

CONFIDENTIAL

**THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION
CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL, ROSSETT
ON THURSDAY 25 JANUARY 2018 AT 9.30AM**

Present:	John Thornley OBE John Dryden Duncan Greaves Ian Grindy Martyn Jones Robin Marshall-Ball Oliver McCullough Eoghan Cameron Paul Shaw Sally-Anne Cockerill Professor Ann Mortimer Cara Richardson	Vice-Chairman
Ex-Officio:	Christopher Graffius Angela Davies Steve Bloomfield Dr Colin Shedden Steve Griffiths Tommy Mayne Dan Reynolds Ian Bell Ian Danby	Acting Chief Executive/Director of Communications Director of Business Management Director of Operations Director Scotland Director Wales Director Northern Ireland Director England Chief Executive due to start 19 February 2018 Head of Biodiversity Projects, for item A14
Minute Secretary:	Jayne Danby	

A. OPEN MEETING

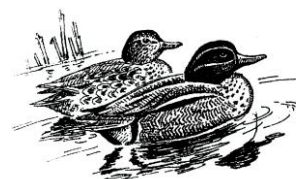
A.1 To receive apologies for absence and to note absentees

Apologies had been received from Peter Glenser QC, Sarah Turner, Peter Watson, Mike Hardy and Claire Sadler.

Ian Bell was welcomed to the meeting by the Vice-Chairman, who chaired the meeting. Council reiterated their thanks to the Acting Chief Executive/Director of Communications, the Director of Business Management and the Director of Operations.

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, should Council discuss nominations and some of the Acting Chief Executive/Director of Communication's report at A13.



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A.3 To identify suggested items of any other business

The following were identified as additional items of business:

Council member's letter to the *Shooting Gazette*.
Recording of Council minutes.
Bryn Parry.

A.4 Declarations of interest

The Acting Chief Executive/Director of Communications and the Vice Chairman declared an interest in B9, as trustees of the WH(C) Ian Grindy and Oliver McCullough declared an interest in the investigation. All staff present as ex-officio declared an interest in B8, including the restructure.

A.5.1 Minutes of the 30 November 2017 Council meeting

The minutes of the 30 November 2017 Council meeting were considered.

Council noted the following amends:

Page 3, A10, 3rd paragraph, 1st line, should read, would the register *be* updated and the 4th line should read, Council would receive *updates*.

Page 4, A12, 7th paragraph, should read, they discussed compliance *with* the law on lead shot.

Page 7, B1, penultimate paragraph, line 6, should read it was *unanimously* agreed.

The title at B4 should be Restructure – taking the Association forward, not BASC strategy update.

Page 9, B7, 4th paragraph, line 1, should read, there *are* some risks to the Association and line 2, should read, there *are* only two FCA approved persons.

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

A.5.2 Minutes of the 29 November 2017 Executive and Finance Committee meeting

The minutes of the 29 November 2017 Executive and Finance Committee meeting were updated at the recent Executive and Finance Committee meeting and were accepted as a true record by Council.

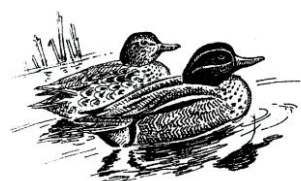
A.5.3 Minutes of the 19 October 2017 WLC meeting

The minutes of the 19 October 2017 WLC meeting were considered and were signed as an accurate record of that meeting.

Council agreed with the recommendation in the paper.

A.6 Matters arising from earlier Council meetings

Council noted that:



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At A12 on page 4, paragraph 4, the next meeting with Duncan Orr-Ewing and Chris Corrigan of the RSPB and other staff from England is planned for 2 February 2018; the Director of Scotland will attend along with other senior staff from England. Hen Harriers, raptor persecution and lead are among the agenda items.

The Acting Chief Executive/Director of Communications has produced a public affairs strategy, as requested and asked for Council to approve the strategies this sets out everything BASC does in public affairs. This is to be a key item on the agenda next time. There is the wider issue of a single strategy that everyone needs to be signed up to, from which, the agreed master messages can follow. Council members are to inform the Acting Chief Executive/Director of Communications of the issues on the ground. The debate on the strategies will need to be held in Council and is to be put on the agenda for next time.

