

THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM, ON THURSDAY 18 OCTOBER 2012

Present: Martyn Howat, Chairman
Mike Sherman, Vice Chairman
Paul Culley
Lee Freeston
Michael Hardy
Robert Irvine
John Thornley OBE

Ex-Officio	John Swift	Chief Executive
Members:	Philippa Bursey	Director of Business Management
	Christopher Graffius	Director of Communications
	Tommy Mayne	Director, Northern Ireland

In attendance:	Annette Cole	Item B.2
	Nick Glazebrook	Item B.3
	Tim Russell	Item B.1

Minute Secretary: Diane McKenzie-Hodkinson

A.1. Apologies for Absence

Apologies were received from Alan Balfour, Helen Cormack, John Dryden, David de Gernier, Peter Glenser, Neil Griffiths, Alan Jarrett, Sir Roger Jones, Mike Smith, Alisdair Troup, Claire Zambuni, Meurig Rees and Colin Shedden.

It was confirmed that the meeting was quorate.

A.2. To confirm Confidential agenda items

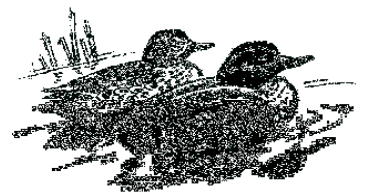
It was agreed that Item A6.1 and C.5 be treated as confidential.

A.3 To identify suggested items of Any Other Business

Items for 'Any Other Business' to be discussed under Agenda Item D.1.

A.4 Declarations of Interest

Lee Freeston declared an interest in Agenda Item B.1.



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A.5 To confirm the minutes of the Council meeting held on 20 September 2012 (incorporating amendments agreed by the Chairman)

The minutes were confirmed as a true and accurate record of the meeting.

A.6 To Take Matters Arising from 20 September 2012 Council meeting

A6.1 To receive a progress report on the Chief Executive recruitment process

The Chairman reported that following second interviews on 26 September by the Stage Two Group, the unanimously preferred candidate, Richard Ali, had been offered and had accepted the position of Chief Executive; his contract was signed on 17th October.

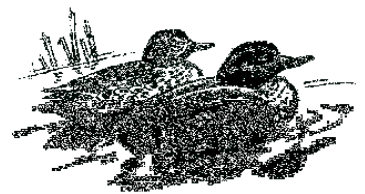
Richard Ali will join the staff as “Chief Executive Designate” on 12th February 2013 and at the close of the Council meeting on 21st March 2013 he will assume full responsibility as Chief Executive from John Swift.

The Chairman and Christopher Graffius, liaising with Richard Ali and John Swift, are to agree a press release expected to go out on 24th October. Simultaneously staff will be informed by a letter/email of welcome jointly signed by the Chairman and Chief Executive.

It was agreed that arrangements be made for the Chief Executive, the Director of Business Management and the Director of Communications, accompanied by the Chairman and Vice-Chairman, to meet Richard Ali as soon as possible.

It was agreed that elected Council members and senior directors will meet Richard Ali on eve of the November Council meeting, which he will attend. After the Council meeting he will be taken around Head Office and introduced to staff.

Grateful thanks were extended by the Chairman to the Vice-Chairman, Jane Harris and Philippa Bursey for their support and work in the contract process.



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A6.2 Country and Advisory Committees - update

Gameshooting and Gamekeeping Committee

The committee Chairman, Paul Culley, advised Council that Colin Rutter had accepted a place on the Gameshooting and Gamekeeping Committee. Paul is still liaising with the other proposed new member.

Northern Ireland Committee

Anticipating the end of his term on Council in 2013, the committee Chairman, Robert Irvine, proposed that both Michael Smith and Alan Balfour be included as elected Council members on the Northern Ireland Committee. *Council approved* the additions.

A6.3 Deer Initiative

John Thornley, who had attended the last meeting of the Deer Initiative Ltd board ('DI') as John Swift's successor designate raised the matter of the modest financial contribution required of BASC by the DI.

It was agreed John Swift and John Thornley would discuss further the possible level of future contributions to be made by BASC (and by other DI member organisations) and bring a proposal back to Council.

The Director of Business Management requested she is kept updated to facilitate budget planning.

