

COUNCIL OF NORTHERN CAVING CLUBS

British Caving Association

Agenda for Committee Meeting 23rd October 2021, 9:30am

- 1) Apologies for absence.
- 2) Acceptance of minutes from the June Committee meeting (these have already been through the one-month review process before being made public on the website).
- 3) Any matters arising or updates on action items from the June Committee meeting?

Reminder of action items from June meeting (with update in red where status known):

Individual(s)	Action item
Josh Y	Finalise January Committee Minutes Done
Access Officer	Write to National Park Authority regarding caving access at High Birkwith.
Matt E	Get in touch with Tony B, and perhaps put together an article on Bowland.
Josh Y	Once GD has formatted all of Simon Wilson's anchor content, JY to contact Simon to get his permission to publish it on the CNCC website. Ongoing
Andrew H / Matt E	Use the CNCC's online presence to encourage cavers to take part in the upcoming Whernside SSSI review.
Ian P / Matt E	Do a PR push to get more people signing up for CNCC training workshops, with a particular focus on the photography workshop. Done
Anchor Installers	Discuss policy wording for adding non-CNCC resin anchors to topos.
Matt E	Discuss access to Birks Fell Cave with the National Trust. Josh Y to support if any official documentation is required. Done, see item 7.
Josh Y	Contact Hellifield Village Institute to find out their availability in October. Done
Josh Y	Contact the committee in late July to see if there is support for moving back to full in-person meetings on a Saturday morning. Done
Josh Y / Gary D	If the October meeting will be held in person, make arrangements for this to happen, including the option for people to attend remotely.

4) Reports (will be made available approx. one week before meeting)

- i. Chairman's report - Andrew Hinde
- ii. Secretary's report- Josh Young
- iii. Conservation Officer's report- Kay Easton
- iv. Training Officer's report - Ian Patrick
- v. Other reports (optional): Webmaster/PR/BCA rep/E&T rep/Anchor Coordinator
- vi. Meets Secretaries reports (optional)

5) Gaping Gill Winch Meets

The Bradford and Craven Pothole Clubs both organise annual winch meets at Gaping Gill. To facilitate this, they have their own arrangements for access and permissions with the Ingleborough Estate, which may differ from the access agreements arranged by the CNCC. This agenda item allows for an open discussion between CPC, BPC, and the rest of the committee to help ensure these alternative arrangements do not adversely affect the CNCC's work to improve access to the caves on Ingleborough.

6) Conflict of Interest Policy

Item submitted by Lyndon Easterbrook:

"There has been discussion within ULSA with regards to the CNCC adopting a conflict of interest policy. It is seen as a logical step forward for the organisation in line with other representative bodies. The BCA adopted a policy at their council meeting on 30th March 2021.

For some time now CNCC officers have voluntarily declared interests on an informal basis when they have perceived a conflict during discussions on any particular subject but this only happens if an officer does actually perceive there to be a conflict.

Putting in place a formal declaration and having a clear policy on possible conflicts of interest should enhance the discussion process for council when taking future decisions. It will also add to the transparency of the process should any such decision be open to scrutiny.

In appendix 1 is a suggested format for a CNCC declaration. The policy adopted by BCA is also added at the end, for reference."

7) Birks Fell

Item submitted by Matt Ewles:

"Since our last meeting, I have been in contact with the National Trust and have had some engaging discussions about the current access situation at Birks Fell. At the time of submitting this agenda item, they (NT) are discussing with interested parties, including the tenants of Redmire Farm, and I am hoping to hear their response ahead of the CNCC Committee meeting.

This response, whether totally negative (i.e. not wanting any change to the status quo), or highly positive (accepting open access or a Memorandum of Understanding similar to Langcliffe Hall Estate), is likely to require some discussion. Unfortunately, I expect not to be able to attend the October meeting in person as the rescheduled date clashes with another commitment. I will try to dial in remotely, but if I cannot, I will ensure to brief Josh on the situation to enable a fruitful discussion to guide the way forward in my absence; and of course, I will happily relinquish this task should an Access Officer candidate come forward in the meantime.”

8) Date and time of next meeting

Committee Meeting currently scheduled for Thursday 13th January 2022, 7:00 pm. Discussion needed to decide whether this should be moved to a Saturday.

9) Any other business?

