CONFIDENTIAL

THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION
CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT THE BASC SCOTLAND OFFICE, TROCHRY
ON THURSDAY 25 MAY 2017 AT 9.30AM

Present:	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	
	Colin Shedden	Director, Scotland
	Professor Ann Mortimer	
Ex-Officio:	Christopher Graffius	Acting Chief Executive/Director of Communications
	Angela Davies	Director of Business Management
	Steve Bloomfield	Director of Operations

Also in Attendance for parts of the meeting:

Nathan Little	Social Media Officer (item B8 only)
Garry Doolan	Head of Press Relations (item B8 only)
Claire Sadler	Solicitor (All except confidential items)
David Seager	Election candidate, Wales seat
Eoghan Cameron	Election candidate, Scotland seat
Paul Shaw	Election candidate, National seat (All except confidential items)

Minute Secretary: Jayne Danby

The Scottish office were thanked for welcoming Council. Colin thanked Carol Kettles, Clarke and the team at County Clays. Prospective Council members Paul Shaw, David Seager and Eoghan Cameron were welcomed to the meeting and introduced themselves. Claire Sadler was also introduced and welcomed.

At 11 o'clock the meeting paused for one minute to remember of the victims of the bomb attack at Manchester Arena on 23 May 2017.

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

Apologies had been received from Cara Richardson, Tommy Mayne and Peter Glenser

Council asked that a get well soon card and flowers is sent to Cara Richardson following her operation.

A.2 To confirm confidential items

The Vice-Chairman confirmed the confidential items (for which the prospective council members and guest were not present) on the agenda as items A5.2, B2, B12, C1, C4 and the recruitment of the new CEO under AOB.

A.3 To identify suggested items of any other business

The following were identified as additional items of business:

- Recruitment of the new CEO – confidential
- The Peatland research project
- BASC Ltd - registered directors
- DMQ Ltd – BASC nominated and registered director
- The outcome of the subject access request – confidential (see closed minutes)

A.4 Declarations of interest

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

The Vice-Chairman declared an interest in B10 relating to employee benefits.

A.5.1 Minutes of the 23 March 2017 Council meeting

The minutes of the open meeting, having been circulated, were approved as a true and accurate record of proceedings and signed as a fair and accurate representation of that meeting with the following amendments:

P.1 In Ex-Officio, Steve Bloomfield – should read *Director of Operations*
P.2 In A.7, action point 6, Sarah Taylor – should read Sarah *Turner*
P.6 C3 Should read, *Shadow* Secretary of State for the Environment and *Tania* Pennill.

A.5.2 Closed Minutes of the 23 March 2017 Council meeting ***Confidential***

This agenda item was put back to July 2017 as no hard copies of the previous closed meeting were available on the day.

A.6 Matters arising from earlier Council meetings

The only matter arising related to Bryn Parry at D.1 – it was confirmed he will attend the July meeting at the Game Fair.

A.7 Forward plan for Council

The forward plan replaces the previous standing item “action pan”. The forward plan for Council meetings was considered. Council were informed that the following items would be added to the July meeting: the recruitment policy, the trainee and apprenticeship policy and the governance review report and action plan. The draft constitution is to be added to the forward plan for September.

B.1 Health and Safety

The Director of Business Management presented the monthly health and safety report, covering the period 01 March 2017 to 30 April 2017. During this period there was one incident for which no medical attention was necessary and no further action was required.

B.8 Social Media

Garry Doolan and Nathan Little joined the meeting and gave a presentation outlining current social media issues facing BASC and potential directions for a future social media strategy.

The presentation covered the current use of social media, risks to BASC, legal issues, impact of social media posts, monitoring etc.

Council was also presented with a draft social media policy which was ready to be consulted on.

Council approved in principle the introduction of a social media policy. Council was asked to comment on the draft policy and respond to Garry Doolan within the next 7 days. Council also requested that staff are consulted and all comments are considered. Following the consultation a final draft of the policy is to come back to Council in June 2017 for approval.

It was agreed that the Director of Business Management would circulate an electronic copy of the policy to Council and a reminder to respond within 7 days.

B.3 Governance Review update

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

A positive away day took place on Saturday 20 May 2017 where a lot of outcomes were agreed.

Recommendations and a project plan will come to Council in July for approval. Smaller groups will then take forward and implement the plan. The governance review committee members were thanked for their effort and dedication.

Council confirmed that the review of the role and oversight of HR is part of the governance review and would be considered by the governance review working group. Any recommendations would be included in the July report to Council and should consider the QC advice about the oversight of HR matters.

B.6 Council members' attendance 2016/2017

In accordance with the good governance best practice, Council member's attendance at Council meetings over the last year was circulated.

Council paused at this point for the minute's silence.

