



# British Caving Association

Minutes of the National Co-ordinating Panel meeting held on  
4<sup>th</sup> February 2013 at Staffordshire Council Staff Club, Stafford

## 1. Present

Nigel Ball	<b>(NB)</b>	Training Officer
Lee Paskin	<b>(LP)</b>	ALO Northern Panel
Dena Proctor	<b>(DP)</b>	ALO North Wales Panel
Tony Smith	<b>(TS)</b>	ALO Southern England Panel
Dave Baines	<b>(DB)</b>	ALO Derbyshire Panel
Mary Wilde	<b>(MW)</b>	Training Administrator
Barry Albutt	<b>(BA)</b>	ALO JSMT
Peter Knight	<b>(PK)</b>	ACI Rep

## 2. Apologies for Absence

Tom Peacock	<b>(TP)</b>	Chair & ALO South Wales Panel
Richy Groves	<b>(RG)</b>	JSMT

The meeting started at 10:20

## 2. Minutes Of The Last Meeting on 01/10/2012

The minutes of the last meeting were accepted as a true record. Proposed by **LP** and seconded by **TS**.

## 3. Action Register / Matters Arising Action 078.

**NB** is to establish the legal position regarding TA intervention when observing bad practice.

After enquiries had been made to various bodies including the HSE it was established that a leader does have a duty of care to intervene if bad practise is observed in others. However, even if intervention is unwelcome or ignored, he or she would be deemed to have carried out that duty of care.

No	Start	Action	Who	By	Done
		04/10/2010			
043	10:16	MW to check that all lists of local mining terms have been received and collate. <b>Update</b> 14/05/2012 MW to send the collated list to ALOs for feedback. Remove CM terms, re colour code. <b>Update</b> 01/10/2012 list checked. MW to update and issue. <b>Update 04/02/2013 Not yet completed</b>	<b>MW</b>	ASAP	
044	10:20	<b>DB</b> to check if there are any safely implications were Dave Carlisle's reports 'pirated'. <b>Update</b> 06/02/2012 JC said everyone was encouraged to purchase original mines reports. All leaders are responsible for reporting potential problems in specific mines to Dena Proctor and failing to do so represents a safety issue. TP questioned if it was possible to identify an original. DB agreed to check with PICA and Dave Simpson about the feedback process. JC is to write a short note for ALOs highlighting the issues, to be circulated by MW. <b>Update 14/05/2012</b> no progress	<b>JC</b> <b>MW</b>	ASAP	Closed

