

JUNE 3, 2018



COUNCIL MINUTES

DEAN FIELD STUDIES CENTRE, PARKEND, FOREST OF DEAN

PRESENT

Les Williams	LW	Chair
Andy Eavis	AE	Media Liaison & UIS Rep
Robin Weare	RW	BCA Acting Treasurer
Nick Williams	NW	BCA Acting Secretary
Nigel Atkins	NA	Training Officer
Jane Allen	JA	BCA Publ. & Info. Officer
Stuart France	SF	CCC Rep.
Jenny Potts	JP	DCA Rep.
Stephan Natynczuk	SN	ACI Rep.
Tony Radmall (Badger)	TR	ASCT Rep.
Steve Holding	SH	NAMHO Rep.
David Cooke	DC	Club Rep. 1 BCA Registry& ITWG Convenor
Tim Allen	TA	CNCC Rep
Wendy Williams	WW	BCA Membership Administrator
Claire Peacey	CP	Clerical Assistant
Will Burn	WB	Individual Member Rep 2
David Botcherby	CP	CHECC Rep
Louise Baddeley	LB	Individual Member Rep 3
David Rose	DR	BCA Newsletter Editor & CRoW Working Group Convenor
Chris Boardman	CB	BCA Safeguarding Officer
Angus Sawyer	AS	Observer
Rostam Namaghi	RN	Youth & Development Officer
Helen (Hellie) Adams	HA	Vision and Constitution Working Group Convenor
Idris Williams	IW	Club Rep 3

1. Chairman's Welcome

Meeting commenced at 15:00 with Les Williams as Chair

LesW welcomed all and stated that he would like to keep this meeting to 'housekeeping' and move anything more complex to the next Council Meeting when all had had time to review.

2. Apologies

(David Webb, Andrew Ward, David Gibson, John Gunn, Phil Baker, John Hine)

3. Items for Any Other Business

None

4. Minutes of the last Council Meeting - circulated

RN stated that he felt the line in which it appears LesW seems to say he was acting against the Constitution was incorrect (pg.14) and that the Constitution had, in fact, been upheld. It was decided to remove the specific reference to Linda Williams as Council had already passed a resolution to clarify what constituted practising legal professionals.

DC stated Webmasters report on pg. 32 should read DC only – need to remove reference to LesW & Matt Wire as being report authors.

Proposal: To accept previous Council Minutes with above corrections.

Proposed: Badger

Seconded: JP

5. Matters arising for the Minutes of the Last Council Meeting

LesW stated that the Action Log was to be reviewed and closed items removed – start with a clean sheet.

DC pointed out that there seemed to be a statement saying that the newsletter took a month to circulate. It was mentioned that there are series of steps to correctly export the data in order to send, but that DR was being shown the procedure so it was not only DC who could release newsletter.

REPORT:

6. Chairman's Report – Les Williams

None submitted as position just accepted

REPORT:

7. Secretary (Acting) - Nick Williams

Including: Membership Administrator's Report – Wendy Williams

Traditionally, the Council meeting after the AGM deals only with urgent matters and the appointment of officers. I see no good reason to challenge that tradition so, I will keep this report very short.

Progress on matters from previous meetings includes work on preparing for the legal opinion on the validity or otherwise of liability waivers, revision of the BCA Radon guidance and identification of possible alternatives to Tahdah for the award schemes database.

One new matter has been brought to my attention which is the preparation of a formal equality policy for BCA. I have received the attached papers. I suggest we leave a detailed discussion of this topic to the Council meeting in October. All I will say in the meanwhile is that so far as I can see, BCA is not a 'public body' within the meaning of the Equality Act (sports governing bodies are not listed in Schedule 19) and so while we have a general duty not to discriminate as required by the Act, we are not specifically required to have an equality policy and we are not operating outside the law.

I would also draw Council members to what the constitution has to say in this matter:

4.7. That the Association will make its services available to all sections of the sporting community. There will be no discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

Clearly this is a more limited statement than is provided for in the Act and we may wish to supplement it with a formal policy document even if we are not strictly required to. Will Council members please come suitably prepared for a

discussion about this topic on October 6th.

*Nick Williams
Acting Hon. Sec.
31 May 2018*

To whom it may concern, 25/5/18

The Equality Act 2010 is 251 pages long.

The Equality Act 2010 (the Act) replaced previous anti-discrimination laws with a single Act. It simplified the law, removing inconsistencies and making it easier for people to understand and comply with.

The following characteristics are protected characteristics—

- age*
- disability*
- gender reassignment*
- marriage and civil partnership*
- pregnancy and maternity*
- race*
- religion or belief*
- sex*
- sexual orientation*

The Equality Act is supported by specific duties, set out in regulations which came into force on 10 September 2011. The specific duties require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Act.

