



British Caving Association

Minutes of the National Co-ordinating Panel meeting held on
Tuesday 3rd March 2009 at Staffordshire Council Staff Club, Stafford

1 Present

Tom Peacock (TP)	Chair & ALO – South Wales Panel
Graham Mollard (GM)	Training Officer
Dena Proctor (DP)	ALO - North Wales Panel
Dave Baines (DB)	ALO - Derbyshire Panel
Tony Smith (AS)	ALO – Southern Panel
Mary Wilde (MW)	Training Administrator
Lee Paskin (LP)	On behalf of Tony Flanagan, ACI Rep
Tony Boyle	ALO Northern Panel
Charlie Milton	Joint Services Mtn Trng Wing

The meeting commenced at 10:15 am.

2 Apologies for Absence

Barry Arlbutt, Steve Higgins

3 Minutes of the meeting held on Monday, 6th October 2008

3.1 LP requested clarity regarding point 10.1 on traverse lines in the last minutes It was agreed to replace the word '*must*' with '*may*' resulting in the following updated statement

'If they are wearing belts then they **may** have two tails with karabiners'.

3.2 The meeting agreed that the minutes were a true record of the last meeting.

4 Matters arising from the minutes

4.1 Geology Booklet. **DB** said he would bring this to the next meeting.

4.2 Emergency Cards. **GM** said this needs to be 'postcard' size and shows the BCA logo, and laminated. It is aimed at cavers in general and should be available free from outlets such as caving shops. **TP** agreed to pull this together. **CM** to send the callout and casualty information to **TP** for inclusion.

4.3 Jardine insurance. **DB** asked for clarity. **GM** explained that cost for CICs or T/A's is £189, which covers land-based activities. For LCMLA leaders the cost is £210 and covers the same activities. For £25 you can add water-based activities. The insurance applies to sole traders.

4.4 HSE. **GM** reported that there has been no meeting yet with Pat Waldron and Gavin Howat. The North Yorkshire County Council is the subject of proceedings regarding failure in duty of care to employees and the general public. The case continues.

4.5 New S4B forms. This is to be covered under AOB.

4.6 Child Protection. **GM** reported that the new wording for the BCA child protection document was been agreed at the council meeting.

5 Training Committee Report

5.1 The meeting discussed the idea of a 'level 3' qualification for SRT on single pitches with no belays. The majority of meeting members were opposed to the idea. However, **GM** thinks there is merit in the idea and it will be covered as an agenda item later at this meeting.

5.2 The new CIC handbook is in progress. The number of modules will be reduced but they will include some advanced SRT and rescue techniques. **TP** noted that the CIC panel might have made additional changes since the last TC meeting.

5.3 Flooding. **GM** is putting together a press release. This action is pending.

5.4 There is still an issue with an LCMLA leader who has requested a revalidation extension. **GM** is managing this.

6 LCL Pre-assessment Experience

6.1 TP raised the following question

'Do local cave leaders need more pre-assessment experience than at present? Compare with candidate seeking L1 training exemption (3.2.4 and 3.3 in handbook)

A long discussion followed. The key points were

- **TP** More days do not necessarily equate to increased experience, as they could be repeat visits to the same cave.
- **DB** felt that this should be at the discretion of the T/A
- **TP** said the T/A could ask for more trips between the core skill and group assessment days.
- **GM** said that the extra emphasis on flooding and safety during training and assessment should be sufficient. Also if more experience before training were required it might deter people from joining the scheme, so he agreed with **TP** above.
- **TP** it was important for candidates to record when they had undertaken trips in marginal conditions.
- **GM** added that it was useful for candidates to visit caves in bad conditions even if they did not go underground. This would increase their appreciation of the issues at that site. .
- **TS** asked that as L1 and L2 are site specific, should candidates have a general appreciation of flooding issues? The general opinion was that they should have this.
- **TS** also said that a database with flooding information would be useful for those who are not located within easy distance of their cave sites.
- **GM** suggested that the wording in the handbook for pre-assessment should be reviewed to include a requirement for 'quality days' experience such as extended trips and trips with peers or as leader.
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It was agreed that all panels should submit examples of quality trips in their areas, which will be documented by **MW** and submitted to the next TC meeting.

7 Forest Of Dean Panel

7.1 After some discussion it was agreed that John Crowsley and Tony Smith could join the South Wales Panel (pending South Wales approval) as mines experts; this would provide cover for the FoD area. JC has already applied to TP AOL for South Wales, with a view to joining South Wales as a full caves T/A.

8 Revalidations.

8.1 GM said that not all regions were putting forward three revalidation workshop dates in advance each year. There was some discussion about revalidation workshop candidate numbers and financial viability.

GM stated that where more than 6 candidates apply for a workshop, additional T/A's can be brought in. Extra workshops can be added by ALO's with GM's agreement if there is sufficient demand.

TP asked if it was possible to provide information in advance regarding who would need a workshop, possibly by having access to the database. **GM** and **MW** said this was not possible as the database is not an online facility and there are data protection issues too.

