



BSS Advisory Committee – Confirmed Notes

BSSAC #104, 10 MARCH 2020, CANAL & RIVER TRUST OFFICES, HATTON

Present:

Chair	AWCC
BSS Support Exec & Secretariat	TBA
BSS Manager	
BSSTC Chair	<u>Navigation Authority reps:</u> EA

Examiner Body reps:

YDSA	<u>Marine Trade reps:</u> BM1 – British Marine Executive
IIMS	BM3 - British Marine Boatbuilding
NABSE	
ABSSE	

Boat User Group reps:

RBOA	<u>Apologies:</u> Broads Authority
IWA	NABO
	RYA Executive Interests
	BM2 - British Marine Hire Boats

104.1 Apologies and introductions

As noted above.

104.2 Notes of last meeting

- 104.2.1 The point was raised about the delay in circulating the notes. The Chair explained that the considerable workload in recent months contributed to the delay. It was established that there is an effort to recruit more staff. It was generally agreed that a week's turnaround time would be ideal.

Note that meeting #103, scheduled for 5 November 2019 was cancelled.

- 104.2.2 102.2.2 – Hire Boat Code - Discontentment was expressed at the diversion of BSS funds to support AINA with the facility for the Hire Boat Consultation.
- 104.2.3 102.2.3 Commercially managed shared ownership boats – Any discussion on this subject is to be shelved for the time being, pending any complaints from shared-ownership boat operators or discussion between British Marine and AINA.
- 104.2.4 The Chair took the minutes as accurate and accepted with the necessary typo amended. He expressed his disappointment that the November 2019 meeting was cancelled.

Matters arising

104.2.5 Trusted messenger initiative – the document was discussed. It was noted that BSSMC had approved the introduction of the Carbon Monoxide (CO) Safety Self-Assessment Quiz Card at their December meeting. It was established that the document was a tool for examiners and would no longer be referred to as ‘Trusted Messenger’

104.2.6 Hire Boat Code consultation - It was reported that there had been 30 responses to the consultation, which will be reviewed in the next few weeks. The consultation finished yesterday.

104.3 To note actions from the last BSSMC meeting

104.3.1 The Chair outlined the BSSMC’s commitment to having full and frank discussions about BSS office prioritisation and resourcing.

104.4 Nominations for BSSAC Chair’s position

104.4.1 There was member consensus on the Chair being in place for the next 12 months, with one member organisation abstaining (NABSE).

104.5 Review of BSSAC membership and membership types

104.5.1 The Chair explained that the committee had to consider whether the committee had the right degree of representation. The YDSA rep suggested that the number was big, but manageable.

Renting boats to live, as opposed to owning as a hobby, was discussed as being a potential blind spot. The Chair clarified that BSSMC is aware of the blind spot, but that partly because of licensing issues, rented residential boats remain under the radar, making representation difficult.

The BSSTC Chair noted that the user groups have the same issue. The NABSE rep noted that he does a lot of work with the Waterways Chaplaincy, whose support could be utilised. RBOA Rep said that they do cover rented liveaboard boats.

In the meantime, RBOA and NABO and the other user groups, will do what they can to put forward any views from tenants. The IIMS Rep said that Examiners are in a good position to pick up any issues.

The NABSE Rep suggested publishing BSSAC notes more widely in the hope that tenants could keep up to date with issues.

104.6 Proposed increase in the BSS Certification charge

104.6.1 The BSS Manager reported that he had held his post for 11 months, observing what has been successful and what has been less successful. He noted the slow processing period of paperwork such as the minutes. He established the perceived need to use contractors outside BSS. He outlined the significant initiatives looking forward

Referring to *Doc G1, BSSAC #104*, he gave notice of the intention to increase the certificate cost. He also reported the intention to increase the examiner annual registration fees to cover relevant improvements to Examiner support initiatives.

He said that the ultimate goal is to seek from BSSMC an agreement for annual percentage increase based upon RPI and CPI. He felt that a planned admin post would do the majority of the support work to enable the committees to operate effectively and to meet and manage expectations.

104.6.2 The Chair reminded members that the committee’s role in relation to finance is to

determine the impact what the consequences will be for the people they represent.

Inflation was briefly discussed. The YDSA rep expressed discontentment that, over the past 9 years, the Scheme has taken on things outside its remit. He said he can't comment on plans to increase income if he does not know where the current plans are spent. The Chair agreed that spending on matters outside the Scheme should not happen again.

The Chair denied the NABSE rep's attempt to refer to specific figures from the past. The Chair emphasised that this item involved a proposal to increase fees. The BSS Manager emphasised the need to focus on quality assurance measures in order to attain the assurance that meets the expectations of the owners of the Scheme and stakeholders.

The IIMS rep sought an assurance that the BSS core business and the primary focus of the entire BSS spend was to support BSS Examiners deliver good quality examinations

The IWA rep raised a question on why accounts cannot be published.

The BSSTC Chair said that it was obvious that the organisation is too lean with too much to do and needs proper resourcing to achieve the day to day operation as well as the necessary improvement initiatives.

The ABSSE rep expressed concern with the registration cost examiners were paying towards Salesforce for ongoing training for examiners.

The AWCC rep suggested that it might be better from a boater's point of view to publish how much is charged for the certificate to BSS Examiners.

