

CONFIDENTIAL

**THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION
CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL, ROSSETT
ON THURSDAY 30 NOVEMBER 2017 AT 9.30AM**

Present:	Peter Glenser John Thornley OBE John Dryden Duncan Greaves Ian Grindy Martyn Jones Robin Marshall-Ball Oliver McCullough Sarah Turner Eoghan Cameron Paul Shaw Peter Watson Claire Sadler Sally-Anne Cockerill Mike Hardy Professor Ann Mortimer	Chairman Vice-Chairman
Ex-Officio:	Christopher Graffius Angela Davies Steve Bloomfield Dr Colin Shedden	Acting Chief Executive/Director of Communications Director of Business Management Director of Operations Director Scotland
In Attendance	Steve Griffiths Tania Pennill	Director Wales – Due to start Dec 2017 (Only in meeting for section A) Head of HR (Items A9 and B4)
Minute Secretary:	Jayne Danby	

A. OPEN MEETING

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

Apologies had been received from Tommy Mayne and Cara Richardson.

A.2 To confirm confidential items

The Chairman confirmed that all of the agenda items in Part B were confidential items as well as A11.

A.3 To identify suggested items of any other business

The following were identified as additional items of business:

- The Game Fair
- National Resources Wales (NRW) funding scheme
- Staff bonuses 2017



CONFIDENTIAL
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CONFIRMED MINUTES OF THE COUNCIL MEETING
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Papers were circulated for the NRW funding and staff bonuses at the meeting.

A.4 Declarations of interest

All ex-officio members of Council who are employee of the Association and John Thornley, Peter Watson and Sally-Anne Cockerill declared an interest in staff bonuses item, under AOB.

A.5.1 Minutes of the 26 October 2017 Council meeting

The minutes of the 26 October 2017 Council meeting were considered.

At A.16 on page 7, Findhorn Bay Council should read Moray Council.
Professor Ann Mortimer is to be added to the list of attendees.

With these alterations, the minutes were signed as an accurate record of that meeting.

A.5.2 Minutes of the 25 October 2017 Executive and Finance Committee meeting

The minutes of the 25 October 2017 Executive and Finance Committee meeting were considered and were signed as an accurate record of that meeting.

A.6 Matters arising from earlier Council meetings

Council noted that:

The gilets have been ordered and will be embroidered with the agreed design. The gilets will be classed as uniform and therefore staff and Council members will be informed that the gilet, like all other items of uniform will remain the property of BASC. If a member of staff leaves, they will have the options to either hand the item back in or purchase it.

A.7 Forward plan for Council

The forward plan for Council meetings through to November 2018 was considered.

Attendance at the Scone Game Fair was suggested for next year in order to support Scotland.

A.8.1 Monthly Health and Safety report

The Director of Business Management presented the monthly Health and Safety report, covering the period 1 October to 20 November 2017.

The report was noted by Council.

A.9.1 Public Information Disclosure Policy



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HELD AT MARFORD MILL, ROSSETT
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The Head of HR presented the paper, which included the draft Public Information Disclosure (Whistleblowing) Policy in appendix 1.

The following amendments were noted

- That the words 'Chair of Council' is to be replaced by 'Chair of BASC' throughout the document.
- There should be a template for disclosure
- PIDA should be referred to in full in the first instance in the report

Council noted the reference in the policy to a Council member with responsibility for staff. It was agreed that a staff counsellor would be elected by Council at the January 2018 Council meeting. In advance of that meeting it was agreed that The Acting Chief Executive/Director of Communications will recirculate the draft role description of a staff counsellor which was produced as part of the governance review.

Council approved the implementation of the policy.

A.9.2 Adoption, Maternity, Parental Leave and Paternity policies

The Head of HR presented the paper, which included the updated Maternity, Paternity, Adoption and Parental Leave Policies in the appendices.

Council approved the policies.

A.10 Risk Management policy and risk register

The Director of Business Management presented a paper, which included in the appendices the newly developed draft Risk Management Policy and the updated Strategic Risk Register.

Several typos were identified. Council were asked to email these to the Director of Business Management.