B.4 Conservation department update

Council considered the conservation department report and noted the following:

- Council sought clarification about why, on p7, the analysis on membership trends was described as 'not straightforward'.
- On p5 regarding Crufts, Council resolved that a short survey of previous gamekeeper class entrants might provide some useful information. The Director of Operations is to speak to the regional teams.
- On p4 it was noted that relations with the RSPB remain difficult over raptor persecution and grouse-shooting issues. This year's annual meeting with the RSPB has not taken place.
- On p3, how 'the quality of the mink trapping projects needs to improve' is to be queried with the Director of Conservation.
- On p5, the Director of Scotland is to determine whether the project, including the reporting app extends into Scotland as poaching prevention is a priority in Scotland.
- On the last page, Council asked if they would be involved in the recruitment of trustees for the WHT, WHCT and WH(CS)T trusts. It was confirmed that these are independent organisations but the trust deeds does allow for Council to nominate trustees.

It was agreed that the Director of Operations/Director of Scotland would take forward these comments and queries and report back to Council.

B.5 Firearms department update

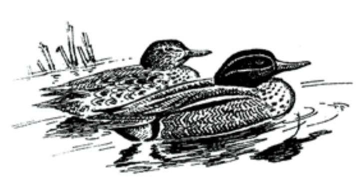
The document at B.5 was an update against the operation plan. Council noted that:

The Director of Operations has been working closely with the Firearms Team.

In Scotland the situation is that the majority of GPs are charging (some, depending on location, up to £200) for consultation before certificate renewal. BASC Scotland are working with Police Scotland to resolve this postcode lottery. Currently all discussions with government departments have halted due to the elections. After the elections BASC will recommence work with the government departments involved and try to take this issues forward again.

B.7 Nominations for BASC Vice-Chairman 2017-2018 update – candidate's intentions

This agenda item was covered at the previous meeting.



B.9 Constitutional Policy Review

Council noted the paper circulated prior to the meeting and an additional sheet that was handed out at the meeting. Sam Mabon, a constitutional lawyer, has been involved with this review and Council debated and agreed responses to his questions/policy decisions, and resolved that:

1. Co-opted members should not hold the same voting right as elected members of Council. This was agreed by a vote of eight to three.
2. The five year term remains but the ineligibility to re-stand for Council after a second consecutive term should be removed.
3. Rule 4 (a) (v) is to be removed, i.e. the Association will no longer appoint solicitors as officers.
4. A new rule is to be added in section 6 and 7 allowing for virtual and electronic Council meetings and electronic voting and approval by Council.
5. Rule 5 (a) (ii) is to be changed to 8-16 Council members, as recommended by the Governance review working group. At Rule 6 (a) the quorum should be reduced to 5.
6. In order to maintain the democratic culture of Council, the appointment of independent directors is not required.
7. Further clarification of the contractual implications of Sam's recommendation that members of Council sign a letter of appointment is to be sought by the Director for Business Management and the issue is to be revisited at the July Council meeting.
8. Section 5 of the Council constitution should refer to mandatory criteria for members. Prescriptive eligibility criteria are not necessary and should not be included.
9. Rule 4 (a) (iv) regarding the appointment of the Chief Executive, particularly the fact that Council is the CEO's (and ultimately all employees') employing authority, should be made clearer in the constitution.
10. No requirement to change supporter status of the Association.
11. No requirement to remove the honorary membership category.
12. The Directors of both Business Management and Operations and the Acting Chief Executive/Director of Operations are to scrutinise section 2 and circulate details of their recommendations to Council members.
13. The current status quo regarding notification of voting results to members who are standing for election is to be added to next month's agenda. (Council also resolved that prospective members who are not present at the AGM should be immediately notified of the results.)
14. The ability to use proxy voting at the AGM should be added to the constitution within rule 7.
15. The issue of amending rule 7 (j) and potentially increasing the threshold for members to put forward motions for the AGM is to be adjourned until the next meeting.
16. A comprehensive definitions' section should be added to the constitution.
17. Section 5 (e) is to be reviewed and updated and it be made clearer that Council can delegate its authority, powers and decision-making to any sub-committee or sub-group.
18. Section 4 (a) (iii) is to be updated to enable Council, by a majority vote, at any time, to remove the Chairman on a vote of no confidence should they act outside of their duties.

19. Section 5 (a) (i), concerning the fact that the president does have the ability to vote, should be made clearer.
20. The president should: continue to be an elected role; continue to be a member of Council; should chair the AGM where possible; should have a vote at Council and should, where possible, have an active role. The constitution should be made clearer regarding his/her roles.

The Director of Business Management will send the above changes to Sam Mabon. A new draft constitution, incorporating agreed updates, will be presented at the September, meeting for further discussion.

B.10 Staff Benefits – business case

Council considered the business case to extend the benefit of private medical insurance to all staff. The report was prepared by the Head of HR and presented by the Director of Business Management.

Council approved the extension of the benefit to all staff (and to cover the benefit in kind taxation for grades 7 and 8),

B.11 Significant contracts and procurements

Council considered the Director of Business Management's report on contracts, plans and procurements and noted the recommendations in the report.

