CONFIDENTIAL
THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION
CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL ON
THURSDAY 23 MARCH 2017 9.30AM

Present:	Peter Glenser	Chairman
	John Thornley OBE	Vice-Chairman
	Sally-Anne Cockerill	
	John Dryden	
	Duncan Greaves	
	Ian Grindy	
	Mike Hardy	
	Martyn Jones	
	Robin Marshall-Ball	
	Oliver McCullough	
	Sarah Turner	
	Dr Colin Shedden	Director, Scotland
	Tommy Mayne	Director, Northern Ireland
	Professor Ann Mortimer	
	Cara Richardson	(Via Telephone Conference)
Ex-Officio:	Christopher Graffius	Acting Chief Executive/Director of Communications
	Angela Davies	Director of Business Management
	Steve Bloomfield	Director, England
In Attendance	Sandra Loton-Jones	Item B9 only
Minute Secretary:	Jayne Danby	

A.1 To receive apologies for absence and to note absentees

No apologies received.

A.2 To confirm confidential items

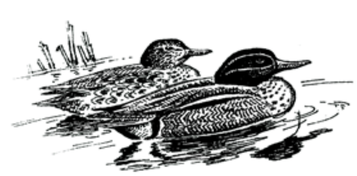
The Chairman confirmed the confidential items on the agenda as items A5.1 closed minutes, A5.2 closed minutes, B2, B5, B7, B8, B9 and C4.

A.3 To identify suggested items of any other business

It was noted that the internal distribution list on the agenda needs to be updated.

The following items are to be discussed under AOB.

- Recruitment of CEO
- Bryn Parry
- Co-option



A.4 Declarations of interest

Robin Marshall-Ball declared an interest in C3 (as he and his wife are involved with Taste of Game).

The Acting Chief Executive/Director of Communications declared an interest in the CEO recruitment.

A.5.1 Minutes of the 26 January 2017 Council meeting

The minutes of the meeting, having been circulated, were approved as a true and accurate record of proceedings with the following amendment:

- Lachlan Nisbet should be recorded as the Association legal advisor not solicitor. It was agreed to amend this in the minutes

With this amends, both sets of minutes were approved as accurate records of those meetings.

A.5.2 Minutes of the 28 February 2017 Council meeting

This was a closed Council meeting. The minutes were reviewed during the closed agenda item B2.

A.6 Matters arising from earlier Council meetings

There were no matters arising from the previous Council meetings that are not covered elsewhere on the agenda.

A.7 Action points outstanding from earlier Council meetings

The action points, which had been circulated before the meeting, were noted and Council resolved that:

- 4 – The Annual Skills Audit is to be moved to September 2017.
- 7 – Council liaisons is also to move to the September 2017 meeting.
- 6 – Land acquisition group have not met for some time. Council felt this group should be replaced with a group focusing the Associations estates. It was agreed to create an "estates group" and close the land acquisition group. The first meeting will take place in October – the Vice-Chairman, Sarah Taylor, Sally-Anne Cockerill, Paul Williamson to be invited. The objective of the first meeting will be to agree the terms of reference and scope of the group.

B.1 Health and Safety

The Director of Business Management presented the monthly Health and Safety report, covering the period 01 January 2017 to 28 February 2017. During the period there was one incident which did not require medical attention and no further action was required.

B.2 Investigation Update ***Confidential***

B.3 Governance Review update

The Chairman of the Executive and Finance Committee provided Council with an oral update on the Governance Review. Council noted the following:

- A number of action points arose from the first Governance Review meeting:
  - The Director of Business Management to draft a skills audit capture form. This will be a main item at the next Governance Review meeting.
  - Telephone dial ins/video conferencing from regional offices for meetings is to be explored.
  - The CEO job description, as drafted by the Acting Chief Executive/Director of Communications, the Chairman, Vice-Chairman and HR, is to be reviewed by Council members with particular focus on holding a future CEO (and Chair of Council) to account and oversight.
  - The notes of the meeting are to be circulated and the Chairman of the Executive and Finance Committee is to circulate his own note.

