



East Overhill Farm
Stewarton
Kilmarnock
KA3 5JT

Tel. 0845 643 2116
email@britishcarriagedriving.co.uk

www.britishcarriagedriving.co.uk

British Carriagedriving Council Minutes

Holiday Inn Birmingham Airport NEC, Coventry Rd, Birmingham, B26 3QW.

Tuesday 11th February 2020 at 8 am

	<p>From 11am – 12.30pm, Council were joined by representatives of other BEF member bodies for an Equality Workshop, delivered by Aneel Javed, a Plan4Sport equality Consultant, on behalf of the BEF.</p> <p>The aim of the session was to develop knowledge, understanding and the relevance to the BC directors on equality issues. Identify appropriate and inappropriate language.</p> <p>The Stonewall and Sport England websites were identified as supplying a glossary of terms and regarding the use of appropriate language which constantly changes.</p>
1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, Jamie March, James Rooney and Chris Smith.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin, who noted that the meeting would be recorded.</p>
2	<p>Conflicts of interest</p> <p>No new conflicts of interest were noted. Conflicts with individual agenda items will be noted during the meeting.</p>
3	<p>Minutes of the previous meeting</p> <p>The minutes of the previous meeting were proposed by PA, seconded by JB, and agreed as a true record of the meeting. The Chairman signed the minutes of the previous meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. CASC appeal: CS confirmed he had collated information and would reply shortly. 2. On-line membership platform update: This was running well and explained in more detail in the office report. CS asked for this to be included in the office report for future meetings. 3. Strategic Plan: This had been discussed extensively at the Strategy Meeting held the previous day. CS will circulate with changes identified, first in list format then in the final tabular form with time lines for implementation. 4. Risk register: CS noted he had made progress but many risks apply to financial matters and the first draft did not include input from RH. He will bring the updated version to the next meeting. 5. Privacy Notice: MK noted that, when she attempted to implement the wording agreed at the October meeting, a number of practical difficulties arose. She had therefore altered the sentence pertaining to the length of time personal details are retained slightly to read, "Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 2 years after your membership comes to an end." This was proposed by JB, seconded by PA and agreed unanimously. 6. Council nominees for Selection and Ratification Panels for Horse Fours, Horse Pairs and Ponies. MK reported that all the invited Council nominees had accepted this role. 7. National Championship Trophies: MK noted the horse tandem trophy had been found, engraved and presented to the 2019 winner. <p>The Intermediate pony trophy had been repaired and sent to the 2019 winner. It was agreed that MK will invoice the 2018 winner for the cost of the repair, as members sign on receipt of the trophy that they will ensure it is insured and returned to the championships the following year. MK will remind people receiving trophies to make sure they are insured and returned</p>