Council asked if a risk is identified, would the register will be updated and how would Council be updated. The Director of Business Management confirmed that it was the intention, as per the draft policy, that the risk register would be presented to Council on a quarterly basis, if the policy is approved. Also Council would receive update, as usual via the CEO and Directors reports. These reports should include any significant risks or changes to risks.

Council approved the policy and agreed that it should become a quarterly item on the Council agenda.

A.11 Chairman's report (oral) *CONFIDENTIAL ITEM*****

The Chairman presented his report.

Council noted the following:



CONFIDENTIAL
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The Chairman and the Acting Chief Executive/Director of Communications attended the Shoot Liaison Committee. This was followed by considerable coverage in *The Times* the next day.

The Chairman also

- Attended the Gun Maker's Livery dinner where some useful contacts were made.
- Entertained Michael Thick from the BDS.
- Attended a meeting arranged around a day's shooting for parties interested in the grouse debate including Adrian Blackmore and others from the Countryside Alliance, keepers from the North Yorkshire Moors and Darren Murphy. A plan has been produced to promote the defence of grouse as being essentially British, for launch in January. The Chairman has asked the group to contact the Acting Chief Executive/Director of Communications to discuss matters.

A.12 Acting Chief Executive/Director of Communication's report

The Acting Chief Executive/Director of Communication's report was presented.

Council noted the following updates:

There are an increasing number of rumours circulating about bad practice on shoots; the risk here is that there is a high potential for damage to shooting and the Association.

Council agreed that *The Code of Good Shooting Practice* is the benchmark for good practice and should be adhered to and promoted. Council were also resolved that Guns need to realise that this is the case and that they should take an interest in where shot birds are going. This message will be reinforced via an article in *Shooting and Conservation*.

The Acting Chief Executive/Director of Communications reported a positive meeting with the RSPB who are keen to work with BASC and see the Raptor article in S&C as a defining moment. The meeting was a good starting place for further collaboration. Further meetings are planned to build relationships and trust.

It was noted that Charles Nodder's recent speech at the All Party Group meeting was about antibiotics. Council noted that this is a risk to shooting as antibiotic use allows greater stocking densities and oversupply issues. Further meetings are planned with Chris Horne and Ed Duncan, from William Powell will be invited to attend.

The Acting Chief Executive/Director of Communications met Rebecca Pow, the PPS to the Defra Ministers and Kevin Hollinrake, who is PPS to Michael Gove. They discussed compliance with the law on lead shot.

A serious risk to public safety has been identified due to GPs not co-operating with the firearms licensing system. BASC have been lobbying the Home Office for over a year now to suggest that doctors are given a statutory role in the process along with the police and the applicant. A judicial review is being considered with regard to a constabulary where 70 per cent of GPs are not co-operating with the scheme. This has not, to date, necessitated a press release.



CONFIDENTIAL
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HELD AT MARFORD MILL, ROSSETT
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At the Purdey awards, Lindisfarne Wildfowlers won third prize.

The Acting Chief Executive/Director of Communications met Sue Hayman, the Shadow Secretary of State for the Environment. There are demands from within the party to ban grouse shooting and rear and release. BASC will provide her with the facts,. Council noted that a ban on rear and release issues would affect more than 70% of BASC's membership.

Council noted that some unfavourable comments have been reported from members about the article *How to be a Good Gun* in the last magazine. Council reiterated that high standards are always promoted in statements from BASC.

Council raised the fact that there are a number of significant risks facing shooting and the Association. Council asked the Acting Chief Executive/Director of Communications to produce a strategy highlighting the main risks and what action we are planning to mitigate them.

A.13 Operations' report

The Director of Operations presented his operations department report.

Council noted the following updates:

That council is asked to approve, that the Director of Operations obtains legal advice to support the Dyfi Estuary appeal to the Natural Resources Wales consent decision. Currently the cost of this legal advice is unknown but Council would be kept informed if the cost went over the £5k limited as outlined in the Scheme of Delegation. Council agreed in principle.

It was confirmed that 88 candidates received training by Sporting Services in October 2017.