		<b>Update 01/10/2012.</b> A discussion took place, which covered ownership, copyright, issue, cost and control of these reports. <b>JC</b> to write a note for ALOs highlighting the issues. To be circulated by <b>MW</b> . <b>Update 04/02/2013 Completed</b>			
		03/10/2011			
052	10:46	<b>MW</b> will send updated copies of the L2 core skills checklists to <b>TP</b> for checking. <b>Update 14/05/2012</b> The list was reviewed and <b>MW</b> to issue via a TA change notice. <b>Update 01/10/2012</b> <b>MW</b> reported no progress ( <i>but after the meeting remembered she had sent the list to <b>TP</b> and <b>NB</b> on 31/08/2012 for final check before issuing</i> ). <b>Update 04/02/2013 Progress unknown as TP not at the meeting</b>	<b>MW</b>	ASAP	
055	10:46	<b>NB</b> to send a copy of the CIC mines module to <b>SP</b> <b>Update 14/05/2012</b> not yet done. <b>Update 01/10/2012</b> not complete but instead the new CIC handbook will be sent to <b>SP</b> by <b>MW</b> . <b>Update 04/02/2013 Completed</b>	<b>MW</b>	ASAP	Closed
057	10:47	<b>TP</b> is to find out who is placing the bolts in The Black Hole <b>Update 14/05/2012</b> ongoing <b>Update 01/10/2012</b> progress not known. <b>Update 04/02/2013 Progress unknown as TP not at the meeting</b>	<b>TP</b>	ASAP	
		14/05/2012			
069	10:48	<b>LP</b> to reflect the NCP views on the proposed Long Churn document to the N Panel. <b>Update 01/10/2012</b> <b>LP</b> 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 <b>LP</b> on 30/09. <b>LP</b> 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. <b>LP</b> to send the document to <b>MW</b> to issue. <b>Update 04/02/2013 The N Panel was not satisfied with the document and it is to be redrafted.</b>	<b>LP</b>	Next meet	
070	11:16	<b>LP</b> to send Technical Guidelines input to <b>DP</b> <b>Update 01/10/2012</b> Not completed but <b>LP</b> will do so. <b>Update 04/02/2013</b> <b>DP</b> to produce draft 3 of the 'Guidelines for Technical Advisors' including Lee Paskin's comments and circulate to all Panel members ready for discussion at the next meeting.	<b>LP</b>	ASAP	Closed
071	11:17	<b>MW</b> to revamp the TA Workshop application form. <b>Update 01/10/2012</b> completed and accepted by the meeting. <b>MW</b> will issue and place on website as a downloadable form. <b>Update 04/02/2013 Done.</b>	<b>MW</b>	ASAP	Closed
075	11:25	<b>MW</b> to revamp the LCMLA application form for ALO approval <b>Update 01/10/2012</b> Accepted by the meeting. <b>MW</b> to issue new form and instructions. <b>Update 04/02/2013 Done after some amendments following feedback from TAs</b>	<b>MW</b>	ASAP	Closed
		01/10/2012			
076		Following completion of action 073 the meeting decided to review OBSERVATIONS & APPRENTICESHIP ASSESSMENTS. <b>MW</b> will add to agenda of next meeting. <b>Update 04/02/2013 See agenda item.</b>	<b>MW</b>	Next Meet	Closed
077		<b>MW</b> to arrange the probationary paperwork for Andy Phillips, JSMT panel. <b>Update 04/02/2013 Done.</b>	<b>MW</b>	ASAP	Closed
078		<b>NB</b> is to establish the legal position regarding TA intervention when observing bad practice. <b>Update 04/02/2013 See notes under matters arising</b>	<b>NB</b>	Next Meet	
079		<b>MW</b> to issue a change notice regarding Module 6 Trainer and Assessor being different TAs <b>Update 04/02/2013 Done.</b>	<b>MW</b>	ASAP	Closed

04/02/2013					
080		<b>MW</b> to add 'who can do mod 2 and 4 assessments following a mod 1 or 3 carried out by a probationary TA under supervision' to the agenda of the next TC meeting	<b>MW</b>	Next TC	
081		<b>MW</b> to remind NB of the outstanding exemption from training request.	<b>MW</b>	ASAP	
082		<b>MW</b> to update the probationary TA observations form to include a field for 'other coaching qualifications'			
083		<b>MW</b> to add the LCMLA Handbook to the agenda of the next TC meeting.	<b>MW</b>	Next TC	

#### 4. Training Committee Report NB 10:52

- TAs Working at Centres. It was perceived that Centres might be benefiting financially. This was not found to be the case and in fact in some circumstances the TA might actually be at a financial disadvantage.
- Regarding insurance **NW** explained that the requirement was for every TA to be covered by insurance and this could either be an individual policy **or** via that of a centre.
- The content of the JSMT CVF course content has been assessed and satisfies the requirements of the LCMLA scheme.
- A CIC coaching course is being devised. **TS** said that a generic one had been delivered in his area and that it was very well received.
- The SW panel had again raised issues of access to sites for training purposes.
- A discussion took place regarding the focus on professional training. The idea of creating modules for recreational cavers is being progressed.
- The only training grant awarded was to Crewe Caving Club. The DCA have been very active in this area over the years but grants to other regions were infrequent. **MW** was trying to develop a leaflet aimed at clubs to advertise the availability of grants but has not had time to make much progress.
- Iain Rennie was ratified as a full member of the Northern Panel and Andy Phillips as a probationary member of the JSMT panel.