The Specific Duties are –

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;*
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and*
- foster good relations between people who share a protected characteristic and people who do not share it.*

Unfortunately, the BCA's diversity statement doesn't address the Specific Duties. And it isn't a Policy. And it doesn't comply with the law. We've had 8 years to get something written up and delivered to the members.

The BCA have a Child Protection Policy and even documents on protecting bats! So why not do our bit by putting forward a policy for editing and inclusion on the website. We should then be referring to it in all our training courses.

I've written this one up for your perusal. There's no reason to delay, publish it today – it can always be amended or updated at any point in time.

Thank you.

*George Plant
BCA*

Purpose

1.1 This policy sets out the BCA's approach to equality and diversity in its membership and at its workplaces. The BCA is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the membership and enhance the way we work.

1.2 The BCA aims to be an inclusive organisation, committed to providing equal opportunities throughout, in the recruitment, training and development of members, and to pro-actively tackling and eliminating discrimination

Equality and Diversity at the BCA

1.3 At the BCA we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in membership, and to services.

1.4 We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the BCA too.

1.5 The rights and obligations set out in this policy apply equally to all members and others employed under a contract of service.

1.6 You have personal responsibility for the application of this policy. As part of your membership, you are expected to read and familiarise yourself with this policy, and ensure that this policy is properly observed.

1.7 This policy is also of particular relevance to those concerned with recruitment, training and promotion procedures and decisions which affect others.

The BCA's Commitment

1.8 Every member is entitled to an environment that promotes dignity, equality and respect for all. The BCA will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against a member, trainer or other because of a protected characteristic:

1.9 Sex; gender reassignment; marriage and civil partnership; pregnancy and maternity; race (including ethnic origin, colour, nationality and national origin); disability; sexual orientation; religion and/ or belief; and age.

BCA

1.10 All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in the BCA. Selection for position, promotion, training, or any other benefit will be on the basis of aptitude and ability.

1.11 No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your ALO or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through the BCA's Harassment Policy or Grievance Policy.

1.12 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. The BCA will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by the BCA as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under BCA's Discipline Policy.

1.13 Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

DISCUSSION:

NW stated that the report did not contain anything additional to previous discussion, but to note especially the inclusion of the equality policy and to ensure that it was not dismissed out of hand.

It was decided by general discussion to work with the draft already being created by George and to bring it back to Council for further review. AH requested that it was circulated well in advance of the next

meeting.

REPORT:

8. Treasurer (Acting) - Robin Weare

I was asked during the April Council Meeting about the payments made to the regions as reimbursement of expenditure incurred by them.

The level of reimbursement is based on a set of rules created many years ago. It is approved by a standing committee which comprises the BCA Treasurer and each Regional Council Treasurer. The purpose of the committee is not to control regional expenditure but to ensure that reimbursement is in accordance with the rules.

As part of the normal process each regional treasurer receives full details of the expenditure in each region and I would normally have expected that it would be through this route that the detail would be disseminated to all who were interested. However, in response to that query I have summarised below the agreed claims in respect of 2015 & 2016.

2015	Total	C & A	Admin
Cambrian	275.14	0.00	275.14
CNCC	973.12	696.96	276.16
CSCC	701.61	592.80	108.81
DCUC	188.10	29.00	159.10
DCA	886.27	500.00	386.27

2016	Total	C & A	Admin
Cambrian	343.46	203.84	139.62
CNCC	310.93	131.80	179.13
CSCC	1713.16	1614.00	99.17
DCUC	180.99	96.15	84.84
DCA	513.15	229.70	283.45

The claims for 2017 are not yet agreed but have been included in the accounts as provisional figures based either on a best estimate or a provisional claim. This is normal practice.

2017	Total	C & A	Admin
Cambrian	500.00	estimate	
CNCC	480.90	196.63	284.27
CSCC	2915.00	2759.00	120.00
DCUC	50.00	50.00	0.00
DCA	1534.00	1368.00	166.00

These claims are, of course, only part of the story. There is expenditure which benefits specific regions elsewhere in the accounts. This is because it is paid for directly by BCA following a decision made by a standing committee and, following the normal practice, it is shown as expenditure of that committee.

Equipment & Techniques Expenditure

The 2015 accounts include expenditure £2,000 for the development of a bolt for use by CNCC.

The 2017 accounts include £2502.50 as a provision for the purchase of bolts specifically for CNCC. The provision is at the rate specifically authorised by Council when it agreed to contribute to the cost of these bolts.

In every year there has been around £500 spent on resin which will have been issued to whichever councils installed bolts. Drills were purchased for DCUC in 2015 £350 & DCA in 2016 £995.

