

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #32
20 OCTOBER 2021 – 10:00AM–12:30PM - ONLINE**

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Stephen Scorer (SS) – BCAB Committee Chair
Lee Pooley (LP) – BCAB Responsible Officer
Graham Lyon (GL) – BCAB Committee Member
Heather Venis (HV) – BCAB External Advisor
Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR’S WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting. A face to face meeting had not been possible due to the lack of safe, socially distanced meeting rooms being available at the Holme Pierrepont offices.

Due to other commitments, Ben Creed has now left the BCAB Committee and an advert had been published. LP will look at applications after the closing date of 22 October 2021.

3. DECLARATIONS OF INTEREST

None to declare.

ACTION 1: KB to send the Committee a new DOI form at the end of this year.

4. MINUTES OF PREVIOUS MEETING – AUGUST 2021 (#31)

Action	Actions from	Responsible person	Status
1	ACTION 1: Add date completed to Actions – KB.	KB	Moving forwards
2	Minutes of the May 2021 meeting: ACTION 2: KB to amend Page 3, Action 6. “CASS documents recirculate to...” amend May to August.	KB	Completed 24/08/2021
3	ACTION 3: KB/LP to create a ‘Quality Improvement Plan’ which includes the review of BCAB policies. This plan to include the policy review schedule, date of review, amendments if necessary and BCAB Committee attention date and comments.	LP	Written 04/10/2021
4	ACTION 4: KB to include the Quality Improvement Plan as an item within future BCAB Committee Agendas.	KB	Completed 22/09/2021
5	ACTION 5: Identify external Delivery Centre policies and ensure that Delivery Centres are clear of their compliance requirements. LP to include within the September 2021 Delivery Centre audits.	LP	Completed 16/09/2021 through correspondence and audits
6	ACTION 6: LP to update/create a BCAB ‘Quality Improvement Plan’.	LP	Written 04/10/2021
7	Organisational Risk Register. There are currently two risks on this register: 10022020BCAB(1) 10/02/2020: Providers mal-administrating courses due to poor administration or fraudulent activity. 25082020BCAB(2) 25/08/2020: Ofqual status. Threat of changes in Government with Ofqual to tighten up Awarding Body requirements. ACTION 7: After discussion, BCAB Committee members decided to remove the above from the Organisational risk register, keeping an archived record – LP.	LP	16/08/2021
8	ACTION 8: Moving forwards, there is a need to consider a possible risk regarding Government policy on skills qualifications. This topic to be	KB	22/09/2021

	added to the next meeting's agenda – KB.		
9	ACTION 9: Following publication of the Whyte Report, add to the BCAB Committee Agenda to determine what BCAB needs to implement – KB.	KB	Ongoing
10	ACTION 10: The recording of complaints made/outcomes need to be added to the BCAB 'Quality Improvement Plan' – LP.	LP	Written 04/10/2021
11	ACTION 11: KB to create CASS Version 1 documents.	KB	Emailed to DCs 23/09/2021
12	Level 3 Coach Award Re-certification from Level 2. ACTION 12: KB to send an email to those candidates choosing not to re-certificate to inform them of a cut-off date.	KB	Email sent 06/10/2021
13	ACTION 13: LP to include cyber security within the upcoming Delivery Centre September 2021 audits, with the following to be discussed: • DC policy; suitable backup? Can they revert to a paper system? Is there a process in place should personal data be leaked? What is their protocol should this happen?	LP	16/09/2021
14	ACTION 14: KB to find out the dates of the Governance and Committee meetings for the remainder of 2021 and 2022.	KB	Emailed NS: 24/08/2021 – KB 22/09/2021 – KB 13/10/2021 - LP
15	ACTION 15: KB to add the latest version of the Regulatory Framework to the SAR.	KB	24/08/2021

The Minutes of the previous meeting were agreed as accurate with the exception of the following amendment:

Page 7/8 – Awarding Body work. LP reporting back to the Committee, Delivery Centre risk ratings and qualifications. There needs to be a framework around how these ratings are determined.

LP confirmed that these are based around the CASS, quality assurance criteria that the BCAB Committee agreed.

ACTION 2: KB to amend the Minutes to reflect the above.

ACTION 3: With reference to Action 4 in the table above, include the Quality Improvement Plan as a standard BCAB Committee agenda item – KB.

4.1 BCAB Committee - Meetings Action Tracker

The BCAB Committee had received a copy of the action tracker so were fully informed of developments.

5. MATTERS ARISING (Not covered by the Agenda)

No matters arising.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

BCAB Committee members were shown a copy of the BCAB internal meeting action tracker which details actions discussed between LP and KB in their monthly meetings.

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR and Risk Register

Identified Risks:

Safeguarding and Accidents. Due to the increase in the number of paddlers and those taking BCAB qualifications and awards, there is an increased risk of safeguarding and accidents. To date, no accident has been reported that has been linked to a regulated qualification but there has been an increase in fatalities in 2021 of people taking part in paddlesport (not British Canoeing members). If one should occur during a regulated qualification, this could impact BCAB. Although mitigations are in place, the probability of an accident occurring is increasing. LP sits on the Safety Committee.