	<p>safely. Having now established more clearly the value of many of the trophies, MK was asked to add this information to the trophy receipt to be signed by the winners and insert an average value if not known.</p>
5	<p>Correspondence</p> <ol style="list-style-type: none"> Email from the class representative re international Tandem classes: it was agreed not to take this forward at this time. It was suggested that any tandem drivers who were interested in international competitions should attempt to make contact with Dutch tandem drivers and possibly travel to events such as Nijkerk. Withdrawal by a Chef d'Equipe of the suggestion that drivers, seeking selection, must have competed at a 3* international event: It was noted that a number of practicalities had caused this suggestion to be withdrawn. Request from Heather Brown to be a Probationary CD: This was proposed by DL, seconded by JR and agreed unanimously. It was agreed that experience shadowing a number of different course designers would be needed. Query about competition vetting from a member: PA noted that this related to the winner of a class at the National Championships which had not stood still at the halt and was therefore not vetted. Comments had also been received regarding this animal's behaviour during the prize giving which many other competitors found very alarming. CS noted the rule states the horse has to be accepted by the vet. At the National Championships, the vet contacted the PoJ who had given permission for the horse to continue. DL felt that if the horse had a heart condition or a virus it may not look tired but may not be fit to continue. It was noted the vet also checks for lameness. CS noted it was very helpful to have veterinary input at the halt. JB felt a vet on the course would be more useful but CS noted MK's point about social licence was important as it was better to pre-empt problems than instruct drivers with an overly tired horse to pull up. It was noted that temperatures could also be taken by the vet. CS noted the reply to the member should note that vets need to be satisfied an animal is fit to continue. It was noted that the vet is required to make an assessment of the fitness of the animal to continue competing using their professional judgement and by whatever means/tests they think are appropriate. If they are unable to form an opinion on the fitness to compete, for whatever reason, then the PoJ should be notified and not allow the animal to continue. RH proposed that clear guidance needs to be given to PoJs (and vets) on this subject. JI, CS and JM declared a conflict and JB took the chair for the vote. The proposal was seconded by AF and agreed unanimously by those eligible to vote. Email about selection issues: Items raised in this email will be dealt with under AOCB and the disciplinary heading. MK noted she had sent the class accounts to the member. DL asked if class accounts should be published. CS suggested RH look into the control and disclosure around class/international funds and come back to Council with recommendations. Email asking if BC wished a stand at the Indoor Finals: PA felt some support from ICDUK for the BC National Championships would have been welcome. It was agreed that this was a good offer. CS suggested a table for leaflets and information with banners and someone to attend the stand. JI noted the ones with eyelets were no longer allowed and suggested feather flags and boards. JB suggested a show offer for new members. AF suggested a list for volunteers. It was agreed to send four arena banners with eyelets as they are more suitable for use indoors and request a half page advert in the programme in return for donation. MK will order the banners. MK will reply to Fiona and copy JB who will adapt the article he wrote for "Carriage Driving". Garden Party: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.
6	<p>Ratification of Decisions taken by e-mail</p> <ol style="list-style-type: none"> Dressage marks of 6.5 or less to have a comment Appointment of Alan Potter to the list of Probationary TDs Appointment of Heather Brown as Probationary Cones CD Marisa Pinnock to succeed Jill Holah as Pony Chef d'Equipe Jill Holah to remain as Chair of the International Committee Equality and Diversity Policy <p>CS noted the above had all been passed by email.</p>
7	<p>Review of Conference 2019 and date for AGM and Conference 2020</p>