#### 5. New TAs 11.02

- Gethin Thomas was ratified as a Level 2 TA for North Wales.
- Martin Jackson was accepted onto the South Wales panel as a probationary member.
- **DP** raised the scenario of a probationary TA who carries out a Module 1 (or 3 assessment) under the supervision of a full TA. Would either of those TAs be allowed to assess the same candidate for Module 2 (or 4)? After some discussion it was decided that neither should do so but if there were special circumstances the Training Officer should be contacted for a decision. It was agreed to pass this to the next TC meeting for ratification.

#### 6. Exemption Ratifications 11:30

- **MW** said that there was one request for training exemption pending, and that she would remind **NB** of the details.

## 7. Hot Topics from TA Workshops 11:35

- Flooding
- Rigging – bowline on bight
- North Wales will be running a TA workshop on 30/11/13.

## 8. Panel Reports

### 8.1 DB – Derbys.

- Mini traxions had been discussed. The conclusion was that although mini and micro traxions should not be used for belaying, protractions could be used as long as they were used correctly.
- Intervention when bad practice was observed had been discussed (see matters arising in these minutes).
- Mines inspections, copyright of reports and LCMLA/CIC use of mines had been discussed. After some discussion at the NCP, **DP** noted that mines come and go inspection wise so may appear on a ticket even if there is no correct inspection report. However it was also noted that ALL mines certificates state that mines must only be used if they have a current inspection report.
- **NB** is running an LCMLA Revalidation workshop on 9<sup>th</sup> Nov 2014
- **GM** is running a TA workshop at Edale YHA on Sat 12<sup>th</sup> Oct. Running traverses, geology, access and access law and caving lights will be covered. **PK** asked if non TAs can attend. There was a difference of opinion in the room but the conclusion was that only full, probationary and aspirant TAs should attend. As panels are not consistent in the way they manage aspirant TAs it was decided that these and any other person could only attend at the discretion of the individual panel.
- Use of caves and mines by prof groups had also been discussed.
- The recent guidelines document issued by the BCA secretary would be discussed at the next panel meeting.

### 8.2 TS Southern England 12.03

- Emmergreen mine in Reading has been added to the master list but for scouts only.
- Sludge pit and Nine Barrows approved in principle at level 2 and level 1 respectively.
- **TS** asked if TA workshops have to be scheduled when no panel members are due to attend. **NB** said that they do have to set one up but don't have to run it is no-one applies.
- **TS** asked whether negotiating a change of date for a revalidation workshop was acceptable. **MW** said that this was OK with the caveat that if anyone who had booked and paid before the six week deadline was not able to change, the original would have to be honoured.

12:10 pause.

### 8.3 LP Northern England 12:13

- The Northern Panel has reviewed its process for panel joiners.
- The approved list of caves actually includes some on Casterton Fell for which there is currently no agreed access.
- The ratio of candidates to leaders for revalidation had been discussed. **LP** asked if they should reject candidates once the limit had been reached. **MW** explained that when the limit is reached (or is close); she ascertains if a 2<sup>nd</sup> TA can be found to assist and if not she will reject candidates. **DB** asked what the position would be if a level 2 candidate wished to attend a level 1 only revalidation. **MW** said that if she was aware that it was L1 only L2 candidates would be rejected, but that she is not always given this specific information.
- Whether or not L1 TAs can deliver L2 Revalidations was discussed. **MW** believed that this had been discussed before and that they could deliver L2 revalidations due to their CIC qualification. **NB** also thought that to be the case. (**MW** would need to go back through the records to confirm this but was not actioned to do so)
- Tom Redfern has resigned from the panel. **NB** has written to Tom to formally thank him for his work over many years.

