



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
7th October 2013 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
Mary Wilde	(MW)	Training Administrator
Tom Peacock	(TP)	Chair & ALO South Wales Panel
Stephan Natynczuk	(SN)	ALO Southern Panel
Nigel Atkins	(NA)	Derbyshire Panel (for DB)

2. Apologies for Absence

Peter Knight	(PK)	ACI Rep
Dave Baines	(DB)	ALO Derbyshire Panel

The meeting started at 10.00

3. Minutes Of The Last Meeting

With regard to item 11 "Review the final draft of the Technical Adviser Document" DP said that the wording should be changed to "Comments had been received from AALS but not all were included. The AALS input was circulated separately for further discussion".

LP proposed that with this correction the minutes of the last meeting were an accurate record. This was seconded by **TP**.

4. Action Register / Matters Arising

It had previously been agreed that at this point any AOB items would be declared. However there was nothing in addition to the scheduled agenda items.

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. Update 14/05/2012 MW to send the collated list to ALOs for feedback. Remove CM terms, re colour code. Update 01/10/2012 list checked. MW to update and issue. Update 04/02/2013 Not yet completed Update 29/04/2013 Not yet completed. DP kindly offered to take on this task. Update 07/10/2013 Completed, any further actions to be covered by the agenda item.	MW/DP	ASAP	Discharged.
	03/10/2011			
052	MW will send updated copies of the L2 core skills checklists to TP for checking. Update 14/05/2012 The list was reviewed and MW to issue via a TA change notice. 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>). Update 04/02/2013 Progress unknown as TP not at the meeting	MW	ASAP	Discharged.

	Update 29/04/2013 Listed ratified – MW will now issue. Update 07/10/2013 Issued.			
057	TP is to find out who is placing the bolts in The Black Hole Update 14/05/2012 ongoing Update 01/10/2012 progress not known. Update 04/02/2013 Progress unknown as TP not at the meeting Update 29/04/2013 Currently pending due to separate access issue Update 07/10/2013 No further action required	TP	ASAP	Discharged
	14/05/2012			
069	LP to reflect the NCP views on the proposed Long Churn document to the N Panel. 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. Update 04/02/2013 The N Panel was not satisfied with the document and it is to be redrafted. Update 29/04/2013 On hold - remains under discussion by N Panel. Update 07/10/2013 No further action required	LP	Next meet	Discharged
	04/02/2013			
082	MW to update the probationary TA observations form to include a field for 'other coaching qualifications' 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. Update 07/10/2013 New form issued.	MW	ASAP	Discharged
	29/04/2013			
084	NB is to establish how each panel manages its 'aspirant' TA process. Update 08/10/2013 Training Committee (TC) agreed that a new centralised process be introduced for new TAs. The details and start date to be agreed by the TC.	NB	ASAP	Discharged
085	NB to raise issue of panel minutes ratification process at next TC.	NB	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.	MW	ASAP	
	07/10/2013			
089	MW to shred any insurance documents held	MW	ASAP	
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".	MW	Next TC	
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	
091	MW to process the probationary TA paperwork for a new TAs	MW	ASAP	
092	MW to circulate any panel meeting minutes received to all ALOs on an ongoing basis	MW	as and when	
093	MW to update the PLOW card and add this and as an agenda item for the next TC meeting.	MW	Next TC	
094	MW to request permission from the secretary to add the mines terms document to the training downloads area of the website	MW	Next meeting	
095	MW to add 'revalidation of L2 LCMLA via CIC training" to the next TC agenda	MW	Next TC	

5. Matters Arising

SN asked whether he should be aware of any aspect arising from item 10 at the last meeting (Complaint made about a local panel). **NB** explained that there was nothing specific and that any further complaints would be dealt with between the BCA and the panel in question.

6. Training Committee Report NB (Started 10:45 – Ended 12.15)

6.1 Bad Practice. A statement has now been issued via TA change notice TA00011 Duty Of Care.

6.2 Insurance documents no longer need to be held by BCA (TA Change notice TA00008 withdrawn). When running revalidation workshops TAs are not insured by the BCA as they are sub contactors not employees. **MW** will shred any existing insurance document she holds.

6.3 CNCC Access. Concerns were raised that current access restrictions make the LCMLA scheme untenable. This generated a long discussion at the NCP meeting. The main concern was that in order to comply with access agreements thud protecting their own TA status, some TAs have real difficulties finding sites in which assessment can be carried. This issue is still with BCA Council.

6.4 Training Grants. One was rejected as it was a retrospect request. Two were supported.

6.5 The rewrite of the LCMLA will be funded by the BCA. A small team will now be formed to carry this out.

6.6 Standardisation of training and assessment courses. Training courses and assessments are to become notifiable to enable probationary TAs to identify suitable courses to observe etc. A form of moderation will also be introduced. However, the details of when and how these processes will be introduced have yet to be agreed. **NB** said that the TA agreement may need to include a statement about moderation.

