

CONFIDENTIAL

THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING

**HELD AT THE BEST WESTERN HOMESTEAD COURT HOTEL, WELWYN GARDEN CITY
ON THURSDAY 27 JULY 2017 AT 2PM**

Present:	Peter Glenser John Thornley OBE Eoghan Cameron Sally-Anne Cockerill John Dryden Duncan Greaves Ian Grindy Martyn Jones Robin Marshall-Ball Oliver McCullough Professor Ann Mortimer Cara Richardson Sarah Turner Paul Shaw Peter Watson	Chairman Vice-Chairman
	The Lord Dear Kt QPM DL	President
Ex-Officio:	Christopher Graffius Angela Davies Steve Bloomfield	Acting Chief Executive/Director of Communications Director of Business Management Director of Operations
Minute Secretary:	Jayne Danby	

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

Apologies had been received from Colin Shedden, Mike Hardy and Tommy Mayne.

A.2 To confirm confidential items

The Chairman confirmed the confidential items on the agenda as items A5.1, A5.3, B2, B3, B10.1, B10.2, C1.1 and C4.

A.3 To identify suggested items of any other business

There were no additional items of business suggested.

A.4 Declarations of interest

The Chairman declared an interest in item B10.1 and the Vice-Chairman declared an interest in item B10.2.

A.5.1 Closed Minutes of the 23 March 2017 Council meeting *Confidential*****

The minutes of the closed meeting on 23 March 2017 were signed as an accurate record of that meeting.

A.5.2 Minutes of the 25 May 2017 Council meeting

Upon checking, the following amendments were made to the minutes:

P1 Claire Sadler – change from ‘solicitor’ to ‘guest’



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The following updates to the minutes were provided:

Item B4 Conservation department updates since last meeting:

- o The annual RSPB meeting is to go ahead.
- o Crufts will be on the agenda of the operations meeting in early October.
- o The issue with the mink trapping projects was that the data collected was not being received on time.
- o The poaching app in Scotland will come back to Council at a later date
- o WHT trustees will be nominated at this meeting as part of the Acting CEO/Director of Communications report.

Item C3 It was noted that the Acting Chief Executive/Director of Communications will present Matt Ellis's paper at this meeting.

Item B12 The Auditor was in attendance at the AGM but following further discussion with the auditors it was agreed that they would not take questions from floor, as originally agreed at the May Council meeting.

A.5.3 Closed Minutes of the 25 May 2017 Council meeting *Confidential*****

The minutes of the closed meeting on 25 May 2017 at Trochry were signed as an accurate record of that meeting with the following amendment:

At B2, at the top of the second page, the Vice-Chairman confirmed that the insurers had accepted Ed Morgan's advice as valid and were happy with the decision to use Brabners.

A.5.4 Minutes of the 10 June 2017 Council meeting

The minutes of the 10 June 2017 Council meeting that followed the AGM were signed as an accurate record of that meeting.

A.5.5 Minutes of the AGM 10 June 2017

The following amendment was made to the minutes:

P13 Mat Manning – fourth paragraph – replace AirTube with YouTube.

A.6 Matters arising from earlier Council meetings

No matters arising in addition to those covered in A.5.2 above.

A.6.1 Claire Sadler (oral)

The Chairman indicated to Council that Claire Sadler intends to stand for Council next year and the proposal is to co-opt her now. Claire does a lot of work with Scouting and Guiding and has a prolific presence on social media, especially concerning ladies shooting. She is a solicitor with commercial litigation and employment issue experience which may further compliment Council's skills' set.

A vote was taken: ten in favour; none against; three abstentions. Claire Sadler was duly co-opted onto Council. It will be made clear to Claire that she will have to adhere to BASC's Social Media policy.

A.7 Forward plan for Council



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The forward plan for Council meetings through to May 2018 was considered and noted. There were no questions or additions.

B.1 Health and Safety

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

Council noted that during the recent Fire Safety inspection, the Fire Safety inspector was positive about fire safety at the Mill. There are, however, items in the report to tackle over the next twelve months.

