

NOTE OF MEETING OF THE EXECUTIVE OF THE CYCLE TRAINING STANDARDS BOARD 15 JANUARY 2008

1. Introductions and apologies

Present from the Board :

Catherine Cornwell (Temporary Chair, DfT)

John Mills (British Cycling)

Steve Garidis (Cycling England)

Kevin Mayne, (CTC)

Kevin Clinton (RoSPA)

Steve Whitehouse (LARSOA)

In attendance :

Bob Richards, DfT

Dave Dansky, CTUK, representing the ITP (Instructor Trainer Providers) Group (morning only)

Sara Basterfield, CTSB Officer

Apologies :

Philip Darnton (Cycling England), Jim Riach/Marie Blair (Scotland), Meryl James (Welsh Assembly Government) Harry Green (DOE, Northern Ireland).

1 Minutes of Previous Meeting

1.1 These were accepted and will be posted on the CTSB Website.

Action – Steve Garidis

1.2 Research - it was agreed in principal that CTSB should be undertaking or supporting research on cycle training. It was noted that DfT is about to undertake cycling safety research and the Board agreed that it would be sensible to work with the DfT on this matter.

Action - CTSB members to send any comments they have on the paper prepared by Kevin Clinton to the CTSB Officer by 31 January at the latest.

2. Updates

2.1 Department for Transport / Cycling England

a) The Secretary of State, Ruth Kelly, is keen to see increased investment in cycling and is very interested in Bikeability. Unable to confirm what level of additional funds will be available but DfT will keep the CTSB in touch with any developments.

b) In the meantime it is important that CTSB takes a view on what it can do to help Cycling England take forward its programme. It was noted that it would be particularly important to progress two of the meeting's agenda items (Safeguarding Vulnerable Groups and Trainer Accreditation).

c) Local Authority Training Grants

DfT invited Local Authorities to submit bids for the 2008/09 grant in December 2007. The closing date for bids is Friday 1 February 2008. The initial reaction to the grant is very encouraging and DfT expect to receive around 50 – 55 bids. Decisions should be made in the early Spring.

3.2 Welsh Assembly Government

Kevin Mayne provided an update of some development at the Welsh Assembly that he was aware of. It was noted that they are awaiting news on funding due to be announced in the next quarter.

3. Update from ITP Group

The ITP is expanding, and there are now 14 ITPs. They have prepared a constitution and are working on Terms of Reference. The group will be ready to report back on the pilots of the Assistant Trainer Instructor Course and the Instructor Trainer course in April.

Action – CTSB Officer to circulate finalised minutes from the ITP 6 December 2007 meeting to the CTSB

4. Safeguarding Vulnerable Groups Act (SVGA)

Bob Richards introduced a paper which set out details of the Safeguarding Vulnerable Groups Act and the new vetting procedures that the DCSF are phasing in, starting autumn 2008.

It was noted that DCSF has advised DfT that new or existing cycle trainers working with children would have to register with the new Independent Standards Authority (ISA) when the new scheme is phased in and that trainers will be required to register with the ISA via an application to the CRB. There will be a phasing process for employers and employees/volunteers. The ISA are proposing for the scheme to cover new employees and job movers first and then to phase to the existing workforce by date of disclosure. So trainers who have recently had a CRB check would be phased into the scheme later in the process (in up to five years' time).

It was agreed that

- a) As the Awarding Bodies work progresses, the CTSB needs to report back to the DCSF on what the CTSB is doing regarding SVGA. Though it was noted that this is not a requirement of the new legislation, which deals primarily with ensuring trainers are vetted before working with children, but seemed a sensible approach.
- b) Incorporate a review of Child Protection Work in CTSB's future work (using the NSPCC - National Society for the Prevention of Cruelty to Children as a resource).
- c) Individual trainers need to be informed

Action – CTSB members to e-mail notes to Bob Richards

Action – British Cycling to provide an index of guidance for the next meeting

5. Accrediting Bodies

The Accrediting Bodies Working Group met in November 2007 to discuss proposals for taking instructor accreditation from informal to more formal and accessible arrangements.

The working group consisted of Cycling England, CTC, British Cycling, LARSOA and RoSPA. Cycling England chaired the working group and prepared a paper which was circulated prior to the meeting.

The Board agreed the proposals as outlined subject to a few refinements. Cycling England agreed to finalise the paper and will make recommendations taking employing consultants to work up the Service Level agreement. The group agreed that the new system for trainer accreditation should be ready for implementation as soon as possible - ideally by summer 2008. The CTSB agreed that the proposals needed to be consulted on widely with stakeholders in particular ITPs.

The group also discussed scheme accreditation. It was agreed that:

- a) it was too early to adopt full scheme accreditation and that a decision on this should be put off for a minimum of 24 months. Results from the full scheme accreditation pilot showed roll-out would be prohibitively expensive and would lead to significant barriers to adoption for local authorities and other scheme providers; the CTSB also agreed with the Working Group's recommendation that scheme accreditation could not be built into the accrediting bodies model.
- b) Cycling England would continue the process of provisional accreditation of schemes but it would be renamed "the Registration Scheme for Bikeability. As part of the registration scheme between 5 and 10 % of all schemes would be subject to a spot check.

c) A contract implementing the spot checks would be let.

There was concern about the CTSB's powers to strip any scheme not meeting the standard of its accreditation. DfT agreed to seek further guidance on the issue of indemnity.

Action – Cycling England will finalise the paper, look into employing consultants to work up the Service Level Agreement and put forward proposals for consulting on trainer accreditation. It was agreed that the consultation should take place as soon as possible.

Action – DfT to check with their legal department on indemnity and the CTSB's legal position

6. AGM and Dates for Future Meetings

AGM - the Group discussed the AGM which is due on 1 April 2008. It was agreed that there would be a short (1 hour max) meeting of the CTSB Board in the morning followed by a lunch and meeting for the wider CTSB membership. It was also agreed that the attendance should be limited to two people per ITP.

Action – CTSB members to e-mail Sara Basterfield and cc Catherine Cornwell with suggestions for the agenda by 25 January.

Future Meetings

The following dates were agreed:

Tuesday 1 April 2008_(Venue and times to be confirmed), Business Meeting (morning)
AGM (afternoon)

Tuesday 3 June 2008 (Venue BVSC)

Wednesday 17 September 2008 (Venue BVSC)

Tuesday 11 November 2008 (Venue BVSC)

Any Other Business

It was noted that the CTC will be holding a Cycle Training Conference in Bath on 25 March. There will be short session on the work of the CTSB which Kevin Mayne volunteered to run.

Chair of next meeting = Catherine Cornwell

SARA BASTERFIELD, CTSB OFFICER: 15 JANUARY 2008