B.4 Plaudits and complaints

The Acting Chief Executive/Director of Communications referred to the circulated report which was accepted with the removal of the sixth paragraph on page three. Council noted that all complaints, which are low level, have been investigated and have mainly been resolved.

B.5 Honours and Awards

The Director of Business Management presented the Honours and Awards paper as previously circulated. Council identified the following as suitable recipients for honours, awards and presentations at the AGM:

Honorary Life Member	Allen Musselwhite and David Riordan
Stanley Duncan Conservation Trophy	Dyfi, Mawddach & Dysynni Wildfowlers' Association
Ian Richardson Trophy	Sean Adamson
Tim Sedgwick Trophy	Mark Gibson
Special Presentations	Geoff Burgess, Brian Phipps, Mat Manning, Ian Bretherton and Lewis Bretherton, Jem Caunce, Karen Packer and Paul Walker.

The Acting Chief Executive/Director of Communications will contact Council via email to agree a suitable award for retired Vice-Chairman, Mike Sherman.

Update: Following the Council meeting it was proposed and approved by Council that Mike Sherman should be nominated to receive an honorary life membership award.

B.6 Nominations for BASC Vice-Chairman

The Acting Chief Executive/Director of Communications invited Council members to stand for election as the Vice-Chairman of Council. Martyn Jones proposed that John Thornley be co-opted to the position of Vice-Chairman; seconded by Peter Glenser; all in favour. It was noted that John will not be allowed to vote as a co-opted member of Council.

John Dryden’s confirmed interest in taking up the role in the future.

B.7 Annual Review of the Risk Register

The Director of Business Management presented the risk register in its original format and recommendations to review and develop a risk management policy and procedure.

Council approved the recommendations and agreed that The Director of Business Management should develop a risk management policy and procedure, as well as a refreshed risk register to come back to Council later in the year.

B.8 Strategic indicators ***Confidential***

Council accepted the report entitled Key Performance Indicators review, as presented by the Acting Chief Executive/Director of Communications. It was noted that the targets for 2017 will now be set and progress against the targets will be reported back to Council in September.

B.9 BASC Direct Limited (BDL) – Future strategy and strategic options

Sandra Loton-Jones joined the meeting.

Council noted the paper circulated prior to the meeting and were taken through a presentation about the BDL

Council were asked to consider the following

- The future strategy and objectives of BDL
- Consider three options aimed at increasing the resources within the business development team and reducing the risks as outlined in the paper and presentation

Council agreed

- For a future paper to be presented to Council on the strategy and objectives of BDL

- That option 2 should be taken forward - budget was redirected from the trade membership post to increase the resources within the business development team and reduce the risks are outlined in the paper and presentation

Sandra Loton-Jones was thanked for her hard work in preparing the presentation and paper.

B.10 BASC Direct Limited – AGM including adoption of financial statements

The minutes for the AGM of BASC Direct Limited are in a separate document.

B.11 BASC Financial Statements year ended 31 December 2016

The Director of Business Management presented the Financial Statements of Association and group to Council. It was noted that the financial statements have been scrutinised by the Executive and Finance Committee in detail and that they had also met with the external auditor.

The Chair of the Executive and Finance Committee confirmed that the Committee were happy for the financial statement to be presented to Council for approval.

Council formally agreed the Association and Group Financial Statements. The financial statement will now be signed and presented at the AGM for adoption.

It was noted that the auditors will be present at the AGM to answer questions.

Council thanked all staff involved in the preparation of the financial statements and the audit.

C.1.1 Executive and Finance Committee minutes 25 January 2017

Council noted and approved the minutes of the Executive and Finance Committee meeting held on 25 January 2017.

C.1.2 Executive and Finance Committee minutes 28 February 2017

Council noted and approved the minutes of the Executive and Finance Committee meeting held on 28 February 2017.

Matters arising were discussed in the closed meeting of Council.

C.1.3 Northern Ireland Committee minutes 01 February 2017

Council noted the minutes of the Northern Ireland Committee meeting held on 26 April 2016.