	<p>CS felt the Conference had gone very well. MK noted that it had been confirmed that there were no plans to hold a ball in 2020. Council felt a meeting at 8am on Saturday morning would be an advantage with the International meeting and Affiliated Clubs to follow with the AGM at 2pm. The Yew Lodge was agreed as the venue with a better lunch package requested for Council. This was proposed by PA, seconded by AF and agreed unanimously. The preferred date is 6/7 November if the hotel is available. If not, MK will check other dates.</p>
8	<p>Invitation to BEF MB Chairs to attend the 2020 National Championships</p> <p>MK noted that in previous years, all MB Chairs and CEOs had been invited to the NCs. JB felt that Chairs would be more likely to attend. It was agreed that BC would pay for any hospitality. JB noted the insurers were more likely to come on Friday. After some discussion, it was agreed to host a reception on Friday and offer lunch and a ride on a carriage. Anyone wishing to attend on Saturday will be made very welcome. The invitation will be sent to Chairs and CEOs. The cost, including drinks, will need to be confirmed by Ashfields. CS suggested Council members attend the lunch.</p>
9	<p>Social Licence: BEF presentation</p> <p>CS reminded Council that this had been discussed at the Strategy Meeting yesterday and felt it was essential to incorporate social licence into as many decisions as possible. He stressed that BC have to be conscious of the need to recognise that society gives us licence to enjoy our sport. MK had included an item on this subject in the last "Carriage Driving" news pages.</p> <p>JB felt we should have a plan for dealing with possible protesters and a note to members on appropriate action. JI noted shooting had models on how to cope. CS suggested it was fed into event organisers and TDs. Stage 1 is to draw up guidelines for responding to protests etc. regarding animal rights. DL felt that a passive response was required and a sympathetic approach from organisers. JI will circulate details of the shooting policy as a starting point for the BC version. MK was asked to contact Roly Owers to ask if he will talk on horse welfare at the Conference.</p> <p>JB noted we used whips differently to riders. JI noted potential for confusion as the driver can also be called the whip. Council considered the possibility of asking the FEI to consider how it refers to whips as this is an area of concern.</p> <p>CS reminded Council that the Strategic review update required the TD Report to include welfare issues which will be reviewed by DL who will report back to Council. CS noted it may be necessary to consider the Rule Book wording and suggested a Yearbook article on appropriate use of whips.</p>
10	<p>RWHS Invitations</p> <p>CS, JB and DL declared conflicts of interest. CS reminded Council of the Rule Book wording. MK noted the possibility that numbers may be reduced.</p> <p>The Chef d'Equipe's suggestion for the Pony Fours was proposed by JI, seconded by JB and agreed unanimously.</p> <p>CS left the room. DL noted that a selection event had been moved to accommodate a pairs driver who had now changed to Single Horse for 2020. The Chef d'Equipe's suggestion for the Horse Pairs was proposed by DL, seconded by JM and agreed unanimously. CS returned to the room.</p> <p>DL and JB left the room and the Chef D'Equipe's conflict with a Horse Fours driver was noted. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. After some further discussion, ratification of the Chef D'Equipe's list was proposed by JM, seconded by AF and agreed unanimously. Should additional invitations be received, they will alternate between H4 (first) then H2.</p>
11	<p>Running National events and the National Championships (7/10/19 item 16)</p> <p>PA noted that no invitation to tender for 2021 had yet gone out. CS summarized the discussion at the strategy meeting. DL noted he had received a request from Ashfields regarding financial support from BC to help run the National Championships this year. After considerable discussion, it was agreed that it would not be appropriate to offer any additional finance this year as the bid had been made based on the existing document without mention of financial support for any losses. Future help was a complicated question. JB noted he could balance the books at Cricklands, PA noted Bywell had run at a loss and Ashfields seemed to be somewhere in between. It was agreed that any request for financial assistance from BC should be submitted with the bid. PA suggested BC should finance some specified items. CS felt it was more important to reserve the additional funding for events that needed it e.g. a greenfield site. CS suggested the same tender document is used with an additional line asking if financial support is needed. This was proposed by JR, seconded by RH, and agreed unanimously by those eligible to vote (JB and PA declared a potential conflict and did not vote).</p> <p>JB felt that the NCs should be run with no branding relevant to the venue.</p>