The Strategic positions in different countries and Council's considered approach to that, for example, medical testing in Northern Ireland, was mentioned at the last meeting. Devolved legislation needs to be taken into account when discussing strategy.

A.7 Forward plan for Council

The forward plan for Council meetings through to January 2019 was considered.

Strategic indicators should only appear once on the March 2018 plan.

Nominations for Chairman and Vice-Chairman, under May 2018, to be changed to Expressions of Interest.

Under governance and disciplinary, a review of the appeal procedure is to be added to the forward plan.

A.8 Monthly Health and Safety report

The Director of Business Management presented the monthly Health and Safety report, covering the period 18 November 2017 to 10 January 2018. During this period there were no incidents or accidents at any of the BASC sites.

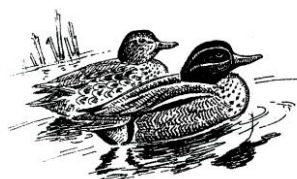
A.9 Updated Policies – Treating Customers Fairly Policy

The Director of Business Management presented the draft Treating Customers Fairly Policy.

Council noted the additional updates:

On page 4, under implementation, it is to be added in that as part of their FCA delegated oversight responsibilities, Council will monitor the implementation of this policy.

The typos have been picked up and will be corrected.



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Under Section 5.15, recruitment, training and competence, Council training is ongoing as well as staff training; volunteers who sell memberships at game fairs are also to be FCA trained.

The last sentence in 5.20 needs rewording to avoid the double negative.

Council adopted the policy and noted that FCA training for certain Council members is to be extended to all members of the Executive and Finance Committee. The next training session is on 27 March 2018.

A.10 Election of a Staff Counsellor (oral)

Ann Mortimer and Duncan Greaves expressed an interest in this role.

The Acting Chief Executive/Director of Communications circulated a role description for Staff Counsellor.

Ann Mortimer was elected to the role of Staff Counsellor as Duncan Greaves is up for re-election this year and the role will be re-viewed if he is elected again. Ann was proposed by Martyn Jones and seconded by Eoghan Cameron.

Council resolved that staff will be informed at the forthcoming staff meeting. A discussion between The Acting Chief Executive/Director of Communications and Ann Mortimer will decide what the announcement should say.

A.11 Honours and Awards (AGM)

The Director of Business Management presented the paper concerning the honours and awards that are presented at the AGM each year including the criteria for each award or honour.

Council noted that nominations must be submitted to the Director of Business Management or Louise Murray by 28 February 2018 and that a list of nominations will be presented to Council at the March meeting for approval. The Discussion regarding individual nominations will take place at the next Council meeting.

Council were reminded that Council administration now sits with Louise Murray and her new assistant.

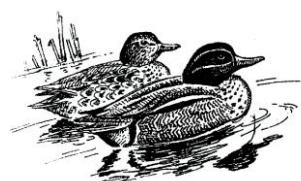
A.12 Chairman's report (oral)

The Vice-Chairman presented the Chairman's report.

Council noted that the Chairman:

In December - Attended the gamekeepers shoot at Catton along with the Vice-Chairman and the Acting Chief Executive/Director of Communications.

Has completed the Acting Chief Executive/Director of Communication's appraisal and been giving attention to staff salary increases and bonuses and the new year message.



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Has been wildfowling with Brancaster Wildfowlers, ferreting with Simon Reinhold and Simon Whitehead and had wider discussions about a new book to be launched at the game fair about rabbits with Scott Ray.

In January – met the Acting Chief Executive/Director of Communications, The Political affairs Manager, Wonkie Hills and an events' organiser regarding the offer of a ballroom in Bloomsbury Square over the period of the Winter Game Fair.

Has had a discussion with Dylan Williams re game marketing.

