



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
3rd February 2014 at Staffordshire Council Staff Club, Stafford

1. Present

Lee Paskin	(LP)	ALO Northern Panel
Dena Proctor	(DP)	ALO North Wales Panel
Peter Knight	(PK)	ACI Rep
Dave Baines	(DB)	ALO Derbyshire Panel
Mary Wilde	(MW)	Training Administrator

2. Apologies for Absence

Nigel Ball	(NB)	Training Officer
Stephan Natynczuk	(SN)	ALO Southern Panel

South Wales were unable to send a rep on this occasion as they currently have no ALO but intend to rotate attendance in the future. As **NB** who was due to chair the meeting was unable to complete the journey due to extreme traffic conditions, **DP** agreed to chair the meeting on this occasion.

3. Minutes of the Last Meeting

LP proposed, seconded by **DP**, that the minutes of the last meeting be accepted as a true record.

4. Action Register and Matters Arising.

No	Action	Who	By	Done
29/04/2013				
085	NB to raise issue of panel minutes ratification process at next TC. Update 02/02/2014 was not discussed at TC. Will add to next agenda	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. Update 02/02/2014 See agenda item 11.	MW	ASAP	
07/10/2013				
089	MW to shred any insurance documents held Update 02/02/2014 Done	MW	ASAP	Discharged.
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". Update 02/02/2014 Done	MW	Next TC	Discharged
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	



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	Update 02/02/2014 See agenda item 14.			
091	MW to process the probationary TA paperwork for a new TAs Update 02/02/2014 Done	MW	ASAP	Discharged
092	MW to circulate any panel meeting minutes received to all ALOs on an ongoing basis Update 02/02/2014 Done	MW	as and when	Discharged
093	MW to update the PLOW card and add this and as an agenda item for the next TC meeting. Update 02/02/2014 Ongoing	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 Update 02/02/2014 Pending 'go live' for new website.	MW	Next meeting	
095	MW to add 'revalidation of L2 LCMLA via CIC training" to the next TC agenda Update 02/02/2014 Done	MW	Next TC	Discharged
03/02/2014				
096	MW to process two probationary TA applications from Southern England	MW	ASAP	
097	MW to implement the revised LCMLA revalidation admin process	MW	01/04/2014	
098	MW to introduce the date notification form	MW	ASAP	
099	MW to notify ALOs as to which panels were due to run TA workshops in 2014	MW	ASAP	

4.1 Regarding action point 85 'panel minutes ratification process', **DP** has expressed her views to the BCA secretary, that the current process is too lengthy. In addition at present the minutes are not seen by all panel members before being issued. Therefore any corrections made to the previous set of minutes at a panel meeting, would not be checked by a member of the BCA Exec. It was proposed that panel minutes are circulated to all panel members for comment before being passed to the Training Officer and a member of the BCA Exec for ratification. It was felt that as the panel meeting minutes were internal documents, it was not necessary to anonymise all items. All members present agreed this to be a more acceptable process.

5. Training Committee Report

In the absence of **NB** there was no Training Committee Report. However, various items were raised based upon the minutes of the last Training Committee Meeting on 2nd November 2013.

5.1 The NW and Derbyshire panels object to the amendment to the note sent to all NW Level Two Award holders without SRT. Following the last TC meeting the wording of the note was changed from :-

*Due to the nature of mines sites in **North Wales only**, Level Two Mines Awards may be issued without having undertaken personal SRT skills training. As a holder of such an award please be aware that if you wish to add another region you **may** be required to demonstrate personal SRT skills, although assessment for 'Module 5 SRT Skills for Leader' is optional.*



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to:-

*Due to the nature of mines sites in **North Wales only**, Level Two Mines Awards may be issued without having undertaken personal SRT skills training. As a holder of such an award please be aware that if you wish to add another region you **will** be required to demonstrate personal SRT skills, although assessment for 'Module 5 SRT Skills for Leader' is optional.*

DP and **DB** suggested that it was possible to operate safely at Level Two in other areas in certain caves without using SRT. For instance, Garlands Pot in Giants. If a Level Two NW leader without SRT wished to add Derbyshire, Giants to their list of sites, SRT would not be necessary. A technical discussion followed. It was the feeling of the meeting that leaders should be trusted to work within their remit. The meeting was in agreement that the wording of the note be changed back to the original.

- 5.2** Rewrite of the LCMLA handbook. The NCP asked for more information regarding the selection process who would lead the rewrite. As the process had not been transparent it was not clear whether formal offers had been made and to whom. It was also felt that TAs who had not been shortlisted by the TC were being unfairly excluded, some of whom could bring valuable experience to the rewrite.

MW was unhappy that the process was taking such a long time and that only six months' supply of handbooks remained. It is likely that a further run of the existing handbook would be required.

- 5.3** Centralised TA Appointment Process. **DB** stated that the panels wish to retain the power to make decisions and not be overruled by the TC. He and other meeting members felt that if all power is vested within the TC, the NCP loses any purpose. **DB** quoted a passage from the recent SW panel minutes which said that members are reluctant to travel midweek to NCP meetings as they felt the NCP had no influence on final decisions. In addition **LP** suggested that some TAs have a seat on the TC to represent regional councils but that they used that opportunity to put forward panel related views. It was felt that the document issued by the BCA secretary which defines the role of each meeting in clear terms was not being adhered to. **LP** said that the NCP is a working group and TC should accept its recommendations. **DB** quoted the original remit of the NCP - a body tasked with running the LCMLA scheme under the control of the TC. **DP** added that it should not be overruled every time. These sentiments were supported by the meeting.

