lee Paskin	(LP)	ALO Northern Panel
Dena Proctor	(DP)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Mary Wilde	(MW)	Training Administrator
Gill Jordan	(GJ)	Administrative assistant

Apologies for Absence

Stephan Natynczuk	(SN)	ALO Southern Panel
Pete Knight	(PK)	ACI Observer
Barry Albut	(BA)	Military Panel

2. Minutes of the Last Meeting

DP proposed, seconded by DB, that the minutes of the last meeting be accepted as a true record.

3. Action Register and Matters Arising.

No	Action	Who	By	Done
29/04/2013				
085	NB to raise issue of panel minutes ratification process at next TC. Update 02/02/2014 was not discussed at TC. Will add to next agenda Update 12/05/2014	NB To be discussed	Next TC	
088	ALOs to ensure revalidation and TA workshop dates are emailed direct to MW rather than notified via panel minutes. Discussion. About how the rota is run. Send note again about what I need. Update 07/10/2013 MW said this is still not always done, sent in a timely manner or with the necessary information. She is to issue a note (again) to ALOs to specify what is required. Update 02/02/2014 See agenda item 11.	MW	ASAP	
07/10/2013				
089	MW to shred any insurance documents held Update 02/02/2014 Done	MW	ASAP	Discharged
090	MW to add to the next TC agenda the question "Should CIC TAs be able to sign off caves for LCMLAs that are out of area". Update 02/02/2014 Done	MW	Next TC	Discharged
091	NB to feed back to the TC that the NCP meeting attendees were extremely unhappy that the wording had been changed and proposed the version 3 of the Technical Advisors Guidelines be reinstated.	NB	Next TC	Discharged
Update 02/02/2014 See agenda item 14.				
091	MW to process the probationary TA paperwork for a new TAs	MW	ASAP	Discharged



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	Update 02/02/2014 Done			
092	MW to circulate any panel meeting minutes received to all ALOs on an ongoing basis Update 02/02/2014 Done	MW	As and when	Discharged
093	MW to update the PLOW card and add this and as an agenda item for the next TC meeting. Update 02/02/2014 Ongoing	MW	Next TC	On going
094	MW to request permission from the secretary to add the mines terms document to the training downloads area of the website Update 02/02/2014 Pending 'go live' for new website.	MW	Next meeting	On going
095	MW to add 'revalidation of L2 LCMLA via CIC training" to the next TC agenda Update 02/02/2014 Done	MW	Next TC	Discharged
03/02/2014				
096	MW to process two probationary TA applications from Southern England	MW	ASAP	Discharged
097	MW to implement the revised LCMLA revalidation admin process	MW	01/04/2014	Discharged
098	MW to introduce the date notification form	MW	ASAP	On going
099	MW to notify ALOs as to which panels were due to run TA workshops in 2014.	MW	ASAP	Discharged
100	MW to email whom it may concern that the training assessment guidelines be reverted to draft form.	MW	ASAP	
101	MW To share information she has on deferrals and fails to TA workshops (with anonymity) for discussion and moderation purposes. MW to email relevant information to TA workshops and NCP. Review in 12 months time.	MW	ASAP	
12/05/2014				



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3.1 Ref 091.

4. Training Committee Report (number refer to last TC minutes)

7.3 (LCMLA Handbook rewrite), **LP** felt that NCP should have an input into this. **NB** warned that too much input could result in over complication. **NB** suggested that NCP needs a rep at next week's meeting. **DP** will attend.

7.5 **NB** felt, re course moderation, that moderators should moderate outside their geographical area in order to gain a wider knowledge of courses.

7.8 **DB** presented his findings re old meeting records in order to try to identify the original mandate for the NCA.

NB suggested that a resume of this information be given to the NCP rep at next training committee.

12 **NB** is to draft a caving awards scheme for children in the UK.

14 General discussion took place re leeway in revalidation window. The outcome was that no leeway be given UNLESS there were mitigating circumstances. These would then be considered by the training officer.

DP and **NB** suggested that meetings be rotated around the country to accommodate delegates from different areas.

5. New TAs

NB is aware of new probationers and a process is in place in order to enable them to observe assessors in any part of the country.

7. Exemption Ratifications NONE

8. Hot topics from Trainer/Assessor

- Issues that can trigger a deferment at assessment:
- What is the minimum level of knowledge required by candidates in hydrology, geomorphology, weather and flooding and geology

9. Regional Panel Matters Arising

Derbyshire Panel – None

North Wales Panel:

- Mines inspection reports will be accessible through the website
- A week of courses is planned from 8/12/14
- Mines access – report on newsletter



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Northern Panel:

- Mine terms need to be emailed to ALO
- TA workshop is to run on 13/12/14 at Ripon

Southern Panel – None

South Wales Panel - None

10. AOB

It was raised by DB that there is potentially a need for mines assessors at local level in Cornwall. NB suggested that either current members of the Southern Panel need to become mines assessors or extra panel members need to be taken on board to assess mines in that region. DP suggested that core skills could be assessed in any region but the group day should be in the southern region with an experienced assessor.

NB suggested that before the agenda for a meeting is released, members of the NCP should be invited to add agenda items. This will then take away the need for AOB on the agenda. It was generally felt that AOB should stay as an agenda item because things can suddenly appear that need to be discussed.

NB raised the issue of a candidate being deferred for Modules 2 or 4 on logbook experience. He stated that logbook experience was a pre-requisite for assessment and therefore if logbook experience was inadequate, the assessment should not go ahead. He felt that the syllabus detail should be a guideline to assessors and not a fast rule. Assessors should have leeway on this. DB suggested that copies of logbook pages could be sent to the assessor prior to starting assessment. MW suggested that she produce a report showing all the reason shown for fail or defer of Mod 2 and 4 for analysis and discussion. It was agreed that she should do this.

11. Items for the next BCA Newsletter (MW)

None

12. Dates of next meetings

- T/C 20/05/14 DP to represent NCP
- T/C 13/09/14
- NCP 05/09/14
- NCP 06/10/14.

The meeting closed at 15.45.