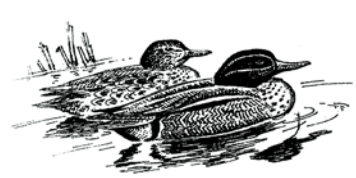
Council approved the setup of a panel of three law firms providing a range of services at pre-arranged rates, to whom BASC could go at short notice; BASC would neither be bound by the relationships nor promise exclusivity. Similar arrangements should be put in place for Scotland and Northern Ireland utilising firms local to the area.

Regarding members' legal expenses insurance cover, Council resolved that the Acting Chief Executive/Director of Communications circulates the paper to Council explaining the pros and cons of each option, which can be discussed electronically and a decision can be made.

Note: Following the Council meeting the legal expenses insurer increased their renewal premium significantly and refused to extend the cover to enable an appropriate tender process to be undertaken. Council were immediately contacted and asked approve switching insurance underwriters based on the performance of over the past 12 months, the increase in premiums and time constraints to switch to a new provider in time. Council approved the proposal and the process to change has commenced.

C.1.2 Wildfowling Liaison Committee minutes 3 March 2017

Council noted and approved the minutes of the Wildfowling Liaison Committee meeting held on 3 March 2017.



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C.2 Chairman's report

The Chairman will update Council with a report at a later date.

C.3 Acting Chief Executive/Director of Communication's report

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

- Lead ammunition – the Swedish report concerning lead contamination in wild boar and deer is to be circulated to Council by Matt Ellis; it can be discussed, with Matt present, at the July meeting at Hatfield.

- The Director of Operations also attended the Firearms licensing conference and attended all of the workshops there. The firearms team were congratulated on a great job.

C.5 Director of Operations' report

The Director of Operations' report, as circulated, was accepted as presented.

David Seager, Eoghan Cameron, Claire Sadler and Paul Shaw were thanked for their attendance and left the meeting.

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

B.12 AGM arrangements ***Confidential***

The Acting Chief Executive/Director of Communication reported that the arrangements are in place for the AGM. Meetings are to take place with the auditors to prepare for questions that may come up at the AGM; these will be circulated to Council members prior to the AGM. The Auditor will be in attendance for questions from the floor. Council members will be briefed about key issues and decisions made after the AGM.

C.1.1 Executive and Finance Committee minutes 22 March 2017 ***Confidential***

Council noted and approved the minutes of the Executive and Finance Committee meeting held on 22 March 2017.

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

The Director of Business Management's report for the period ending April 2017 was noted and approved.

Council particularly noted the following:

- Since the report was written there has been an over spend on the access project (the new finance system); there are attempts to mitigate the over spend.

- Council approved the petty cash policy at Appendix 3.

  Council approved the BASC photo library solution budget proposal

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

There were no requests for advice from Country and Advisory Committees.

D.1 Any other business by leave of the Chairman

The Peatland research project
Council are to consider a paper circulated by the Director of Business Management at the meeting regarding the Defra-funded Peatland-ES-UK project and following a prompt tomorrow, feedback will be garnered over the coming week. The Director of Operations will then feedback Council's comments to the Northern Region Team. Clarity is being sought on the sums of money involved.

BASC Ltd
Council approved the removal of Richard Ali as the director of BASC Ltd, the dormant trading company which was set up to secure the name, replacing him with Christopher Graffius and Steve Bloomfield as registered directors.

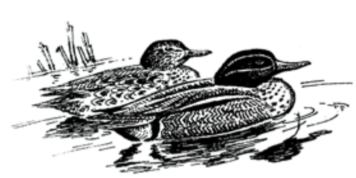
DMQ Ltd
Council approved the removal of Gary Ashton as a director of DMQ Limited and proposed that BASC nominated Steve Bloomfield as the BASC director on the DMQ limited Board of Directors.

Mike Hardy
Mike Hardy was thanked for his time on Council and was presented with a card and a token of Council's appreciation.

Recruitment of the new CEO ***Confidential ***
The Acting Chief Executive/Director of Communications was not present for this item.

Council determined that all Council members will have sight of the applications and will feedback to the shortlist panel.

Council also determined that the shortlist and interview panel shall comprise: Chairman: John Thornley, Oliver McCullough, Ann Mortimer, Sally-Anne Cockerill and Peter Glenser. John Dryden will be the reserve. The HR manager will also be in attendance in a professional capacity. Due diligence and other checks will be made on shortlisted candidates.



Post-interviews, the interview panel will make recommendations for the appointment of CEO as it considers appropriate, to full Council for approval.

The Vice-Chairman was thanked for chairing the meeting.

D.2 Date of next meeting

The next meeting will take place on Saturday 10 June 2017 at the Preston Marriott Hotel, Preston after the AGM. Council resolved to meet on the afternoon of Thursday 27 July at the Game Fair, following the Executive and Finance meeting on the Thursday morning.

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

Chairman