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

B.3 Lead update *Confidential*****

The Acting Chief Executive/Director of Communications presented Council with Matt Ellis's Lead Ammunition Brief 2017. Council were reminded that Matt is BASC's Scientific Advisor. An expert on the subject of lead, was an advisor to LAG and currently chairs the FACE ammunition working group in Europe.

Council noted the following points:

- In many forums, campaigners are proposing motions to get lead banned in the future. BASC are represented on these forums and much work goes into amendments to the proposals.
- Amid political uncertainty, including Brexit, the next 18 months could see some big changes particularly in Europe under the REACH process for dealing with hazardous chemicals.
- The European Chemical's Agency has been commissioned by REACH to produce a restriction dossier for the European Commission on the use of lead ammunition over wetlands, under the broadest definition under Ramsar, i.e. including grouse moors.
- If the European Council agree the dossier, restriction within the EU could come in.
- The ECA have also been commissioned to produce a dossier on the use of lead outside wetlands. There exists the possibility of an EU-wide ban on lead.
- The latter could affect the export of game meat that has been shot with lead to a Europe, who would have potentially banned lead; fifty to eighty per cent of shot game is sent abroad.

Council recommend that:

- The seven-year-old lead ammunition policy is reviewed and renewed with emphasis on recommendations of research which may identify gaps in knowledge and data.
- There should be no cessation of campaigning and lobbying activities.
- The current level of campaigning for no change without significant evidence of need should continue.
- International lobbying activity is at a significant level and does not need to increase.
- There is no need to proactively call to phase out lead ammunition.



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Council thanked Matt for his report but would like to see a more proactive, BASC-led approach to non-lead alternatives and their implications including more research on a wider range of land users and research on carcass contamination, particularly deer. This could include commissioning PhD research. The Acting Chief Executive/Director of Communications is to prepare a briefing on the recommendations on research and the alternative's pros and cons.

B.4 Governance Review

The Chairman of the Executive and Finance Committee presented his report on the governance review, summarising decisions made at the away day and the conclusions of achievements within the governance review which provide a framework for the next few years. Council noted the report, particularly that:

- Independence of HR is achieved by Council having oversight of it.
- A member of Council will act as the link between HR and staff – a job description has been drawn up for that; this will deal with part of the independence of HR.
- Linking in to the HR paper at B5, the matrices of discipline and grievance that will be reported back to Council, will enable it to maintain oversight and ensure the independence of HR.
- Staff need reassurance regarding the independence of HR but Council felt that this was not a matter to be discussed in any detail at staff forums or staff meetings but staff should be briefed on the subject only.

Council saw that the BASC's roles and operations' paper title was fine as title for paper (3.9 in the report). Council discussed the change to the constitution with regards to the removal of the Chairman from office (2.4 in the report). Council agreed that draft constitution should be amended to state that the Chairman can be removed as Chairman by 2/3rds majority of the Council. The Director of Business Management agreed to clarify the amendment to the rule 4 (a)(iii) within the draft constitution with Sam Mabon.

Council thanked the Chairman of the Executive and Finance Committee for putting the paper together and he in turn, thanked the Director of Business Management, the Acting Chief Executive/Director of Communications, Tanya Pennill and Conor O'Gorman for their support.

B.5 Taking HR Forward

The Director of Business Management presented a paper prepared by the Head of HR. The paper proposed to re-allocate part of the HR budget to appoint independent consultants to take forward the following projects which have been identified as priorities and due to current workload and resources there is not the capacity within the team to take them forward internally :

- a revised job evaluation process
- a learning and development strategy and framework and
- a revised appraisal process for launch in December 2017

These project will be undertaken by the consultant's in-conjunction with existing staff members.

Council requested that a member of Council is included on the appeals panel (job evaluation project). The Director of Business management agreed to refer this request back to the Head of HR. It was also requested that the production of associated documentation on the job evaluation project, e.g. remuneration, salary review, bonuses and appraisals, will include an equal pay audit.