The Chair summarised that it would be easier to justify the increases in fees if the Scheme's headline income generation and headline spending was published.

104.7 Interim review of the BSS Examination Checking Procedures

104.7.1 The BSSTC Chair gave his update report [*Doc C1, BSSAC #104*] and noted that Part 7 LPG cylinder storage location as a long-standing item currently being addressed.

The BSSTC Chair said that the interim review project was in its final stages and that recommendations would start to arrive at BSSAC shortly. The BSSAC Chair proposed a small group of himself and 2 others who could receive the work electronically, review it and return it. The TBA rep and Canal & River Trust rep volunteered.

The BSSAC Chair will determine the terms of reference of the sub-group in advance of the work commencing.

104.8 Report from BSSTC Chair

104.8.1 The BSSTC Chair reported that minor amends to the manometer and bubble tester gas testing procedures are being finalised and will be debated at the next BSSTC meeting at which the primary BSS LPG consultant will attend.

He referred to the proposal to be considered by BSSTC as to whether smoke alarms should become a BSS Requirement, following on from CO alarms becoming mandatory. He envisaged that the bulk of the pre-work necessary to support a Risk Review and Assessment Paper, will be done by the end of the year.

He raised the future important work item to review and modernise the non-private (commercial) BSS Requirements, last published in 2002. He re-iterated that the scope for this project must come from AINA.

The BSSTC Chair asked each committee member to take back thanks to their parent organisations for the contributions made by BSSTC members. The BSS Manager

seconded this.

The YDSA rep asked if examiner training needed to be involved in the roll-out of the amended BSS Check list. The BSS Support Executive answered that training would be done online.

104.9 Proposed Examiner Investigation BSS Quality Assurance Procedure amends

104.9.1 The BSS Support Executive referred to *Doc H1, BSSAC #104*, proposing minor amendments to the BSS Examiner investigation procedure concerning formal complaints about alleged breaches of the BSS Examiner Conditions of Registration. Most of the proposed changes fall from comments made by the independent arbitrator following their scrutiny of a recent Examiner appeal.

Members' expressed its unanimous support of the proposed amendments and they will now proceed to BSSMC, subject to several typos being addressed.

A question was raised on who pays for the involvement of the arbitrator during an appeal. The BSS Support Executive answered that the BSS office pays a small annual fee to the arbitration service. When an appeal takes place, the Examiner will pay a case fee of £300 plus VAT when submitting an appeal form and the BSS will pay a case fee of £300 plus VAT when submitting the defence. The losing side pays the other side their fees and the decision is binding.

104.9.2 The BSS Support Executive went on to *Doc H2, BSSAC #104*, which proposed a new policies procedure where an examiner feels motivated to make that complaint about a fellow examiner. The Chair emphasised that this is about unsubstantiated complaints. It was understood that no more than 10 complaints were anticipated per year. In the past, the majority of examiner-on-examiner complaints have been substantiated immediately and so the normal investigation procedure applies.

It was agreed to find out if Data Protection principles applied to the findings, including a four-year limit on retaining personal data.

104.10 Quarterly BSS Quality Management Activity update

104.10.1 *Doc D1, BSSAC #104* was discussed, with minimal criticism made. The BSS Support Executive reported that the formatting flow follows the Navigation Authority Agreement sections, hence blank spaces appear.

The YDSA rep noted that the third box on page 3 mentions automatic invoicing. He requested that this be accompanied by an email notification with the invoice attached. This was established as being an IT-related issue.

The NABSE rep asked the number of people working for BSS. The BSS Manager answered that there is currently 6 people plus 1 vacancy.

104.11 Report from the BSS Manager

104.11.1 Referring to the Annual report of incidents and accidents, *Doc F1, BSSAC #104*, the Chair established that the figures are down, but people continue to die.

Establishing the cause of incidents remains a challenge and the need to focus on the known factors and react to trends was emphasised.

The YDSA rep enquired about the reduction in reported incidents over the past 6 years. It was suggested this could be related to evolutions in IT. It was noted that in certain cases, such as a boat burning down, evidence could not be obtained.

The BSSTC Chair asked members to make known any information about incidents or

near misses. The BSSTC is keen to be ahead of any new risks.

104.12 Items for BSSMC

104.12.1 To better publish the Scheme's headline income generation and headline spending.

104.13 Confirmed date of the remaining 2020 BSSAC meetings at Hatton

104.13.1 The Chair stated that the dates have been published for the meetings for the rest of the year [#105 Monday 8 June 2020 and #106 Tuesday 3 November 2020] however meetings were now dependent on the impact of COVID 19.

104.14 Any other business [AOB]

104.14.1 The BSS Support Executive went to see the London Fire Brigade recently about their charitable funding for a CO monitoring project on liveaboard boats. It is planned that from 2 April, 33 out of 102 fire stations in London in 16 out of 32 boroughs, will start the initiative.

It will start with liveaboard boaters being invited to take part in a Home Fire Safety Check and will move towards a request of the boat owner to take part in a monitoring carbon monoxide exercise. It is planned that around 1,750 liveaboard boaters will take part in this initiative. And that this will be an 18-month project.

104.14.2 The IWA rep established that there is a small group of boaters looking at sustainability. A paper has been produced. The IWA rep received permission from the Chair to circulate this paper; the BSS Support Executive requested a copy in advance of circulation.