



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 13/01/2020 at the British Caving Library

## Present

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)	Training Administrator
Dave Baines	(DB)	ALO Derbyshire Panel
Graham Derbyshire	(GD)	ALO Northern England Panel
Phil Baker	(PB)	CIC Panel Rep
Chris Boardman	(CB)	Council Rep

## Apologies

Tony Radmall	(TR)	ASCT
Stephan Natynczuk	(SN)	ALO Southern Panel
Nigel Atkins	(NA)	BCA Training Officer
David Hollingham	(DH)	AHOEC
Phil Rowsell	(PR)	Council Rep

## Abbreviations

**T/A** *Trainer Assessor*

**T/Adv** *Technical Advisor*

**TC** *Training Committee*

**QMC** *British Caving Association Qualification Management Committee*

Meeting commenced at 10:30 am.

### 1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record.

### 2. Action Register

No	Action	Who	By	Done
200	GT to document some bullet point about P2P guidelines <b>Update 13/01/2020</b> GT to create updated document and issue via MW	GT MW	Next Meeting	Active
205	ALOs to provide MW with up to date site lists Update 20/05/2019 Only list received was for Cornwall. ALOs to send current list to MW and also any exclusions lists. Update 23/09/2019 Cornwall and S Wales received <b>Update 13/01/2020 – GT to send lists to MW that were collected for GoMembership</b>	GT	ASAP	Active



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on 13/01/2020 at the British Caving Library

20/05/2019				
207	DB to raise the issue of membership cards direct with the BCA Update 23/09/2019 Ongoing <b>Update 13/01/2020 – discharged.</b>	DB	ASAP	Discharged
209	GD to prepare a draft terms of reference doc for panels. Update 23/09/2019 <ul style="list-style-type: none"> <li>• Document reviewed</li> <li>• No compulsory time as CIC to become TA – will be based on experience, skills , knowledge</li> <li>• GD to update and circulate to panels via MW for feedback.</li> </ul> <b>Update 13/01/2020 ongoing</b>	GD	By Next Meeting	Active
210	DB to split access and conservation document and add etiquette to the access section. Update 23/09/2019 On agenda <b>Update 13/01/2020 CB to review the document in conjunction with the BCA ethos and standards.</b>	CB	By Next Meeting	Active
211	RH to draft a document on pull throughs Update 23/09/2019 <ul style="list-style-type: none"> <li>• Back to panels to list appropriate L2 sites</li> <li>• Should be covered on Mod 3 5 or not at all?</li> <li>• Include use of retrievable traverse lines</li> </ul> <b>Update 13/01/2020 – on agenda</b>	RH	By next meeting	Active
213	ALOs to identify sites for radon testing trial Update 23/09/2019 See Matters Arising <b>Update 13/01/2020 Completed</b>	ALOs	ASAP	Discharged
214	GT to draft an updated form with regarding to the Prof Standards Doc Update 23/09/2019 SN to progress <b>Update 13/01/2020 J P-S to update draft</b>	J P-S	Before Next Meeting	Active
23/09/2019				
215	PR to progress funding to next radon monitor round <b>Update 13/01/2020 Completed</b>	PR	ASAP	Discharged
216	MW to update QMC members list on website <b>Update 13/01/2020 ongoing</b>	MW	Before Next Meeting	Active
217	CB to issue statement to J P-S re CBS checks <b>Update 13/01/2020 ongoing</b>	CB	Before Next Meeting	Active
218	MW to update CIC workshop form and S4B to reflect mines module and LMLA <b>Update 13/01/2020 ongoing</b>	MW	Before Next Meeting	Active
219	MW to send list of CIC Mines Module holders to DB <b>Update 13/01/2020 ongoing</b>	MW	Before Next Meeting	Active



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on 13/01/2020 at the British Caving Library

220	RH to produce bullet point version of Access doc and return to DB <b>Update 13/01/2020 Completed</b>	RH	ASAP	Discharged
221	PR to review mines document <b>Update 13/01/2020 PR to review mines document - should still be ongoing and before next meeting.</b>	PR	Before Next Meeting	Ongoing
222	MW to send SUI documents to J P-s <b>Update 13/01/2020 Completed</b>	MW	Before Next Meeting	Discharged.
<b>13/01/2020</b>				
223	J P-S to discuss the geology docs with Mel Sugden.	J-PS	ASAP	Active
224	MW to send all mines statements from Sect 5s to DB/GT to review	MW	ASAP	Active
225	J P-S to reply to Chris Binding on his proposal.	J P-S	ASAP	Active
226	CB to review site specific sign offs with the guidelines for Tech advisors	CB	Next Meeting	Active
227	GT to create a form for notification of P2Ps	GT	ASAP	Active
228	MW to update the website regarding TA details and update workshops	MW	ASAP	Active
229	MW to draft the NB/DE award documentation	MW	ASAP	Active

### **3. Matters Arising**

**3.1** Go Membership. GT said we are currently waiting for some information from Cookie.

**3.2** Radon – GT said there were big fluctuations in the results from the 2<sup>nd</sup> round of sampling.

Funding has been secured for a Radon Protection Advisor. Work is ongoing to create spreadsheets to use to calculate exposure. It is possible that personal dose meters may need to be used in sites with very high radon.