6.7 The CIC panel had discussed whether or not revalidations should include an element of assessment. Consensus was that revalidations should be more structured and include verbal feedback rather than assessment. A convoluted discussion followed at the NCP covering how to address

- Serious weaknesses in revalidation candidates
- Link to 'duty of care' (see TA Change Notice 00011 Duty of Care)
- Whether there should be revalidations at all,
- Links to proposed compulsory BCA membership

Regarding the latter, **NB** said that this issue had been bounced back to Council by the TC.

6.8 Should registration and training expire? This idea was rejected.

6.9 Appointment of New TAs Process. The TC agreed in principal that this should be centralised. The details of how and when this will be implemented are yet to be decided. A discussion followed at the NCP. Concerns were raised regarding help and support for new people and the potential loss of mines specialist elements. **NB** suggested that it should no longer be compulsory for TAs to attend at least one panel meeting per year. **DP** felt it would make the role of the ALO far harder as meetings were a useful method for information sharing. Concerns were raised regarding transfer of 'power' from panels to the central body. **NB** reminded the meeting that TAs were answerable to the BCA not the panels. **NA** raised a tangential issue of why a CIC TA

may not sign off out of area LCMLA sites. It was agreed that **MW** would add this issue should to the agenda for the next TC meeting.

Returning finally to the original topic, all the ALOs present registered their objections to centralising the TA appointment process.

6.10 Technical Advisors Guidelines. **DP** was extremely unhappy that the key wording about prerequisite qualifications had been changed at the **TC**. She felt that the statement was now so woolly that the document was meaningless. The NCP proposed the wording from version 3 of the Technical Advisors Guidelines be reinstated.

7. New TAs 12:12

- The SE panel has an application from aspirant TA.
- The NE panel submitted a completed probationary observation and apprenticeship form and the meeting accepted the new TA depending upon agreement at TC.
- The NE panel also submitted an application form from a prospective probationary member. This was also accepted. **MW** will process these applications.

8. Exemption Ratifications 12:21

None

9. Hot topics from Trainer/Assessor Workshops

None – but workshops planned.

10. Regional Panel Matters Arising

10.1 It was agreed that in future all panel minutes would be sent to **MW** who would circulate them to ALOs unless specifically asked not to.

10.2 A comment had been made suggesting that leaders from the NW region could not transfer to other regions. This was refuted – any NW leader may transfer but will be asked to demonstrate personal SRT capabilities. They receive a note to this effect when being issued with their awards.

10.3 The BCA Secretary attended the NE Panel meeting and requested panels to only address scheme related business at panel meetings.

11. Club responses to BCA access letter (TP)

A discussion took place around the response from SWCC regarding access, and the access issue in general. There was a general feeling that although this is an extremely important issue it is complex and within the remit of Council to address. It was noted that all awards state that leaders must be aware of and abide by access agreements and arrangements.

12. PLOW Emergency Cards (MW)

The meeting asked that a further run of PLOW cards be produced, with the endorsement of the TC. It was suggested that the card show that the TC supported this initiative. **MW** to update the card and add the topic to the agenda of the next TC meeting.

13. Mines Terms Document

The mines terms document was praised and the meeting thanked Dena for finalising the document. **MW** is to send it to the BCA secretary in draft format, and seek permission to make it downloadable from the website.

14. New Petzl Basic Jammer (LP)

LP asked if anyone had tried the new Petzl Basic Jammer and if they had encountered any issues. **NA** said that it works fine in skilled hands but does not lay flat like the old version. **NB** demonstrated how it twists when pulled towards the body (as opposed to being used to pull down on), which is not helpful to trainees. Complaints have been made to Lyon Equipment.

15. Communications with TAs (MW)

MW stated that wherever possible email would now be used rather than a letter to save money on postage.

16. Core Skills Reassessment Prerequisites (NB)

NB asked for views on what log book experience should someone have in order to be authorised to gain authorisation to undergo a Core Skills Reassessment? It was the view of the meeting that they should meet the same criteria as for revalidation.

17. Award Expiry Date / Revalidation Deadline (NB)

NB asked for views on how rigidly we should stick to the revalidation deadline/award expiry date. It might be seen as inflexible if someone was able to revalidate one day after their award expired. It was the view of the meeting that the deadline should be rigid and only where there are extenuating circumstances should leeway be given.

It was suggested that completion of CIC training might be an acceptable way of revalidating a L2 award. This proposal will be made at the next TC meeting.

18. AOB

None

19. Items for the next BCA Newsletter (MW)

None

20. Dates of next meetings

Feb 3rd 2014.

May 12th 2014

Oct 6th 2014

Meeting closed at 14:30