BCAB staff absence cover. This has been reviewed and training is due to take place so that certification can continue should there be a long-term absence. The loss of key BCAB staff members due to long-term absence could have a detrimental effect for BCAB and the BCAB Committee agreed that this should appear within the risk register. LP stated that, in 2022, a future leaders' programme will commence, giving appropriate training which could support BCAB succession planning.

Delivery Centre financial risks. These should be recognised as they could affect learners. Delivery Centres currently declare their annual accounts and also report quarterly on their financial stability. The Director of Finance has access to this information.

ACTION 4: The above identified risks should be added to the BCAB Risk Register – LP.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

Update and progress verbal report

There has been a healthy uptake of qualifications over the last two quarters of the year.

The economic model is currently being revised to ensure that it is fair and appropriate for Delivery Centres. Income is forecast to remain stable over the next 4 years.

During Inclusion Week, the EDI eLearning module had been released in order to raise coaches' and leaders' awareness of equality, diversity and inclusion.

Equipment Checks and Maintenance eLearning is due to be released in November 2021.

There had recently been an infographic released to remind Instructors, Coaches and Leaders of their ongoing responsibilities when qualified.

The Coach Award eLearning is currently being reviewed and will be available in early 2022.

Quality Improvement Plan

The Quality Improvement Plan includes the scheduled review of BCAB policies and outlines when they were reviewed and any amendments made (any significant changes will be reported to the BCAB Committee). The CASS Quality Assurance work links into this and Delivery Centres were given the documents initially, with links to policies, for comment. Feedback was supportive and Delivery Centres fully understood the content. Feedback from Delivery Centres and learners is also obtained during the Delivery Centre audits.

ACTION 5: KB to circulate the Quality Improvement Plan with the BCAB Committee for comment.

ACTION 6: When the Policy review is fully completed, the BCAB Committee will be updated and this should appear as an Agenda item for the next meeting.

9. AWARDING BODY WORK

9.1 Delivery Centre audits 2021

Delivery Centre audits had taken place between 13-16 September. New, digital forms allow the audit process to be more efficient. Electronic signatures are enabled and space for Delivery Centres to comment within the forms. All audits had taken place online (appropriate due to COVID-19), apart from PUT.

ACTION 7: LP to add to the BCAB Risk Register, a generic level of assurance across the board for processes and policies that drive suitable behaviours and standards.

LP has arranged to attend moderation and standardisation events for the Delivery Centres:

CW – 29 November 2021

CANI – 2-3 December 2021

PUT – 4 November 2021

SCA – 4 October 2021

ACTION 8: The BCAB Committee agreed that Delivery Centre audit information should be forwarded to the Governance and Risk Committee for information – LP.

10. EXTERNAL REGULATION

10.1 2021 Statement of Compliance

Ofqual had made available the categories for this year's enquiry; Financial and Cyber Security. The relevant sections had now been sent to the Director of Finance and Head of Digital for completion. LP is expecting these to be returned to him in early November for final amendment/comment by the BCAB Committee. These will then be passed to the Governance and Risk Committee, and Chair of the British Canoeing Board for approval (the Chair of the Board is not required to sign the statement this year). It is planned to submit the Statement of Compliance before 24 December 2021. There is one submission to be made this year which will be shared with the other Regulators by Ofqual.

BCAB Committee members confirmed they were happy with the approach to be taken for this year's Statement of Compliance.

ACTION 9: After LP and KB have reviewed the content of the SAR, a statement of assurance to be sent to the BCAB Committee and Governance and Risk Committee.

11. THE WIDER ENVIRONMENT

11.1 Government policy on skills qualifications

LP has not seen any developments regarding this. Initial thoughts of the BCAB Committee were that this would not include anything impactful or potentially a risk for BCAB.

11.2 Whyte Report

Currently awaiting the full report to be published. The Head of Governance has voiced concerns on the impact this report could have on BCAB, Due to the absence of the report, the BCAB Committee had no comment at this time.

ACTION 10: LP to circulate the report to the BCAB Committee via email once published.

12. ANY OTHER BUSINESS

12.1 Equipment Checks and Maintenance eLearning. With regard to this eLearning, the question was asked if BCAB is certifying any equipment. LP confirmed that the

requirements are outlined within the eLearning but we are not approving specific equipment.

12.2 Department of Transport consultation on personal water craft. The Department of Transport is undertaking a consultation regarding personal water craft as there have been issues around personal watercraft use with regard to noise, safety, etc. Their definition of 'water craft' could have an impact on paddlesport as any craft above 2.4 metres would come under their legislation.

12.3 SCA Delivery Centre Complaint to BCAB regarding Level 2 Coach Award Re-certification. SCA raised a concern with BCAB correspondence on the Coach Award levelling. An online meeting with the SCA has been scheduled for 22 October 2021 at 2:00pm to discuss further. The outcome of this meeting will be shared with the BCAB Committee at the next meeting.

ACTION 11: KB to report to LP on the number of enquiries received, specifically showing queries from SCA members prior to the meeting.

13. DATE OF NEXT MEETING

Face to face, January 2022, to include BCAB's strategic direction 2022 -2026

ACTION 12: KB to send proposed dates to Committee members.