C.1.4 Scottish Committee minutes 16 February 2017

Council noted the minutes of the Scottish Committee meeting held on 16 February 2017.

C.2 Chairman's report

The Chairman delivered his report orally thanking the staff and volunteers involved in a successful Crufts and also those involved in wildfowling work.

C.3 Acting Chief Executive's/Director of Communication's report incorporating Operational plan 2017

The Acting Chief Executive/Director of Communication's oral report was presented and accepted as presented with Council noting that:

- Regarding firearms and medical tests, Lancashire and Lincolnshire are not adopting the Scottish system.
- The Acting Chief Executive/Director of Communications met the Shadow Secretary of State for the Environment and feels that BASC will be able to work closely with her in the future.
- The new Head of HR, Tanya Pennill will join Council for lunch.

C.4 Director of Business Management's report ***Confidential***

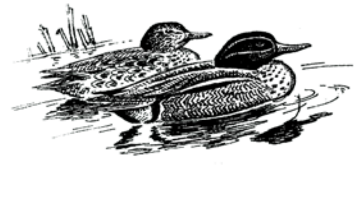
The Director of Business Management's report was presented. Council accepted the report as read and noted the following:

- Staffing within the membership team is currently lower than its establishment full time equivalent (FTE) level. This is due to leavers, reduced hours and retirements over the past 12 – 18 months. Recruitment is underway to bring the membership team back up to the correct FTE levels. However, it was noted that due to changes in the way the team works (e.g. opening hours) the pattern of part-time and full-time staff will differ to ensure the team can meet all of their responsibilities.

- The feedback received from Council has been passed to the new Head of HR. The head of HR will draft and circulate a revised CEO job description and person spec based on feedback from Council. This vacancy will then be advertised as soon as possible.

Council felt that the policy regarding allocation of company cars needs review. The Director of Business Management confirmed this was one of many policies which need to be reviewed and updated over the next couple of year. Due to the number of policies which need to be updated and reviewed the work will be prioritised based on legal obligations, risks and benefits.

The Director of Business Management notified Council that a paper would be submitted to Council in May on procurement. The paper would identify the key contracts and suppliers (audit, legal, insurance etc.), the re-tendering and procurement process, the priority and possible timeline.



C.5 Director of Operations' report

The Director of Operations' report had been circulated to Council and was accepted as presented. Council noted that a plan has been put in place for the firearms team. The Director of Operations will put together a detailed report for the next Council meeting.

Chris Brooks and Simon Reinhold are getting cull numbers back up at Hockwold; the Acting Chief Executive/Director of Communications is to monitor the situation.

C.6 To consider requests for advice from Country and Advisory Committees

The Minutes of the Northern Ireland Committee call for a change in the general licence in Northern Ireland to bring it into line with the rest of the UK.

D.1 Any other business by leave of the Chairman

CEO Recruitment
This has already been raised under item C4

Bryn Parry
The Chairman proposed and Council agreed that, in lieu of an annual photograph, Bryn Parry is commissioned to produce a group sketch of Council and ex-officios – individual prints would also be available.

BASC to pay contribution as they will own the final original sketch. It was agreed that the Acting Chief Executive/Director of Communications and the Director of Business Management should discuss and agree what BASC contribution towards the sketch should be. The remaining fee would be shared between each member of Council (elected and ex-officio).

It was agreed that Bryn Parry would need to come to a Council meeting, an evening get-together and the game fair meeting. The Acting Chief Executive/Director of Communications will contact Mr Parry to arrange logistics.

Operational Plan
Council approved the operational plan as presented to go forward. Thanks were expressed to Sandra Loton-Jones and Kate Ives for compiling the document, in which new and existing work is distinguished.

Possible Co-opted Member of Council
The Chairman raised with Council the possibility of inviting Claire Sadler, an employment lawyer to a future meeting of Council, with a view to co-opting her. The Chairman agreed to circulate to Council members details of her background and experience to assist in any future decision making.

D.2 Date of next meeting

The next meeting will take place on Thursday 25 May 2017 at Trochry, Scotland.

Signed: …………………………….. Date: ………………………..
Chairman