Has given attention to emails and phone calls on numerous subjects including the Game Marketing Board, the APPG dinner, Ian Bell's start, the RSPCA and the BASC airgun seminar, where he will speak on the current law.

A.13 Acting Chief Executive/Director of Communications' report

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

Council noted the following updates:

The Acting Chief Executive/Director of Communications met Tom Adams, a former employee of Guns on Pegs who has been recruited to staff a new game marketing board to increase the market for shot game.

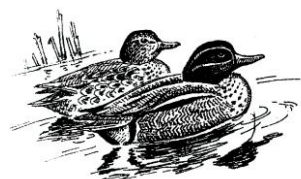
A business plan and a written proposal have been requested. These will come to Council in March.

Shoots will pay a membership fee of £500 to £5,000 depending on their size; there will be an optional levy of 50p per bird shot. This is anticipated to generate a minimum income of a quarter of a million pounds which will be used to market game in the Middle and Far East. It is an assurance scheme where participants would sign up to a set of standards in the hope that others will not sell days on shoots without a kite mark. A previous shoot assurance scheme was launched in 2006/7 but failed 3 years later; it was poorly funded.

Council noted that the Code of Good Shooting Practice remains the minimum standard for any shoot,

The Acting Chief Executive/Director of Communications met Sir John Randall, the environmental advisor to the Prime Minister, a former Conservative whip, a former MP and former president of the RSPB..

There exists a program in Scotland called Heads up for Harriers under the partnership against wildlife crime. Estates are asked to sign up and notify the partnership if a harrier nest is established and to accept a camera. Currently fourteen have signed up to the scheme; there have been six new nests in the last season, three of which were on grouse moors. This has provided information on the reasons why harrier nests fail other than raptor persecution.. It is hoped that BASC, the CLA, the Moorland Association and the government could work together on a similar scheme in England.



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A.14 Operations' report

The Director of Operations presented his update on operational matters.

Ian Danby, Head of Biodiversity Projects, joined the meeting to brief Council on two issues with Natural Resources Wales.

The Director of Operations thanked Council for listening to The Head of Biodiversity projects when he presented his report.

Funding Bid in Wales

Council noted that, in line with their direction, BASC provided an expression of interest bid to NRW in mid-January. The project bid is to extend the targeted mink and grey squirrel control currently delivered under Green Shoots in Wales.

If NRW invite BASC to make a full application there will be an opportunity for costs to be approved by a future meeting of Council, it should be known by the middle of February if BASC are through to the next stage.

Legal advice and the Dyfi appeal

Council were briefed on the legal advice from James Maurici QC, secured in December with respect to BASC's concern that NRW and NE are not taking a proportionate approach in their application of the precautionary principle regarding their decision about wildfowling consent on the Dyfi Estuary.

Discussion turned to the immediate issue of the appeal of the consenting decision by NRW for wildfowling on the Dyfi. BASC and the clubs feel that it is overly restrictive.

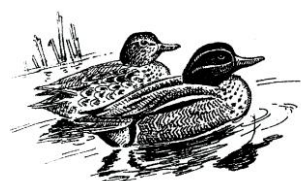
The two clubs involved are keen to continue the appeal and are fully aware of the chances of success.

The primary cost of continuing the appeal is staff time, about two to three 3 weeks, to write the case and see the process through. There are no formal fees involved in appealing.

Council resolved that the appeal should continue and if additional resources were needed to make the appeal then they should be sought.

In addition, Council resolved that if future research is needed to create the opportunity for a better consenting decision, then Council will consider a proposal.

Council thanked Ian Danby for his attendance at the meeting and his excellent presentation regarding Dyfi consenting issues.



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Staff Career Progression

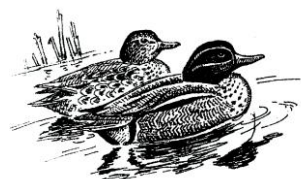
Regarding the staff career progression policy, there are one to five-year plans in place for individuals; some training is already underway including management training programs, legal training, apprenticeships and graduate positions.

Council clarified that they set the strategy with an approved, high-level statement of intent which acts as a framework for the senior management team to develop the operational plan.