- 5.4** Moderation and Course Registration. The NCP was unclear on the position regarding moderation. **DP** stated that the panels support that idea of moderation but wish to be consulted with regard to how it will be achieved. They felt that a peer to peer process would be appropriate and that it should not fall to only one or two people to carry out moderation. An inclusive peer to peer process should involve all TAs with appropriate experience – perhaps at least three years' operating as a TA. It was also felt that they should be paid for this duty. The process should be constructive and must take into account the fact that the BCA do not stipulate exactly how courses are run.



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With regard to the notification of courses a month's lead time was deemed to be excessive for training courses. **LP** questioned the overall remit of the process – that is whether it is notification or authorisation. It was felt that notification is appropriate but that having to gain authorisation to run a course was not. This should be clarified. **LP** asked that where a course has received its 'number' whether date or changes to the TA leading it would require a new number. Overall the NCP felt that the process should not restrict the ability of TAs to run courses or penalise a leader due to the non-compliance of a TA.

5.5 LP felt that the NCP should be involved in the formulation of the Code of Conduct and Discipline Procedure as other policies have been issued that were not appropriate to TAs. He cited the Child Protection policy which includes some practises that are unworkable (for instance, contact when in confined spaces). **LP** wanted to know whether he was answerable to his employer or the BCA. **DP** stated that there are systems in place to manage discipline but that these should be revisited by the NCP and perhaps at TA workshops. **DB** added that the Guidance to Panel's document issued by the secretary starts by stating that the "BCA is a democratic organisation". Further discussion took place regarding how other organisations manage discipline. **PK** suggested that the ACI could provide useful input. **LP** felt that the process should differentiate between award holders and TAs. In summing up the meeting felt that a working party should be formed to pull together the process. This could be chaired by the TO but include a legal representative and someone from each of the NCP, CIC panel and ACI.

LP asked for more details regarding the specific instance referred to in the TC minutes. **MW** said that she was not in a position to give further details other than to say it did not involve a TA.

5.6 The TC had discussed compulsory attendance of panel meetings. It was felt that the Panels should be proactive in reporting to the NCP and TO any members they felt that were not keeping sufficiently in touch (and there are many ways of keeping in touch though a face to face meeting is desirable ideally) along with suggested appropriate sanctions on a case by case basis. Centralised rulings with no regard to circumstance were not constructive and there was no need for this business to go outside the panel for early transgressions. As mentioned previously, **DB** was concerned that TC members should only put forward views based on the organisation they represent at TC.

6. New TAs

MW presented two probationary TA applications on behalf of **SN** and the Southern England Panel. Both were ratified by the NCP.

7. Exemption Ratifications

None.

8. Hot topics from Trainer/Assessor None.

None were raised. However, the NCP asked **MW** to establish which panels should be running TA workshops in 2014.



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9. Regional Panel Matters Arising

DB raised the issue of suspension due to non-attendance of panel meetings. He proposed that the period of suspension should last until the TA next attended a panel meeting. This was supported by **DP**. **DP** suggested **DB** write to the TO to appeal on behalf of his panel member with the support of NCP.

10. PLOW Emergency Cards (MW)

No progress.

11. LCMLA Revalidation Administration Process (MW)

The current process requires **MW** to write two letters to candidates, one acknowledging their application and a further letter to confirm their place once authorised by the TA. She proposed that in future a single letter is sent which will confirm the booking but explain that they will be contacted again if the TA does not feel their experience is sufficient. This will save both time and money. The number of times a candidate is rejected is very low. This was agreed by the meeting and **MW** will introduce it from 01/04/2014 via a TA change notice which will explain fully how the new process will work.

LP asked how much could be claimed in expenses for the revalidation he ran in December 2013 with two other TAs assisting. **MW** said that this was done on a case to case basis and receipts would be required.

12. Notification Of Dates

MW explained that notification of dates for training courses, revalidations and assessments was still a problem, exacerbated by the requirement to gain a course registration number from **NB**. Therefore she proposed to issue a simple form to all TAs which should be completed and sent by email to both **NB** and herself for **all** such dates. **DP** suggested some amendments to the form and the meeting agreed that this should be accepted as standard practice. **MW** will introduce the process via a TA change notice as soon as time allows.

13. Revalidation pre-requisites for leaders who are cave and mine (MW)

This item was dropped by **MW** as there was no issue to address.

14. Group Day Assessment – should this be either pass or fail (and not defer) (NB)

Item deferred until **NB** can present his issue.

15. Technical Advisors Document (NB)

As **NB** was not present explanation as to why the TC had changed the wording was not given. However the NCP discussed the issue and require an explanation and insist that the original wording formulated with input from a large number of people, be reinstated.

16. Responsibilities of TAs offering Revalidation to candidates (NB/LP)



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LP recently delivered a revalidation for a leader who originally gained their award many years ago. Their large number of venues included some that were beyond the remit of Level Two based on the current scheme remit. After some discussion **DP** said that such site should be removed as the remit of the scheme had changed

17. AOB

17.1 PK said that the ACI are requesting some CICs to run workshops.

17.2 LP raised the issue of who should chair the NCP now **TP** has stood down. **DP** proposed that ALOs chair the meeting in turn and also represent the NCP at TC. It was agreed that **LP** would represent the NCP at the next TC meeting on 25th Feb. **DB** would chair the NCP meeting in May 2014 and **DP** would represent the NCP at the May TC meeting.

DB said that the original terms of reference state that the NCP was set up with the power to run the LCMLA scheme and that the business of the TC was caver training in general. He felt that in the past the TC has been too involved with the CIC and LCMLA schemes resulting in a lack of focus on the wider issue of caver training.

18. Items for the next BCA Newsletter (MW)

None

19. Dates of next meetings

- 12th May
- 6th Oct
- 2nd Feb 2015.

The meeting closed at 13:30.