The report was accepted as presented.

A.14 To consider requests for advice from Country and Advisory Committees

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



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B. CLOSED MEETING * CONFIDENTIAL *****

Dr Colin Shedden and Steve Griffiths left the room for this part of the meeting.

B.1 Investigation update (oral)

The Vice-Chairman updated Council on various investigation matters.

B.2 2018 Reserves policy

The Director of Business Management presented a paper on the 2018 reserves policy.

Council noted the report and approved the recommendations.

B.3 2018 Operational and capital budget

The Director of Business Management presented her report on the Operational and Capital Budgets for 2018.

Council considered the report and a few amendments which had been considered at the Executive and Finance Committee meetings over the last three or so months.

Council reviewed and approved the proposed budget for 2018 with the understanding that a slightly revised budget will be distributed to Council once the remaining points, as outlined in the report are clarified.



CONFIDENTIAL

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B.4 BASC Restructure – Taking the Association forward *Highly Confidential*****

The Head of HR was present during this item.

The Chairman, Vice-Chairman, Acting Chief Executive/Director of Communications, Director of Business Management and Head of HR presented a paper on the proposed restructure of the Association to Council.

Council approved:

- The principles of the restructure project as outlined in the paper, except for section 4.8 of the paper – *that a representative from Council to be the delegated Council member for the project.* Council did not feel this position was necessary.
- Council is to be provided with regular updates on the project, via the Director of Business Management's departmental report.
- The establishment of a project board to oversee the project.
- To delegate responsibility for oversight and decision making to the project board.
- The project budget and the amendments to the 2018 operational and capital budgets as outlined in the paper, section 5.

B.5 Declaration of interest report

The Director of Business Management presented a report. Council was asked to send any amendments to Brendan Curtin.

Council noted the report.

B.6 BASC and BDL Service Level Agreement

The Director of Business Management presented BASC and BDL's Draft Service Level Agreement report, as compiled by Sandra Loton-Jones.

Council agreed that final arbitration should be by an independent Director of the Association.

Council approved the Service Level Agreement

B.7 Director of Business Management's report

The Director of Business Management presented her report and some updates to it.

Council noted that:

The Association recently faced the threat of pre-court action due to loss of earnings for an event that had been cancelled. It emerged that some internal procedures were not followed. Following negotiation the final settlement was reduced and agreed which included cancellation and solicitor's



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fees. The staff members concerned have been spoken to and dealt with. All staff have been reminded of procedures.

FCA training has taken place with four members of Council. It was identified that currently there is some risks to the Association as there is only two FCA approved persons in the organisation and only one who has consumer credit approval.

Council approved the new CEO, the Acting Chief Executive/Director of Communications and the Director of Operations becoming approved persons in order to reduce the risk to the Association. In addition that the Director of Operations should become a secondary person to hold a consumer credit licence for the Association which enables the Association to trade via the direct debit scheme. It was noted that it takes about 6 months to obtain FCA approved person status.

B.8 Raptor persecution – update (oral)

This has been covered under other agenda items.

B.9 The Game Fair – update

Signed letters will be sent off and a press release will be prepared.

C. OTHER ISSUES

C.1 Any other business by leave of the Chairman

The Bryn Parry picture was unveiled. Individual payments will be arranged.

The new Director Wales-in-waiting was introduced to Council prior to taking up the post on the following Monday. He has already met the country officers.

Staff bonuses

The bonuses model for the 2017 bonus, due to be paid in February 2018 was presented at the meeting and approved by Council.



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NRW funding

Council considered the paper which was circulated at the meeting as compiled by the Head of Biodiversity Projects.

Council approved the delegation of the budget and the submission of bids on 14 January 2018 to the Executive Committee, as this falls before the next Council meeting. An update will come back to Council.

Staff counsellor will be discussed at the next meeting

Schöffel gilets will be posted out to Council members. Council will need to sign the declarations and return them to the Association.

C.2 Date of next meeting

The next meeting will take place on 24 January 2017 at Marford Mill.

Signed:

Date:

Chairman