Appendix 1

Conflict of Interest Policy

Upon appointment, each Council member and/or officer will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate. In the course of meetings or activities, Council members and/or officers will disclose any interests in a transaction or decision where there may be a conflict between the best interests of the CNCC and any organisations that the Council member and/or officers are involved with.

Disclosure: In the event of a Conflict of Interest, a Council member and/or officers may be asked to leave a meeting for the discussion and may not be able to take part in the decision or vote depending on the judgement of the Chairman. Any such disclosure and the subsequent actions taken will be noted in the minutes. This policy is meant to supplement the Constitution.

All Council members and/or officers of the CNCC will strive to avoid any conflict of interest between the interests of the CNCC on the one hand, and personal, professional or business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. The purpose of this policy is to protect the integrity of the CNCC's decision-making process, to enable our members and stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and Council members and/or officers.

Examples of conflicts of interest include (but are not limited to):

- 1 A Council member and/or officer who is also on the committee of another organisation that is competing for the same funding.
- 2 A Council member and/or officer who has shares or an interest in a business that may be awarded a contract to do work or provide services for the CNCC.
- 3 A Council member and/or officer who is involved with decisions affecting the allocation of funds or work, who has interests or friends who might benefit from the allocation.

CONFLICT OF INTEREST DISCLOSURE

Organisational affiliation

I, the undersigned, have the following areas of interest which may have a bearing on my activities as a committee member of the CNCC:

I am a member of the following club(s) :

I am an office bearer at club(s) or other organisation(s) (state position held):

I am involved in a voluntary capacity with other organisations that may have areas of joint interest with the CNCC (i.e. other caving bodies, trust boards, etc.):

Business and financial interests

Current employment:

My company has/I have a financial interest associated with caving in the UK in the following capacities:

Family interests

Members of my immediate family have an involvement in or are associated with caving in the UK in the following capacities:

Other

I have or my family have other interests that could be perceived as being in conflict with my role with the CNCC *organisation* (include service on other boards here and financial interest in any organisations):

Statement

I have listed above all areas which could be defined as a conflict of interest in my role with CNCC *organisation* at the current date. If my circumstances change and create any situation which could be perceived as a conflict of interest, I will advise CNCC Secretary immediately I am aware of the situation. I agree to abide by the CNCC *organisation* Conflicts of Interest Policy.

Name:

Signed:
Date:

BCA POLICY ADOPTED ON 30/03/21

Conflict of Interest Policy

Upon appointment, each Council member will make a full, written disclosure of interests, such as relationships and posts held in other organisation(s), that could potentially result in a conflict of interest. This written disclosure will be kept on file for a period of six years beyond the cessation of the member's term on council and must be updated as appropriate. In the course of meetings or activities, Council members will disclose any interest(s) in a transaction or decision where there may be a conflict or potential conflict between the best interests of Association and any organisation(s) that the Council member is involved with. The intention is NOT to exclude any Council member from a vote or debate, merely to ensure transparency in decision making.

This policy is intended to supplement the Constitution and any other BCA Policies. All BCA Council Members (defined here as all on the Council mailing list) will strive to avoid any

conflict of interest between the interests of the Association on the one hand, and personal, professional, and business interests on the other. This includes avoiding both perceived and actual conflicts of interest. The purpose of this policy is to protect the integrity of the Association's decision-making process, to enable its members and stakeholders to have confidence in its integrity, and to protect the integrity and reputation of volunteers, staff and Council members. Examples of potential conflicts of interest include (but are not limited to):

- 1 A Council member who is also a club member taking a decision regarding whether fees from members should be altered. BCA recognise that this potential conflict is likely to apply to the majority of council members and in practice is unlikely to unfairly prejudice any such decision
- 2 A Council member who is related to a member of any staff taking a decision on staff pay and/or conditions.
- 3 A Council member who is also on the committee of an organisation that is competing for funding from BCA.
- 4 A Council member who has shares or an interest in a business that may be awarded a contract to do work for or provide services to the Association.
- 5 A Council member who is involved with decisions affecting the allocation of funds or work, who has interests, family members or friends who might benefit from the allocation.

Disclosures should be made to the BCRA secretary by post or email and should be updated on any relevant change of circumstances.

Example of a disclosure which must include your name and date:

I Howard Jones being a BCA Council member as at 02/02/2021 inform BCA Secretary that I am also currently Secretary of the Ghar Parau Foundation, as an organisation that usually receives a charitable donation from the BCA annually.