### 8.4 BA JSMT 12:40

- The joint TA workshop between JSMT and N Panel had been a great success. Richy Groves reminded everyone of the availability of the Ripon Hangar for use by TAs. JSMT are very willing to run an annual TA workshop jointly with any panel.
- CIC places are available on the next overseas expedition to Spain.
- There is to be a caving dinner in November

**BA** left. 12:43.

### 8.5 DP North Wales 12:44

- Dave Carlisle is bringing Les Riley to do some mines inspections in March
- The entrance to Cwmorthin has been rebuilt. Miles Moulding has taken up has the lease of this mine.
- Penarth Eastern series will be opened up soon. The bat group wish it to be classified as an SSSI (it is currently only an SSSI for geology. Western Penarth is only available through I summer months. .
- Progress has stalled for the Gwydyr access group.
- The addition of sites has been standardised. For Cwmorthin a candidate must show evidence of at least 4 extended trips, or undergo a practical assessment in the venue, and also show a satisfactory way to safeguard the 'stairway to heaven'.
- Gethin Thomas is setting up a training resources website. **DP** is updating her training course notes and the panel has agreed to share notes.

## **8.6 SW No Report. 12:51**

- At this point a discussion took place about a recent core skills assessment deferral (but this was unrelated to the South Wales panel report). The leader had not demonstrated a satisfactory understanding of geology of the assessment area. This was thought by the meeting to be rather harsh, but would have been appropriate in a group skills assessment.

## **9. Probationary TA Observations form review (NB) 12:55**

The meeting reviewed the current form. This led to a discussion about accountability and moderation of training and assessments. NB suggested that all training and assessments should be notifiable to the BCA. MW was concerned about the admin overhead if this were to be introduced. It was agreed to add a section for 'other coaching qualifications'. MW will update the form accordingly.

## **10. Do we need a higher level of geological knowledge at L2 (NB) 13:10**

NB posed the question above after discussion it was the feeling of the meeting that the level of knowledge should be increased at L1 not L2. This will be discussed at TA workshops.

## **11. Recent issues regarding bowline on the bight (NB) 13:37**

The meeting was aware of the background to this issue and NB noted that the BCA had issued a policy statement. There was a healthy discussion on the topic including practical demonstrations of different solutions. It was agreed that awareness was the key. PK reported on his recent testing and issued a draft report. This will be refined and made easily available.

## **12. Access for LCMLA and CIC leaders to gated systems (TP) 14:00**

As TP was not present the meeting just discussed the topic in general. DB said that there is no such thing as a standard access agreement. In SW control is generally carried out by clubs but in Derbyshire it tends to involve the landowner. LP would like to see the Training Committee and the BCA to strongly support the needs of LCMLAs CICs and TAs in this respect.

## **13. BCA insurance - compulsory BCA membership for TAs (NB) 14:26**

NB explained the background (again!) and added that implementation has been delayed due to issues raised since the last TC meeting. MW added that following a meeting between Nick Williams, Glen Jones and her at which many administration issues had been highlighted, it was agreed to delay until 2014. Nick Williams is to draw up proposals which will be discussed at the TC meeting in May

## **14. AOB 14:53**

LP raised an issue arising from the recent "Guidance to Panels" communication. NB interjected to note that the TC had had input into the document which has now been issued by the BCA Executive. LP felt that the rules relating to panel meeting minutes were draconian. His view was that those minutes were for his panel members only and that the checks were unnecessary. Although there was provision to publish these on the website MW does not do so. After some discussion the NCP wished to state that these measures may cause unnecessary publication delay.

**MW** said that it was time to consider reprinting or rewriting the LCMLA as supplies are getting low. A reprint (CD) could be done fairly easily if the same company were used as before. However a rewrite can be a long and onerous task. It was suggested that as the handbook is available as a download, is it really necessary to produce it on CD. However, several people felt that new members should continue receive one on registration. It was agreed that this should be raised at TC.

#### **15. Dates of next meetings**

Mon 29<sup>th</sup> April 2013

Mon 7<sup>th</sup> Oct 2013

Feb 3<sup>rd</sup> 2014.

Meeting closed at 15:20