	CS will double check that there is no uncertainty regarding start fees for 2020 and that Ashfields have confirmed they understand that all start fees go to BC.
12	<p>Publication of training by groups other than BC and BC affiliated clubs</p> <p>CS noted this had arisen due to a request to publicise external training clinics. It was agreed that appropriate insurance is required by any group offering training. CS felt we wanted to be publicising training but only if we are satisfied appropriate standards are met. JB noted the YDs had issues over selection of trainers and he had written to them to suggest a minimum standard. BC insurance does not provide liability cover for trainers who are being paid. JB proposed that, if BC is to advertise external training opportunities, all trainers should have their own liability insurance, a safeguarding training certificate, a first aid certificate (unless others present have this certification) and a DBS check if required. This was seconded by PA and agreed unanimously.</p> <p>MK noted that the YD Clinic organiser had confirmed that not all YDs were BC members. It was noted that for insurance they do need to be BC members. After some discussion, PA proposed that a new membership category is created called YD Supporter member at a cost of £10 for the Easter clinic for one year, to be split £5 for the membership and £5 for the event ticket, to fulfil insurance requirements. This was seconded by AF and agreed unanimously. MK will send a year's membership card and Yearbook as a supporting membership but the ticket will only be valid for the duration of the clinic.</p> <p>JM asked if this should be extended to Try Driving Days. CS felt this was a separate issue for the insurers to deal with.</p>
13	<p>Stewards training and badges (7/10/19 item 18)</p> <p>As time was tight and the agenda very full, CS asked if this could be discussed by email.</p>
14	<p>Induction for, and feedback from, stewards and volunteers</p> <p>CS noted this arose from the accident at Sandringham and asked if more could be done to educate stewards. PA noted this combined with the two Safety Training days and commented that our guidelines said the event organiser should complete the Risk Assessment although, in practice, this is often done by the Technical Delegate or Safety Officer.</p> <p>MK recounted how the current list of Safety Officers was created and had circulated a list of recommendations for Safety Officers, created at the same time, along with the list of attributes considered essential by the Safety Committee. CS asked if Council felt the criteria were appropriate. PA felt some external H&S input was required and noted she had attended one run by County Show officers which had been very beneficial. MK noted the clinic arrangements for 2020 and it was agreed John Woollacott had a good knowledge of what was required and will pass the programme for the day to Dave West.</p> <p>It was agreed that there was a need for proper safety training for stewards. CS suggested that any relevant points should be in a format which can be shared and that the Risk Assessment deals with these points in relation to stewards. JB felt the Safety Officer needed higher authority. CS suggested that we conduct an external review of BC's H&S procedure to identify if there are any gaps. RH asked if there would be any advantage to liaising with other MBs or send people on the same training course PA had attended.</p> <p>JJ asked if Council would approve Keith Atkinson as a Safety Officer. He will try and attend the course in the south as he is unfortunately on holiday on the North clinic date and shadow at JB's early season event.</p>
15	<p>Disciplinary Procedures</p> <p>CS noted that, at present, there were different rules regarding discipline and these needed to be collated into one policy.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
16	<p>Unpaid invoices by members</p> <p>It was agreed that members must abide by the BC rules. CS offered to write to the member concerned, regarding the unpaid invoice, in the hope that this would not escalate into a disciplinary matter.</p>
17	<p>Start fees and Stripe charges (16/11/19 item 16)</p> <p>It was agreed that BC will carry the charge on start fees paid directly to events via Stripe.</p>
18	<p>Criteria for Safety Officers</p>

	The details of the documents circulated by MK were noted but most of the discussion on this topic had taken place under item 14.
19	<p>Permanent Competitor Numbers</p> <p>This was being discussed as the suggestion had been made at Conference. It was noted that sponsors would miss out as their brand is currently advertised on the competitor numbers. It was agreed that consecutive numbers were convenient for competitors warming up and easier for stewards and spectators to track. As there was no support for permanent numbers, this idea will not be taken forward.</p>
20	<p>Paperless events</p> <p>PA noted that at continental events competitors received all notifications via the notice board and only a start time for the marathon. It was noted that some international organisers create a one-way WhatsApp Group to communicate with drivers. JB suggested experimenting with this idea at his trial event. This will be considered again after the report back from JB. It was noted that it would be important to continue to put everything on the noticeboard.</p>
21	<p>Paperless forms</p> <p>MK noted her intention to create pdf documents that can be filled in on-line for as many of the forms as possible that need to be completed.</p>
22	<p>Retention of data on obsolete clubs and event reports</p> <p>MK noted that she had been clearing out filing cabinets. It was agreed that records pertaining to obsolete clubs can be destroyed but affiliation forms will be retained. It was felt that TD and PoJ reports should remain on file and be scanned into the computer if possible.</p>
23	<p>Finance</p> <p>RH referred to the December management accounts and the first draft of the annual accounts. RH thanked Council for their comments which had produced some reclassification of items as he felt this information was better if presented to members correctly in the final annual accounts. RH predicted a modest surplus of £1.9k in 2019.</p> <p>Looking ahead and budgeting for 2020, RH noted that there was some inflationary pressure and predicted a small loss.</p> <p>CS thanked RH for regular financial information. RH thanked our bookkeeper Rona and MK for their support and noted that MK and Rona worked well together.</p>
24	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: CS reported that the committee have met and completed a salary review for MK. They also discussed the need to consider the possibility of legal fees for future disciplinary committees although we have insurance to cover this. 2. Competitions: MK reported that Margaret Brockie, Jane MacInnes and Tony Bache had retired from their roles as officials. <ol style="list-style-type: none"> (a) Evolution Series: JB had produced an article for <i>Carriage Driving</i>. This will be reworded for the programme at the indoor finals. 3. Rules <ol style="list-style-type: none"> (a) FEI Rules revision for 2020: CS had circulated a new document to Council and the Rules Committee. The FEI have introduced a route for National Federations to suggest rule changes. CS felt BC needed to be more proactive regarding proposing new rules although it was agreed that there was nothing to suggest at present. JR noted that by 2021 it was proposed that hard hats will need to be worn and CS noted comments were still be submitted. (b) Dressage arenas for ponies: As most international events are using 80m x 40m arenas, it was suggested that Hopetoun and Sandringham should follow suit. JB felt as this was still a trial, it would be helpful to have ponies keep both options until next November. DL suggested asking the class representative to collate views from the classes affected. MK will email Rosanna Walters-Symons to see if they would prefer a reduced arena for all classes or just the Advanced. MK will also ask the Chef d'Equipe. 4. Judges <ol style="list-style-type: none"> (a) Approval of BC Novice 100 (2020) / BC Novice 80 (2020): The Council felt this was an excellent test and thanked James Rooney for writing it and Vic Kusin for creating the arena diagrams. Adoption of the test was proposed by JI, seconded by DL and agreed unanimously. (b) Approval of Julie Tomasik as a Probationary Judge: This was agreed unanimously.