A.15 To consider requests for advice from Country and Advisory Committees

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

Director Northern Ireland highlighted that Northern Ireland's working relationship with the sporting services department is second to none and would like thanks to be expressed to them. The Director of Operations will email sporting services to that effect and also write letters to individual employees.



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B. CLOSED MEETING * CONFIDENTIAL *****

B.1 Investigation update (oral)

Dr Colin Shedden, Tommy Mayne, Dan Reynolds and Steve Griffiths left the room for B1.

The Vice-Chairman updated Council on various investigation matters.

B.2 Council members – 2018 Skills Audit

The Vice-Chairman presented a paper outlining proposals for the imminent undertaking of a Council-wide skills audit. This will help to give an overview of existing expertise and identify gaps where members could potentially be co-opted.

Council reviewed the self-assessment form and resolved that:

The HR/Training sub-heading be changed to Leadership skills/General.

Target shooting, rifle shooting, gundog trialling, punt gunning, social media and game cooking/game meat preparation are to be added.

With these amends, the form was approved for the skills audit; the amended form will be emailed to Council members for completion.

The results will come to the May Council meeting when the forms have been completed and returned.

Council also agreed that the information should be shared among Council members.

Council agreed the skills audit process as outlined in section 3.2 of the paper.

B.3 BDL Strategy

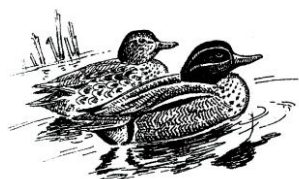
The Director of Business Management presented a report, on which she has worked with Sandra Loton-Jones, concerning the BDL Draft High Level Strategy.

Council noted that the majority of income is from commission from cars and the reselling of products like insurance and BASC merchandising.

Council resolved that:

- The spend is focussed on the members so that the service to membership remains paramount.
- The Executive and Finance Committee in March 2018 will have BDL on the agenda.

Council approved the report and the five year plan for the BDL.



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It was brought to attention that there could be too many advertisements in the S&C magazine and this is to be looked at in the future.

B.4 2018 Operational Plan

The Acting Chief Executive/Director of Communications presented his paper on the 2018 Operational Plan.

On page 19, it was noted that Council do not set policy regarding training; this is operational and needs rewording.

Council noted the operational plan as presented and acknowledged that with the restructure and a new CEO it is a flexible document. Much of the operational plan links with strategic objectives and will be checked through once an overarching strategy is in place, they were asked to provide 3 top priorities going forward.

Council expressed their thanks to the Acting Chief Executive/Director of Communications and the Director of Business Management and the other contributors for their work.

B.5 Revised Constitution

The Acting Chief Executive/Director of Communications presented a report regarding the draft revised Constitution.

The Acting Chief Executive/Director of Communications and the Director of Business Management were thanked for their work.

B.6 Implementation of the Governance Review

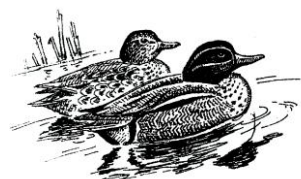
The Chairman of the Executive and Finance Committee's paper was circulated to elected Council members just prior to the meeting – hard copies were handed out to Ex-Officio members at the meeting following Council's recommendation that they be involved in the discussion; they would need time to read the document before they could comment.

Council resolved to delegate objective setting for the new CEO's probationary period to the Chairman, the Vice-Chairman, the head of HR and the new CEO himself; the probationary period of the new CEO is to be overseen by the above named who routinely liaise with him. The collective thoughts of Council members will be sought and taken into account within this process.

B.7 Public Affairs Strategy

The Acting Chief Executive/Director of Communications presented his report regarding the Public Affairs Strategy.

Council discussed the report and the current political landscape.



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The Acting Chief Executive/Director of Communications will bring some action points and funding indicators to the March Council meeting.