**3.3** Geology. PB said that we need to clarify ownership of the three existing documents – CIC by PB, LCMLA and the general geology document written by Mel Sugden. J P\_S to contact discuss with Mel.

### **4. Expense Form**

Printed and circulated.

### **5. Report from BCA Council Meeting**

- BCA reforms were balloted and agreed.
- A new access and conservation officer has been appointed.
- Liability and insurance has been raised to 10million by the treasurer. .
- It was agreed to continue to support Descent magazine.
- A demo of the new website was given. This will include the introduction of online forms.
- The radon funding was supported.



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on 13/01/2020 at the British Caving Library

- Stories in Rock (an initiative in Yorkshire for young people caving) is to be supported via matched funding
- David Cooke was voted off the council.

## 6. Finance

No actual report but MW said that in the future any refunds will be paid by bank transfer not cheque due to the costs involved.

## 7. LCMLA/CIC Stats

MW said that LCMLA registrations had dropped over the years but overall scheme membership was steady, as was CIC.

## 8. CIC Report RH

The Tyrolean document is now on the website and will be sent out with all new registrations.

## 9. Regional Reports

### 9.1 Northern Panel GD

No support for the Hiscocks insurance offer.

Pull thoughts discuss is ongoing.

GT had already picked up a question on kit advice from the panel minutes...

### 9.2 North Wales GT

The panel flagged that the new S4B runs to three pages. (At present they will have to stand). MW said that anyone having issues with them due to use via a tablet or different software should use the most recent version that works. It is hoped this will be addressed via GoMembership or online forms

### 9.3 Mines North DB

On occasions the panel has invited specialists onto the panel who may not be CICs. This is only by invite and only in special circumstances.

## 10. TC Report (NA)

As the meeting members had not had time to read the report, it was agreed to defer it to the next meeting.

## 11. T/As New, Resigned, Applied.

One more probationary TA has been appointed as a full TA with a couple more in the pipeline.

Tom Peacock has resigned as a T/A (a letter thanking him for his service has been sent)

## 12. Exemptions /Extensions

None

## 13. TA Workshop P2P (some feedback received)



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on 13/01/2020 at the British Caving Library

After further discussion GT agreed to review and issue a document to clarify the position for all TAs.

## **14. Resources**

**14.1 L2 Ropework** - a discussion took place and some changes were made. These will be incorporated into the document.

## **15. Cornwall Arrangements**

A review took place regarding the position with Cornwall training and assessment and the 'take on' of a new area. J-PS stated that it is imperative for all regulations and processes to be followed. She asked for a copy of the sites list (MW sent this during the meeting). Mines on this list must have been inspected for group use. MW said that a review of the wording on Sect 5 certificates would be timely and she will send these to GT and DB to review. The quality of mines reports was discussed. It was decided that we should hold a copies of all mines reports. These should be sent to MW.

GT said that we need to ensure the role of mines inspectors is clear and that processes are followed.

DB is looking for mines engineer to take over from the current one.

## **15. Professional Standards Document**

After a discussion on some details J P-S is to update this for review.

## **16. Radon Update** - including input and proposal from Chris Binding (attached)

The document from Chris Binding was discussed and J P-S is to respond to him.

## **17. CICs providing site specific sign off (C Boardman)**

It was agreed to add a reminder at CIC updates about how to issue site specific sign offs (they must be time limited the person should be working towards a qualification)

CB will compare this with the guidelines for Technical Advisors – available on the website

## **18. Mines Complaint (J P-S)**

A complaint had been received regarding someone holding an LCMLA certificate. This was addressed in the appropriate was and resolved. However, the process for a complaint from people about the scheme or another person in the scheme needs formalising. It was noted that a record of all complaints is held by MW (and there are very few)

## **19. TA Workshops P2P - clarification**

NA had requested that his recent work in Cornwall should stand as his P2P. A discussion took place and it was agreed that this was not appropriate and NA would be asked to the a workshop or P2P

It was agreed that from now on all P2Ps should be notified to MW in advance. GT is to create a form for this.



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on 13/01/2020 at the British Caving Library

**20. Admin fee for SRT/Add Sites/Tyr including adding sites at a training course (MW)**

It was agreed that there would be no charge for SRT or Tyrolean modules when done on their own. Additional sites would incur a charge unless they are requested as part of a Module 4 or Update Workshop.

**21. CIC BCA Membership? TA only.**

MW asked what the position was regarding CICs being members of the BCA. It was stated that this only applies to TAs.

**22. TAs GDPR**

CB agreed to look into guidelines for TAs on GDPR

**23. Website TA Information Review (MW)**

It was agreed to remove the last two columns on the website for update workshops which state levels and cave or mine. This is because it reflects the TA rather than the workshop a leader can join. (For instance a mines leader can attend a workshop run by a cave only TA). MW will also standardise the information recorded for TAs across the regions

**24. Nigel Ball /Dave Elliot Bursary(MW)**

It was agreed at Council to go ahead and rebrand the voluntary grant award. MW to review documentation and send to J P-S for review.

**25. University Award Holders**

A suggestion that Universities should have award holders was rejected due to the short length of time such a person would be in that role.

**26. Deep Water Document**

RH said the Gary Evans has revised and merged the existing documents on negotiating deep water. This will be sent out to TAs for review.

**27. Date of Next Meeting 11/5 21/9**