Recreational Caver Training

Grants for caver training were made to clubs located in the following regions

	2015	2016	2017
<i>Cambrian</i>	0	0	425
<i>CNCC</i>	0	325	325
<i>DCA</i>	250	0	450
<i>CSCC</i>	200	200	0
<i>DCUC</i>	0	0	0

Robin Weare, Treasurer (Acting) – June 2018

Post meeting note: It has been established that the reference to Finance Committee being a standing committee is incorrect. Research of past minutes suggests that it was set up as an ad hoc committee in or before 2009.

DISCUSSION:

RW stated that the report really just picked up on some questions from the last Council meeting and was to disseminate the information to everyone.

NA requested additional money for spend on kits – RW stated that it could be funded via NA's budget and that he was quite within his rights to spend his agreed budget as was seen fit.

LB mentioned that CHECC needed to request some funds – RW explained that the budget system works a year in advance and that the correct course of action would be to bring a document outlining the projected spending to the October council meeting for discussion and potential approval.

It was confirmed that there was a separate budget already in place that would be in operation up until October, at which point a new proposal could be put into place.

JA requested a grant to CHECC of 'a couple of thousand' and TA stated that he would like to see a substantial amount given to CHECC to spend. Both RN and RW confirmed that they had been in consultation with one another over correct and measured funding of CHECC and that they were both in favour of a prudent and considered approach, with the understanding that funding would be available

for any reasonable proposal CHECC put forward through the correct channels.

TA then thanked RW for the breakdown and there was a brief discussion on the correct method of changes needing to be proposed by individual treasurers on the standing committees of each Regional Council – the standing committee would be the ones to report to Council, and equally, back to their own Regions on all financial matters.

RW confirmed that all the individual treasurers would have received relevant information, and if that was not being appropriately passed along, it needed to be taken up with the treasurer in question.

APPOINTMENT OF NON ELECTED POSITIONS:

NA requested a clarification of who the QMC members were.

LesW: Working group is created here, conveners are appointed here and the conveners report back here. NA: So, the convener is simply the Chair of the QMC – NA & SN both stated that the QMC was about to advertise the Chair position.

NW stated that the job of the convener was to report back to the Committee, but it was up to the QMC to decide who was their Chair – and there could be a difference between the two. We need to appoint the convener, and whilst we could technically override the QMC Chair, that would not be advisable. However, we could appoint Stephan as the convener, whether, or not he chose to apply as QMC Chair.

Following a short discussion as to whether, or not a CRoW working group had been officially established, it was stated that Item 16 was the appointment of a CRoW convener that would fit with the Constitution.

DC was happy to continue as IT convener, and, also with the Cave Registry.

With reference to a group working on defined Vision statement, it was decided that more than a loose concept was needed. A Working Party was suggested, which could comprise of AE, Rick Halliwell, Matt Ewles, TA, and HA. NW asked if HA was willing to be convener of the Vision Working Party. HA accepted.

Proposal: To appoint Hellie Adams as Convener of the Vision Working Party

Proposed: NW

Seconded: WB

LesW stated that they would need to return to Council with the terms of reference and constituents, to be discussed and agreed on at the October Council Meeting.

Council Appointments:

Media Liaison: AE stated he would continue to send out reports, journalistic, film, radio, as appropriate, and also to share that information with JA.

It was agreed to scrub Y&D at this point.

FSC Representative: Ged Campion was stated as continuing in position.
CRoW Liaison: Now CRoW Liaison Working Party – DR was put forward as convener.

Proposal: To appoint Dave Rose as convener to CRoW Liaison Working Party

Proposed: TA

Seconded: WB

DR: So, to be clear, I need to come to the meeting with the terms of reference and who your constituents are? LesW: To be very clear, Council will set those terms – you need to present what you want them to be, and Council will agree them.

Committee Appointments:

Safeguarding Officer: Chris Boardman had been put forward and accepted. CE stated he planned to bring a fully formed policy to Council in October but in the interim would work with P&I department to begin getting some information on the website.

NW continued in current role as Secretary(Acting) until such time as a successor could be found.

P&I Committee:

Newsletter Editor: Dave Rose

Webmaster: David Cooke

P&I: Jane Allen

Web Services: It was felt more appropriate that this came under Commercial Services, and should be under the IT working party, with DC continuing in role.

Rope Testing Office: In absence, Bob Mehew continued with role.

Any Other Business

Next meeting was provisionally set for 6th October, Red Lion Hotel, Alvechurch, unless otherwise stated. It was decided that a change of location could be discussed at this meeting.

WW: Weils Disease Cards – emails had had no response. LesW stated it was best to take this matter up with P&I.

Meeting Closed: 15.50