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Council felt the staff development policy should look for opportunities for secondment outside of the organisation as part of CPD.

Council approved the appointment of external resources and agreed that it should be funded from the underspend within the HR training budget.

B.6 Policies for approval

B.6.1 Scheme of Delegation

The Director of Business Management presented an overview report on the development of the Scheme of delegation and the final draft version for approval.

Council approved the first version of the scheme of delegation.

B.6.2 Recruitment Policy

The Director of Business Management presented the report and new recruitment policy for approval on behalf of the Head of HR.

It was noted:

- Council suggested they might, by invitation, be involved in interviews for less senior appointments if they have relevant specialist knowledge and experience. Council also suggested that:
- The conflict of interest and personal knowledge should be elaborated upon so that it is more obvious what constitutes a conflict of interest.
- BASC should be looking for equality in terms of males/females on interview panels in that there should be at least one female on interview panels.
- More robust check-ups and due diligence need to be in place
- There is a separate agreement in place with Hays recruitment agency for short-term, agency workers that are not employed by the Association (this policy does not cover these type of workers as they are not employees of the Association)

The Director of Business Management will feed these comments back to the Head of HR.

Council approved the policy.

B.6.3 Trainee/Apprentice Policy

The Director of Business Management presented the report and new Trainee/Apprentice Policy for approval on behalf of the Head of HR.

Council noted there are several staff members are currently undertaking career development and the policy will be applied to them retrospectively (further details to be sent to Council at a later date).

The policy was approved by Council

Council expressed it thanks to the new Head of HR, Tania Pennill for all her work.



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B.6.4 Social Media Policy

The Acting Chief Executive/Director of Communications presented the report and the new social media policy on behalf of the Head of Press.

Council asked if employment contracts should include a terms stating that all approved policies and procedures should be followed and breaching a policy would be a disciplinary matter. The Director of Business Management confirmed that a review of employment contract terms and conditions is required and planned for the future. However there are other more important priorities at present.

Council approved the policy.

B.6.5 Data Protection Policy

The Director of Business Management presented the report and an updated data protection policy.

Council approved the implementation of the DPA policy.

Council were reminded that if emails with content of a sensitive nature are sent, the words 'common interest privilege' should be attached to them in the title as per the previous per advice

B.7 Constitutional Review

The Director of Business Management presented a paper which outlined the remaining constitutional points for debate, which were adjourned at the May 2017 Council meeting. Council agreed the following:

- Point 1 - While Council are in favour of letters of appointment, they are not in favour of allowing Council members to terminate appointments of Council.
- Council agreed that the word lease should be included at rule f(iii) so that leases as well as purchases and rents are covered.
- Council are happy for the current status quo to continue regarding notification of election results to members standing for election.

B.8 Election of chair for the advisory committees (oral)

B.8.1 The England Committee

Sarah Turner was elected to chair of the England Committee.

B.8.2 The Northern Ireland Committee

Oliver McCullough was elected to chair of the Northern Ireland Committee.

B.8.3 The Scottish Committee

Cara Richardson was elected to chair of the Scottish Committee.

B.8.4 The Welsh Committee



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Duncan Greaves was elected to chair of the Welsh Committee. Peter Watson was also elected as a committee member. Martyn Jones is also on the committee.

B.8.5 The Deer Stalking Committee

Peter Watson was elected to chair of the Deer Stalking Committee.

B.8.6 The Game shooting and Gamekeeping Committee

Ian Grindy was elected to chair of the Game Shooting and Gamekeeping Committee.

B.8.7 The Wildfowling Liaison Committee

John Dryden was elected to chair of the Wildfowling Liaison Committee and Robin Marshall-Ball was also elected as a committee member.

B.9 AGM and Council meeting dates for 2018

Council approved the meetings for 2018.

Council agreed that the two meetings being held away from Marford Mill and will be modelled on the successful meeting held at Bisley.

B.10.1 Chairman's honorarium (oral) *Confidential*****

The Chairman left the meeting for this agenda item and the Vice-Chairman took the chair.