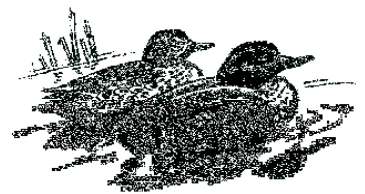
A6.4 Crook of Baldoon

It was requested the Crook of Baldoon be included as an agenda item for a future Council meeting at which the Director of Scotland would be present to provide an update.

A.7 To Take Action Points outstanding from earlier Council meetings

A.7.1 Objects

This will be brought back to Council in February 2013.



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A.7.2 Use of teleconferencing and video conferencing to reduce costs and enhance communications

The Director of Business Management reported that the matter was being investigated and, with regard to acoustics, tests were to be undertaken to establish whether conference telephones with echo suppression could be used as a cost-effective alternative to soundproofing the Duke of Edinburgh meeting rooms. The cost of installing video conferencing technology would be included as a budget bid.

A.7.3 Key Function Indicators

An annual report will be presented in July 2013.

A.7.4 WHT Progress Report and Development Plan

This was covered under Agenda Item B.1.

A.7.5 Sport and Recreation Alliance's Voluntary Code of Good Governance for the Sport and Recreation Sector

This is due to be brought back to Council in February 2013, but **Council agreed** to the Chief Executive's proposal to include Richard Ali as it covers the Voluntary Code of Practice, Role and Operations paper, possible changes to the Constitution and other related areas. A suitable date is therefore yet to be arranged.

A.7.6 Advisory Committees' Annual Reports

A report will be presented to the May 2013 Council meeting.

A.7.7 Risk Management Register

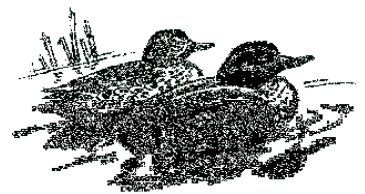
This will be brought back to Council for an annual review in January 2013.

A.7.8 Land purchase

This will be brought back to the April 2013 Council meeting.

A.7.9 Council election process

To be discussed at the November 2012 Council meeting.



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A.7.10 Key Function Indicators - clarification

To be discussed at a future Council meeting preceding the appointment of the new Chief Executive.

B.1 To receive the WHT Trustees progress report

Lee Freeston declared an interest as a trustee of the Wildlife Habitat Charitable Trust.

Council received a review, produced on behalf of the Trustees, on the WHT's progress over the past 12 months and its financial plans for the future

It was agreed that the financial support provided by BASC to the WHT should continue, applying Council's funding policy on an annual rolling basis.

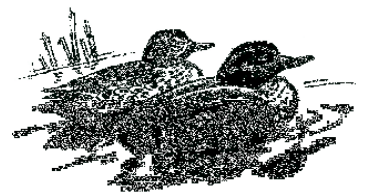
B.2 To receive a presentation on 'the activities and finances of the South West Country Sports Tourism Project'

Annette Cole presented an update on the work and progress of the South West Country Sports Tourism Project - a £1.6M rural development programme project for England funded through Defra and the European Commission. Under the current funding agreement, the project is due to finish in December 2013 and accordingly an exit strategy has been written for Defra.

Annette, together with members of the Conservation team, is providing advice on the possibility of similar initiatives being established in other areas, in particular Cumbria, Wales, Yorkshire and East Anglia, if funding is available.

Annette was complimented by Council for the excellent and important work the project team has been doing in promoting country sports and the eating of game, in bringing women into shooting and in the mapping of shoots for Green Shoots.

Annette was advised to liaise with the Director of Communications with regard to her possibly making a similar presentation to the All Party Group and to the Shoot Summit.



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B.3 Establishment of the Conservation Trust (Marford Mill) to fund Green Shoots projects

It was proposed that a new charitable trust to be known as the Conservation Trust (Marford Mill) should be formed. While the Objects would be widely drawn, its sole purpose would be to raise money for the provision of matched funding for BASC biodiversity projects being financed especially by the Sita Trust, which distributes monies from the Landfill Communities Fund. The charity will run at arm's length from BASC by independent trustees.