	<p>(c) Approval of Catherine Stewart as a Probationary Cones Judges: This was agreed unanimously.</p> <p>(d) Approval of Leigh Kenworthy as a Specialist Cones Judge: This was agreed unanimously.</p> <p>(e) Approval of Ivor Harper to Judges List 2: This was agreed unanimously.</p> <p>(f) Approval of Gail Smith as a Listed Qualified Cones Judge: This was agreed unanimously.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council</p> <p>5. Health and Safety: Safety Officers training has already been discussed.</p> <p>Working Groups</p> <p>6. Training: AF noted not many had signed up to attend the Club Workforce Clinic in February but she was still planning to go ahead. JR noted the POD training day at Stow had been well attended and not all attendees were drivers.</p>
25	<p>Other reports</p> <ol style="list-style-type: none"> 1. Office: MK noted she had nothing to add to the report she submitted in advance of the meeting. 2. Safeguarding: JI noted all relevant points had already been raised. 3. Equestrian Safety Group: No report had been received. 4. Equality and Diversity: AF noted all relevant points had already been covered. 5. Social media Strategy: JB noted all relevant points had already been covered. 6. BHS Liaison: JI noted keeps in touch with the BHS and will bring any relevant matters to the attention of Council. 7. NGB Membership Forum: JR noted he had little to report. Much of the discussion had centered around ways of increasing membership. CS thanked JR for attending and agreed the content of the meeting was not all relevant. JR offered to attend the next one and this was agreed.
26	<p>Date and venue for the next Council meeting</p> <p>CS noted that very few can make 24th March. CS asked if a video link was an option with the intention of holding more meetings with smaller agendas. MK noted only audio was needed. It was agreed to trial this idea on 25th March with shorter agenda. It was agreed that some meetings will still need to be round the table. MK will ask Matthew if it's possible to use the Zoom system. CS asked MK to ensure that there was an option to dial in.</p>
27	<p>AOCB</p> <p>MK asked JB about the commission on BC branded merchandise. CS agreed that he remembered this in a previous discussion. MK will look back in the minutes to find the relevant item.</p> <p>MK reported that the new Howden microsite was almost ready to "go live". This will enable on-line reporting of accidents with emails sent directly to the insurers and the BC office.</p> <p>MK queried whether or not names of people attending events on myClubhouse should be visible to the attendees. It was agreed that this would be appropriate for events but not for clinics.</p> <p>It was noted that the BEF would shortly move into the BS office with the intention that the name would eventually be British Equestrian.</p> <p>As there was no further business, the Chairman closed the meeting at 3.45pm and thanked the directors for attending.</p>