

Meeting 6th September 2017 at 10:30, BMC Offices, Manchester

1. Attendance:

John Hamilton: Chair of Scottish Adventure Activity Forum (ROTATING CHAIR)
Adrian Clarke: Secretary, Outdoor Education Advisers' Panel & member of AAIAC
John Cousins: Chief Executive, Mountain Training UK
Louise Edwards: Chair of Association of Heads of Outdoor Education Centres (via Skype)
Dave Horrocks: Member of SAAF & Scottish Advisors Panel for Outdoor Education (but not representing them)
Steve Morgan: Head of Sport Wales National Outdoor Centre, Plas Menai.
Mike Rosser: Chair of Adventure Activity Industry Advisory Committee
Elaine Skates: Council for Learning Outside the Classroom
Julian Penny: Overseas Expeditions Industry
Asa Gurden: Scout Association
Al Boyd: Institute for Outdoor Learning

2. Apologies: Andy Robinson, Matt Healy, Paul Donovan, Craig McCullough

3. Minutes of previous meetings

- a. UKAIG meeting 22 June 2017 at Carrs Lane, Birmingham
- b. UKAIG & HSE Meeting Glasgow 27 June 2017

3.1 Matters arising

- a. ***For information: From 27 June 2017: Time scales from HSE mean that any initial proposal for a new scheme needs to go to HSE for preparation for the AALA Board before the end of the year in order that three options, current, AALA+ and an industry proposed scheme can be presented.***

3.2 Minutes of the previous meetings were accepted

4. Review of actions from the meeting of 22 June 2017

- 4.1 Doodle Poll for next mtg – Sept 2017 (Venue BMC offices in Manchester) - Action MR **Complete**
- 4.2 Links to Westminster and HSE – Action IL – update: Ian Lewis was absent,
Action: carried forward to next meeting (Rotating Chair/IL)
- 4.3 Attend HSE mtg in Glasgow – Action MH, AC, JH
Complete: Refer to 3.1
- 4.4 Produce a webpage for UKAIG to communicate through to sector - Action AC (AR)
Complete – minutes to be added after attendees clarify (Rotating Chair/AC)
- 4.5 Produce content and initial Terms of Ref for Webpage and a “Chair@ukaig” e-mail - Action MR (AC) Complete
Action: Terms of reference to be published on the website (MR/JH to send to AC)
- 4.6 Review of current parties consulted and suggest orgs to include on the panel - Action MS – Complete
Action: All to continue to disseminate information to networks to widen awareness (ALL)
- 4.7 Invite a representation from the 3rd Sector - Action AR – Complete
No action:
- 4.8 Form a working group to provide an initial project plan post 27th June Mtg - Action MH, AR, SM, JH – Update
No action: Working group was formed and formulated a project plan (4.9), Paul Donovan has been appointed as consultant
- 4.9 Map out a plan for consultation and appropriate focus groups as part of the project plan - Action MH, AR, SM, JH (ES) – Update
Action: Project plan is in place, update as required (MH/PD)

5. Project Support

- a. Consultant appointment
Complete: Paul Donovan has been appointed as consultant to develop a proposal
 1. Contract
Contract has been drafted
Action: Draft contract to be circulated and approved (MR)

2. Funding for post

Member organisations have committed £5,000 which equates to 10 days' work by the consultant

Action: Determine if further funding is required (MR/JH)

b. HSE Support – Frances Kelly

The HSE has committed Frances as a resource

Action: Clarify total time commitment and resource. (PD)

Action: Paul Donovan to be primary liaison with Frances replacing John, Matt or Adrian (PD)

c. Ongoing HSE Support

1. For Consultation with industry
2. Transition
3. Scheme support in line with current funding to TQS

HSE will offer ongoing support during any transition period from the existing licensing scheme
HSE currently financially support TQS in the delivery of the licensing scheme.

Discussion regarding funding of the licensing scheme

- HSE intend to reduce the funding supporting licensing.
- A scheme which reduced duplication of inspection from different safety and quality schemes would reduce costs to providers and lead to a more streamlined system for end users.
- Government (refer to Sporting Futures) identifies that the outdoors is an underused resource and may therefore financially support any new scheme

Action: Clarification required regarding continuing support from HSE within the proposal (Rotating chair/PD)

6. HSE Criteria for a non- Statutory Accreditation Scheme (See attachments from Frances Kelly)

- a. Non-statutory accreditation Scheme – Options
- b. Non-statutory accreditation Scheme – What's required?

Clarification: HSE document – what's required references how the playground inspectorate system works whereby there is no one overall contractor, but rather licensed/registered inspectors.

Discussion held around different models of governance/management/inspectors of existing schemes including AALA, LOtC QB, Adventuremark, AHOEC Gold Standard and BS8848 and the pros and cons of different existing models

Point 6: Others – possibility of liaison with BSI regarding standards at a later date

7. UKAIG/HSE Working Group Meeting in September 2017

Action: Date and venue to be confirmed after 22nd September, PD, MR and MH to attend (JH)

8. AOB.

1) Development of ideas based on Options and What's required documents. See attachments for notes.

Action: To distribute to PD (JH)

9. Next meeting

To be confirmed via Doodle Poll but

Working Group provisionally Friday 6th October

UKAIG – week beginning 16th October – TBC via Doodle Poll