Tim Russell confirmed that running of the Trust will add little to staff workloads as there would only be two meeting per year and the Annual Return to the Charity Commissioner to complete; in fact it might even save time by reducing work currently dedicated to fundraising for Green Shoots. The trust will enjoy taxation benefits from Gift Aid.

Having satisfied itself as to the precise nature and intended mode of operation of the trust, *Council gave approval for* the establishment of the Conservation Trust (Marford Mill).

C.1 To receive the minutes of Council's Committees

C.1.1 To approve the minutes of the Executive & Finance Committee meeting held 18 April 2012

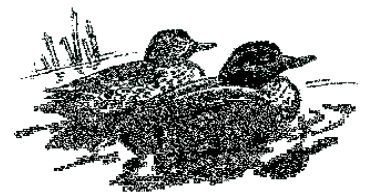
The Minutes of the Executive and Finance Committee of 18 April 2012 were approved.

C.2 To receive the Chairman's Report

Arran incident

A post-mortem had revealed that the member had died of a sudden and massive heart attack, brought about by an undiagnosed heart condition; prior to stalking he had signed the required forms, declaring himself to be fit and well.

The Chief Executive reported that BASC was undertaking an internal enquiry to review all the project management, supervision and health and safety processes involved, but completion is delayed pending the completion of the Forestry Commission's own enquiry.



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The Chairman extended the thanks of Council to Colin Shedden, Alan McCormick, Lewis Thornley and Neil Griffiths for their hard work during a very difficult incident.

Council agreed that the Chief Executive should give consideration to an appropriate donation to the Air Ambulance and come back to the November Council meeting with a proposal.

The Chairman's Report was accepted as presented.

C.3 To receive the Chief Executive's Report

The Chief Executive gave an oral report on his current and future activities.

C3.1 Shooting Standards Best Practice

Consideration is still being given to the most appropriate structure for delivery of the Best Practice programme.

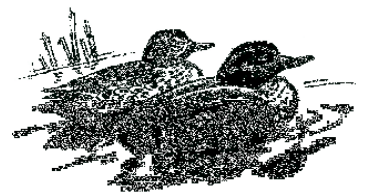
FSA Lead in Game Report

The Chief Executive updated Council on the FSA Contractors' report, FSA Risk Assessment and recent advice announcement on consumption of game meat killed with lead ammunition. He considered the advice document premature, unhelpful and confusing. He believed that FSA had been railroaded into issuing the advice by others. The remit for this work properly remains with the Lead Ammunition Group, which DEFRA and FSA had established for this purpose, and this is how the matter will be progressed.

The Director of Communications will circulate the report to Council members.

Face – Sweden

The Chief Executive had returned from Sweden where he had discussed the work being undertaken by the Swedish Chemicals Agency and the Swedish Food Safety Agency with the Swedish Association for Hunting and Wildlife Management. These agencies are leading on the risk management and options paper that will inform the ECHA Study on the effects of lead shot in game meat.



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English Regions

The Chief Executive reminded Council that he has sustained 15 direct reports since the dismissal of Simon Hamlyn. This has enabled significant improvements in work focus, management and new initiatives. It had been recognised from the outset that this was neither sustainable nor appropriate for an incoming Chief Executive. Over the last 6 – 9 months Steve Bloomfield, Director Midlands Region, had successfully but informally taken on responsibilities across all the English Regional Directors, as well as developing responsibility for BASC's presence in a suite of strategically important public events. This was both necessary and appropriate given the number of new appointments in the English regional team.

The Chief Executive considered that Steve Bloomfield's extended role be recognised and put on a proper footing. After careful consultation with senior management colleagues, the Chairman and John Thornley, and with Steve himself, he therefore proposed that Steve take on the role of "Director English Regions" while maintaining the role of Director Midlands. This would be subject to review in due course by Richard Ali.

Following discussion it was agreed that the new Chief Executive should have full flexibility with regard to changes in BASC's management structure and accordingly supported Steve Bloomfield being offered the post of Director English Regions for an initial fixed term of 12 months with effect from 1st January 2013.