TS said the SE panel was confused about the 'rules' around revalidation workshops and suggested that a flow chart would help

The general issue appeared to be that despite getting a 12 month warning that they would require revalidation, they were not planning ahead. **MW** suggested that a 6-month reminder be introduced. This would be done by email where possible and would be clear and concise. **GM** asked for it to include that if their award has expired they are not technically qualified to work.

8.2 GM stated that no more than £25 would be paid for room hire at revalidation workshops and that mini bus hire would not be covered.

9 Weather and Flooding

9.1 DB has a draft document ready but there is further work to be done on it. **CM** is to provide **DB** with information from the military on the subject

DP agreed to help **DB** pull together an updated draft with photographs. **DB** is to send the draft to all NCP members in CD format in advance of the next NCP meeting on 01/06/2009, when it will be discussed fully.

10 Porth yr Ogof.

10.1 GM stated that as no agreement was achievable on the Porth yr Ogof document by the Council he had withdrawn it from the meeting. In the mean time it was agreed to change certain wording on the document. The statement on best practice will now read 'Recognised best practice suggests thatfollowed by the 5 safety points. The letters BCA will be removed from the disclaimer at the bottom. An updated document is included with these minutes.

11 Finance

11.1 GM stated that there was a £4000 buffer from the last financial year, which he would try to carry over. Overall £11,000 was transferred to a high interest account last year. No prices rises other than for registration had been agreed.

12 Local Panel Reports

12.1 Derbyshire

The panel discussed the possibility of introducing LCMLA Level 3 as a parallel option to ladders. Candidates could do either or both.

GM noted that this might be useful for trainers who have a fixed audience, as it would provide a new training experience.

There was some discussion as to whether this would undermine the CIC scheme. Following further general discussion the NCP agreed that the idea should be considered further although some members had reservations.

12.2 NW

The panel acknowledged the excellent work carried out by the late Mike Cousins.

A meeting with forestry Commission took place regarding access. There is a desire to set up an access committee.

3 level 1 training courses have taken place.

Dave Carlisle is to visit NW to carry out a mines assessment. A discussion followed regarding his fees and insurance.

12.3 SW

Martin Jackson has been accepted as an aspirant panel member.

Porth yr Ogof has been subject to flood debris damage, which has now been repaired.

The use of Bridge Cave is still at the discretion of an organisations technical advisor.

12.4 NE

Graham Derbyshire has been ratified as a T/A

Martin Barry has been accepted as an aspirant T/A.

12.5 SE

A fixed aid has been removed from Bakers Pit and a lifeline must now be used.

Goatchurch suffered some movement in the drainpipe area, which has now been stabilised.

Symonds Yat mine has suffered some rock falls apparently due to fire setting.

12.6 Joint Services

CM stated he was present to monitor rather than provide a report. He will check for any conflicts between the BCA and military training schemes. There was some discussion about safety at JSCA outstations.

12.7 Derbyshire

The panel questioned whether the ratio of candidates to trainers was still 1 to 6 at L1 and 1 to 4 at L2. This was confirmed.

Kevin West has requested that he rejoin the panel. GM agreed this as long as various conditions are fulfilled which are detailed in the panel minutes.

The glossary on mines terminology is to be reviewed by **DP** and **TS**

The document on local cave leader theory is to be forwarded to **MW** to send out to all meeting members.

13 AOB

13.1 Phil Baker is waiting for payment. **GM** said that the cheque was with the treasurer for signature. It was suggested that a 3rd signatory would provide a faster turnaround for the issuance of cheques.

GM will suggest this.

13.2 GM noted that Nigel Atkins' practical assessment module for mines has been submitted to the training committee.

13.3 L2 Group days. After some discussion it was agreed that the limit of a minimum of 4 students per group would remain.

13.4 New S4B's. There being no time left it was agreed that **GM** and **MW** would produce a draft outline for the new S4B for the consideration of all meeting members.

14 Dates of the next Meetings

01/06/2009

05/10/2009

The meeting closed at 15.00.

NCP Action Register

No	Action	By	Deadline	Done
001	Bring Geology booklet to next meeting	DB	01/06/2009	
002	Pull together emergency card -	TP	ASAP	
003	Pass callout and casualty information to DB	CM	ASAP	
004	Submit examples of quality trips to MW	ALL	ASAP	
005	Collate quality trip information and submit to next TC meeting.	MW	May 2009	
006	Instigate a 6 month revalidation reminder	MW	ASAP	
007	Pass military information on flooding to DB	CM	ASAP	
008	Pull together draft weather and flooding document with photos.	DP/DB	ASAP	
009	Send the draft weather and flooding document to all NCP members on CD in advance of the next NCP meeting on 01/06/2009	DB	Before 01/06/2009	
010	Review mines glossary	DP/TS	ASAP	
011	LCL theory document to be send out	MW	ASAP	
012	Suggest a 3rd signatory for cheques	GM	ASAP	
013	Produce a draft new S4B	GM/MW	ASAP	