Council were reminded that the Chairman's honorarium was raised last year to cover the additional workload connected with the investigation.

Council unanimously resolved to keep it at that level for another year due to the ongoing proceedings following the investigation.

B.10.2 Vice-chairman's honorarium (oral) *Confidential*****

The Vice-Chairman left the meeting for this agenda item.

Council resolved that given that the Vice-Chairman's has and continues to work long hours on the ongoing proceeding following the investigation, his honorarium should increased.

B.11 Advisory committees' annual reports

Council considered the annual reports of BASC Council's Advisory Committees, as collated by Conor O'Gorman.

Council noted the annual reports and were resolved that the Advisory Committees continue to represent the membership as well as providing valuable networking opportunities and that the committee chairs should produce a brief plan of work for the forthcoming year to give the committees purpose and to complement the annual reports.

C.1.1 Executive and Finance Committee minutes 24 May 2017 *Confidential*****

Council noted and approved the minutes of the Executive and Finance Committee meeting held on 24 May 2017 with the amendment of 'Mr Holts' to 'Mr Holt' on P2, fourth paragraph.



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C.1.2 Game Shooting and Gamekeeping Committee minutes 3 April 2017

Council noted the minutes of the Game Shooting and Gamekeeping committee meeting of 3 April 2017 noting particularly that:

- Under the Shoot Liaison Committee, BASC has been commissioned to compile a report on the state of the shot game market in different areas.
- Since the meeting the Kennel Club have purchased land from the Duke of Northumberland.
- BASC are a sponsor of and will have a speaker at, the raptor conference.

C.2 Chairman's report (oral) *Confidential*****

The Chairman delivered his oral report. Council noted the following:

The Chairman had lunch with Tim Bonner from the Countryside Alliance and discussed the following:

- That a revised Code of Good Shooting Practice is out this summer.
- A joint approach is sought, in a letter to ACPO, on use of evidence obtained by covert surveillance by non-statutory bodies that do not have to obtain authority to carry out such surveillance. This issue may come to Council at some point in the future.
- The Countryside Alliance would like us to participate in the setting up of an English game marketing board.

At the Shoot Liaison Committee, Charles Nodder gave a sobering presentation about antibiotic concentrations in shot game birds. The antibiotics are used on large numbers of birds that are kept in close proximity. There is a proposal to cut antibiotic use in game birds by 25 per cent and advances are being made on some shoots; *The Code of Good Shooting Practice* has recommendations about densities and numbers. The Chairman of Council has been asked to chair the next meeting of the Shoot Liaison Committee in November. Glynn Evans, Head of Game and Deer has been tasked with producing a briefing paper around the issues of big bags and the marketing of game at non-premium prices; this paper will come to Council for discussion in October or November.

The Chairman and the Acting Chief Executive/Director of Communications spoke to Fergus Ewing and the CEO of ScotRail, who have banned the carriage of firearms on their trains. A decision regarding a reversal of the ban will be given by the end of the week.

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 BASC must react proactively to many issues that may arise, particularly in such an unstable political environment, over the next two to ten years.

The Wildfowl Habitat Trusts

The Council approved that the Chairman Peter Glenser, the Vice-Chairman John Thornley and the Acting Chief Executive/Director of Communications Christopher Graffius shall be ex-officio trustees for the Wildlife Habitat Trust, in accordance with the trust deeds (rule 11(1)). Replacing Richard Ali and Alan Jarrett who are no longer officers of the Association; and were previously



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appointed by the Association as ex-officio trustees under rule 11(1) of the Wildlife Habitat Trust deeds.

The Council approved that the Chairman Peter Glenser, the Vice-Chairman John Thornley and the Acting Chief Executive/Director of Communications Christopher Graffius shall be ex-officio trustees for the Wildlife Habitat Charitable Trust, in accordance with the trust deeds (rule 11(1)). Replacing Richard Ali who is no longer officer of the Association; and was previously appointed by the Association as ex-officio trustee under rule 11(1) of the Wildlife Habitat Charitable Trust deeds.