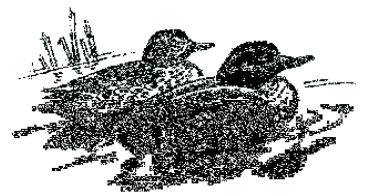
C.4 To receive the Director of Communications' Report

The Director of Communications Report was accepted as presented.

C.5 To approve the Director of Business Management's Report

The Director of Business Management reported that the auditors will be commencing work on 13th December, to learn how the new accounting system works and to monitor procedures; this will form part of the systems test within the annual audit and is timed to allow any issues to be raised before work on the year-end accounts is started.

It had been requested that Council receive a projection of the end of year results along with figures for the year to date. Such projections are prepared in the context of the budget and the *Director of Business Management agreed* to provide Council with them.



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It was noted that the Auditors had not been available in September to undertake an internal audit as had been agreed at the March 2012 Executive and Finance committee meeting.

The Director of Business Management's Report was accepted as presented.

Robert Irvine and Tommy Mayne left the meeting early.

D.1 To take Any Other Business by leave of the Chairman

D1.1 BASC Wales Office

The Director of Business Management reported that she had just received the heads of agreement for the proposed new Wales Centre in Aberystwyth, but had not had an opportunity to check them. The lease of the current Wales centre in Caersws runs to the 18th December but it is to be extended to 1st March 2013 to better facilitate the planned move.

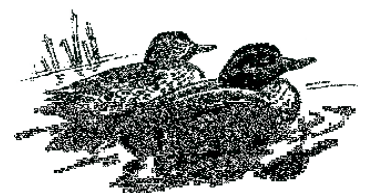
D1.2 Council members' liabilities

Council members sought clarification as to the legal and financial liabilities that attach to them as a consequence of their being members of Council. The Director of Business Management confirmed that Council members are covered by the Association's Directors' and Officers' insurance policy and agreed to *prepare a document explaining the position and the extent to which liabilities would be covered by insurance.*

D1.3 Directors and Officer liability insurance for clubs and syndicates

It was suggested that Directors, and Officers' insurance might be included as part of the BASC membership package for club and syndicate members. Given the diversity of the clubs, the possible cost and the manner in which risk would attach to all BASC members the Director of Business Management did not believe this to be feasible but agreed to make further enquiries.

To assist her in this, *it was agreed that Lee Freeston and Alan Jarrett would draw up a discussion paper detailing what they consider to be the requirements for consideration.*



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D1.4 Council expenses

The length of time taken to settle a Council member's expense claim was raised.

The Director of Business Management explained that the process had been slowed recently as a result of the problems encountered with the new accounting system so an improvement could be anticipated.

Nonetheless, Council members were advised only to send claims to the Director of Business Management or to Denise Emmerson in the Accounts Department, also that emailed claims to be supported by receipts would not be processed until the receipts had been received, and that claims requiring the approval of more than one manager might be better split to minimise the risk of delays.

D1.5 Council members' meeting attendance

The Chairman expressed concern that owing to the low number of elected members attending, Council had only just been able to conduct its business. It was conjectured that the type of items on the agenda might have an influence on attendance.

The Chairman requested that Diane McKenzie-Hodkinson provide him with details of Council members' attendance at meetings for the past 12 months, and that the matter be included an agenda item at the next Council meeting.

D1.6 Lead Ammunition Group

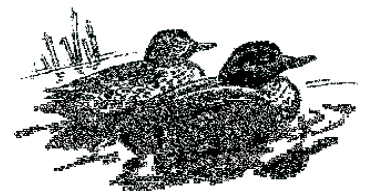
The Chief Executive updated Council following the discussion at its last meeting. Sir Barney White-Spunner – Executive Chairman, Countryside Alliance had put himself forward as shooting stakeholder representative on the Lead Ammunition Group.

D1.7 Board Elections for FACE

Discussions were continuing on the appointment of a British Vice President and Alternate to the Board of FACE

D1.8 The Standing Conference on Countryside Sports

Lord Mancroft had cancelled the last meeting owing to lack of attendance, which meant there was no discussion about the future of the SCCS.



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HELD AT MARFORD MILL, ROSSETT, WREXHAM,
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D.2 Date of Next Meeting

It was confirmed the next meeting of Council will take place on Thursday, 22 November 2012.

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Chairman

Date