Council felt that a debate may be needed regarding BASC's position on a variety of issues so that people representing us are consistent and prepared for questions, The Acting Chief Executive/Director of Communications, with input from staff and Council, will consider and prepare some master messages. It was highlighted that, as BASC takes an *evidence based approach* to key issues, the Association may need to consider different positions in the devolved legislatures, e.g. the more stringent medical aspect of the firearms licensing system which operates in England/Wales and Scotland but not in Northern Ireland.

B.8 Director of Business Management's report

The Director of Business Management presented her report.

Council noted the following updates:

Table B: A response has been received from the Financial Ombudsman Service regarding the member complaint against BASC. The member wanted to use BASC's legal expenses insurance to try to get his voluntarily revoked firearms back. The FOS has filed that there was no claim. When somebody has a claim, they will be sent a copy of the policy relevant to their claim.

Table D: Hannah Davies has been recruited to the Marketing Assistant post. Hayley Williams will start in the role of Admin Assistant CEO on 12 February. Interviews for HR Administrator took place; the successful candidate is pending.

Table H: The new finance system has gone live; technical errors are being worked through.

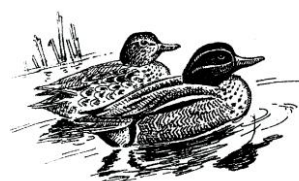
At 5.2, The Council approved that Chief Executive Ian Bell will replace Director of Communications Christopher Graffius who is standing down, as an ex-officio trustee for the Wildlife Habitat Trust, in accordance with the trust deeds (rule 11(1)).

The Council approved that Chief Executive Ian Bell will replace Director of Communications Christopher Graffius who is standing down, as an ex-officio trustee for the Wildlife Habitat Charitable Trust, in accordance with the trust deeds (rule 11(1)).

The Council approved that Chief Executive Ian Bell will replace Director of Communications Christopher Graffius who is standing down, as an ex-officio trustee for the Wildlife Habitat (Conservation Stamp) Trust, in accordance with the trust deeds (rule 10(1)).

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

All housekeeping items suggested were approved by Council.



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Restructure update: All staff have been spoken to in one-to-ones ahead of full disclosure of the proposal (stage one). The project board have reviewed and approved the project initiation document and the project plan and the consultation document will go to staff on Monday 29 January 2018 for four-weeks of anonymised feedback on their own areas and the whole structure to be used for stage two. HR will be available to staff throughout this process. The project board will then review the feedback, making any necessary changes to the proposed structure and the documentation will come before Council in March for ratification. Stage three, the implementation phase, will follow.

The proposed restructure document, the plan and the timeline are to be emailed to Council members who will then be in a better position to answer staff questions and reassure staff members who approach them.

Council noted staff concerns over the restructure proposals, particularly regarding the timing. Staff have been reassured that this is a proposal and their feedback is vital.

Council acknowledged that communication needs to be better and that it is a difficult time. The senior executive team are to relook at how the program has been rolled out in the light of concerns expressed and offer reassurance to staff members that their input is crucial.

B.9 Annual donation to WH(C)T

The Director of Business Management presented her report regarding BASC's annual donation to the Wildlife Habitat (Charitable) Trust.

Council resolved that the current funding policy is still fit for purpose.

As the accounts are not ready yet, indications are that the results for the Association group at the end of December 2017 will be around the region of noting a surplus of around £1.2 million, resolved that the 2017 donation to the WH(C)T should be £50,000.

C. OTHER ISSUES

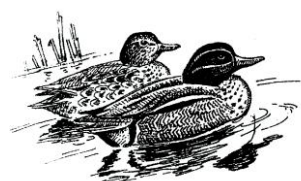
C.1 Any other business by leave of the Chairman

Professor Ann Mortimer won letter of the month for her letter to the *Shooting Gazette* regarding mental health and firearms.

Some member feedback regarding *Shooting and Conservation* states that there are too many adverts in the magazine, where members would like to have more information. This balance between a membership magazine and revenue is a topic of ongoing discussion which will come to Council.

C.2 Date of next meeting

The next meeting will take place on Wednesday 28 March 2018 at Marford Mill.



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Signed:

Date:

Chairman