The Council approved that the Chairman Peter Glenser, the Vice-Chairman John Thornley and the Acting Chief Executive/Director of Communications Christopher Graffius shall be ex-officio trustees for the Wildlife Habitat (Conservation Stamp) Trust, in accordance with the trust deeds (rule 10(1)). Replacing Richard Ali and Alan Jarrett who are no longer officers of the Association; and were previously appointed by the Association as ex-officio trustees under rule 10(1) of the Wildlife Habitat (Conservation Stamp) Trust deeds.

The Associations Registered Society Secretary (Director of Business Management) shall write to each of the trusts notifying them the approved designation.

Council resolved that Mark Eldridge, Graham Crompton-Howe, Graham Downing and Mike Sherman be invited to serve as Vice-Chairmen on the Disciplinary Appeals' Committee.

Since the writing of the report, resignations have been received from Tim Russell and Mark Greenhough. These posts need fill to uphold the Association's commitment to conservation and wildfowling.

The proposal is that the Director of Conservation (which is an honorary directorship in name only) is replaced by a Head of Conservation and the Director of Operations job title is changes to Director of Conservation and Operations. The Head of Conservation would manage the conservation, biodiversity and shooting standards (shooting standards will be renamed training and education). Game and deer and wildfowling teams will, in the interim, report directly to the Director of Conservation and Operations until the new CEO is recruited.

Council endorsed the proposal and noted that there are existing BASC staff members who are strong candidates for the role of Head of Conservation and, as such, the post will be advertised internally in the first instance.

Council asked if there is any appetite for Council to have a page in S&C, which outlines what Council actually does each month for example a regular article called "*News from Council*". The Acting CEO/Director of Communications confirmed that the magazine was due for review. Council agreed that Sally-Anne Cockerill should produces a brief synopsis of what "News from Council" would look like, ahead of a review of S&C.

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

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

Council noted the following updates to the report:



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- The Head of HR has reviewed the whistleblowing policy. A draft review has been circulated to key members of senior staff to ensure FCA obligations and others have been met. The policy will be renamed *Public Information Disclosure and Whistleblowing*. It will go to HODs, staff forum and Council once completed before returning to Council for approval.
- Laura Branigan has been appointed as Partnership Manager. This means there is now a vacancy for the post of business development assistant.
- In response to the BASC Direct Ltd loss on the crisps, business development have got a licencing agreement for future production and sales to be managed with the aim to get into larger retail shops.

Council approved following decision as outlined in the report

- Sarah Turner, Eoghan Cameron, Ian Grindy and Peter Watson were elected as the delegated Council members to oversee FCA obligations and compliance. The elected Council members will undertake FCA Training with independent consultants as part of this role.
- Council confirmed that they are happy with the Estates group vision, the terms of reference and plans. Council approved in principal (subject to full business case being approved) the capital budget for a centre of excellence. They were also content that consideration is given to the re-establishment of a regional office in the East of England and budget bid should be submitted as part of the 2018 budget setting process. Ian Grindy indicated that he is happy to join the group as and when appropriate and will provide a synopsis of fund-raising opportunities.
- Social committees - Council agreed the interim process for management of social committee funds. A full review of how social committees are run in the future, their governance and underpinning policies and process is to be undertaken in the future.

C.5 Director of Operations' report

The Director of Operations' report, including regional director's monthly reports, as circulated, was accepted as presented.

Council confirmed they would like this inclusion to continue in the future.

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

There was no other business by leave of the Chairman.

Lord Dear addressed the meeting, acknowledging the many issues facing the association at present. He remains flattered to be elected to president of the Association and is grateful for the support and friendship that is being extended. He would like to be involved and useful and thinks that the focus needs to be on values and honesty around shooting going forward.

D.2 Date of next meeting



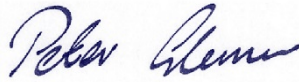
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The next meeting will take place on Thursday 28 September at Marford Mill with the Staff/Council clay shoot and BBQ taking place the day before on Wednesday 27 September.



Signed:
Chairman

Date: 28th September 2017

