

UK Adventure Industry Group Meeting (UKAIG)

Meeting minutes & action points

Meeting date: 22nd of June 2017 @ Carrs Lane - Birmingham
Present: Adrian Clarke, John Hamilton, Mike Rosser (Chair), Matt Healey, Steve Morgan, Elaine Skates, Louise Edwards, Ian Lewis, Martin Smith, Andy Robinson.
Apologies: Paul Donovan, Craig McCullough, Dave Horrocks, Jon Cousins, Catherine Williams
Next meeting: Sept 17 – (via doodlepoll) – Manchester BMC Offices.

I. Meeting summary

This event was the inaugural meeting of the UK Adventure Industry Group or 'UKAIG' – The meeting was focused on the development of a short to medium term strategy to take forward the development of a non-statutory, sector led accreditation scheme to replace the existing Adventure Activities Licensing Service provision. Having the HASAW Act 1974 as its backdrop, the group will consult with and respond to the sector and its consumers in order to present a future proofed and sustainable accreditation mechanism to replace the existing statutory scheme, and in doing so reflect good practice from comparable sectors in the UK.

Current Membership of UKAIG:

Adrian Clark - Outdoor Education Advisers Panel and Adventure Activities Industry Advisory Committee
John Cousins - Chief Executive, Mountain Training UK
Paul Donovan - Chair of Wales Activity Tourism Organisation
Louise Edwards - Chair of Association of Heads of Outdoor Education Centres
John Hamilton - Chair of Scottish Adventure Activity Forum & Scottish Advisors Panel for Outdoor Education
Matt Healey - British Activity Providers Association & Adventure Activities Industry Advisory Committee
Dave Horrocks – Scottish Adventure Activity Forum & Scottish Advisors Panel for Outdoor Education
Craig McCullough - Adventure Industry Northern Ireland
Steve Morgan - Head of Sport Wales National Outdoor Centre, Plas Menai.
Mike Rosser - Chair of Adventure Activities Advisory Committee
Andy Robinson - Chief Executive of the Institute for Outdoor Learning
Elaine Skates – Chief Executive of the Council for Learning Outside the Classroom
Martin Smith - Chair of the Outdoor Council
Catherine Williams – Operations Manager of Snowdonia Active Wales Activity Tourism Organisation

II. Meeting notes

Minutes from previous meetings.

- There were no minutes of previous meetings of this group, however MR brought the group up to speed with the progress so far. From this point on the newly formed and independent steering group will support ongoing work, whilst maintaining a clear and transparent link to sector stakeholders.

HSE Position

- MR reported on recent conversations, the HSE FAQ's document, the HSE website publication and the webinar held on 19th of June.
- HSE is prepared to review the legislature governing Adventure Licensing whilst also supporting conversations with the sector leading to a proposal to the HSE on or around the 27th November 2017 (TBC) as long as the proposal can comply with the following areas:
 1. Is underpinned by the requirements of the Health and Safety at Work Act 1974
 2. Meets the aspirations of stakeholders and has broad support
 3. Maintains current standards
 4. Provides sufficient levels of reassurance to parents and teachers
 5. Reduces the burden of red tape on business
 6. Provides better value for money for the public purse
 7. Allows mutual recognition across other comparable existing national governing body schemes
 8. Is recognized and branded as the industry standard
- The next meeting with HSE will take place at the HSE offices in Glasgow on the 27th of June attended by MH, AC, and JH.

HSE Mtg

27th June. 1st Floor, Mercantile Chambers, 53 Bothwell Street, Glasgow, G2 6TS

- HSE to provide an introduction to a sector that has undertaken a similar process (i.e Fairgrounds) in order to provide a comparative understanding of time frames, complexity and draw on others experience.
- Scope out the potential for funding from HSE to support the process of transition and provide a sustainable platform for a new accreditation.
 - Initial funding to produce proposal (30 days = £20k)
 - Post proposal work for Sector PR and Communications strategy

- Initial seed funding for 3 years post launch, to provide a sustainable platform for inspections and support sector evolution and innovation.
- UKAIG to check with HSE on any constraints or conditions with funding from HSE (Tendering etc.)
- UKAIG to understand a clear definition from HSE on what the sector proposal should contain/cover.

UKAIG	Next Steps and priorities
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- Design and manage project (recruit Project Consultant etc.)
- Map out the existing schemes against the criteria set out by HSE
- Seek out and explore similar schemes by comparable sectors
- Propose a viable outline proposal and how [the scheme] would be operated
- Review internally against UKAIG before presenting to HSE Board (Nov 2017)
- Build a comms plan for sector (inc website and FAQ's document)
- Have a shared 'Chair' role amongst home nation representatives by cycle of meetings.

Actions	Group and Individual Responsibilities by Sept Mtg
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- Doodle Poll for next mtg – Sept 2017 (Venue BMC offices in Manchester) - **Action MR**
- Links to Home Nations Governments and HSE – **Action IL**
- Attend HSE mtg in Glasgow – **Action MH, AC, JH**
- Produce a webpage for UKAIG to communicate through to sector - **Action AC (AR)**
- Produce content and initial Terms of Ref for Webpage and a “Chair@ukaig” e-mail - **Action MR (AC)**
- Review of current parties consulted and suggest orgs to include on the panel - **Action MS**
- Invite a representation from the 3rd Sector - **Action AR**
- Form a working group to provide an initial project plan post 27th June Mtg - **Action MH, AR, SM, JH**
- Map out a plan for consultation and appropriate focus groups as part of the project plan - **Action MH, AR, SM, JH (ES)**

Next Mtg	TBC (Early Sept at BMC offices in Manchester)
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Mtg Closed at 1430hrs