



BSS Management Committee – Confirmed Notes

MEETING #78 TUESDAY 2 OCTOBER 2012, CRT OFFICES, MILTON KEYNES

Present:

Chair BSSMC
BSSAC Chair
Broads Authority Rep
AINA Rep
CRT Rep
Environment Agency Rep
User Group Rep
Examiner Body Rep
BSS Manager

Co-opted & Others:

BSS Communications Manager
BSS Quality & Technical Manager

Apologies:

Marine Trade Rep

Absences:

BSSTC Chair - vacant

78.1 MEMBERSHIP & APOLOGIES

78.1.1 Apologies: Members welcomed a new Environment Agency Rep and the new Marine Trade Rep.

78.2 MATTERS ARISING AND COMMENTS ON THE REPORTS IN LIEU OF BSSMC MEETING #77 [not otherwise taken on the agenda]

78.2.1 No items were raised.

78.3 REPORT OF THE EXECUTIVE PRE-MEETING - [not otherwise taken on the agenda]

78.3.1 The BSS Office is to develop a resilience plan aimed at ensuring succession and continuity of the office function in the event of one or more of the team becoming ill or retiring at the same time. The plan is intended to be in place within 12-18 months.

BSS Manager

78.3.2 The Exec agreed the quarterly financial report for publishing and agreed that BSS accounts should include the facility for a reserve that could be called upon within financial plans.

78.3.3 The Exec identified the need for the BSSTC terms of reference to be modernised in respect of filling the position of the Chair.

78.4 DELIBERATE FIRE SETTING AND THE ROLE OF THE BSS [VERBAL UPDATE]

78.4.1 The BSS Manager apologised that this item is to be re-scheduled for a future meeting in order that relevant and improved information can be incorporated.

A general discussion took place covering whether arson could be considered a third party risk that required an engagement by the BSS with boaters. It was agreed that the BSS would continue with a low-key approach and use media release information to highlight any headline messages falling from incident data.

BSS Comms
Manager

78.5 AGREEING THE IMPLEMENTATION PROJECT PLAN FOR THE ECP CHANGES [DOC D1]

78.5.1 Members discussed and agreed the implementation plan for the ECP changes for private boats coming in from 1 January.

The format of the updating of the printed version of the BSS Essential Guide is yet to be determined.

The Chair expressed the gratitude of the BSSMC to the members of BSSAC and BSSTC for all their help and support with this major project.

78.6 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [Doc H1]

78.6.1 The report from the BSSAC Chair was accepted without comment. The report covered an update on the proposed ECP changes and the confirmed fitness for purpose of the BSS website (public).

78.6.2 The BSSAC Chair raised hire boat requirements and sought a view as to how far BSS requirements could/should go, illustrating this point by reference to areas within the scope of the hire boat code such as stability, handover and personal safety.

It was agreed that for the time being the parallel approach will continue whereby:

a) the navigation authorities will further consider and develop their position in respect of implementing the hire boat code, an AINA meeting is planned for October (2012); and,

b) in view of the fact that the BSS last reviewed its requirements in 2002, the BSS will review its requirements for hire boats and that an initial report will be drafted in March 2013.

BSS Manager

The BSSAC Chair raised the apparent disparity in compliance monitoring between navigation authorities.

78.6.3 Drawing from the report [Doc H1], the BSSAC Chair referred to proposals to further improve the efficiency and effectiveness of the BSSAC, supported by web-based technology, he reported that the number of meetings reduced from four to three with immediate effect.

He said that the move was facilitated by the committee's heavy work coming to completion, but committed to ensure any efficiencies were not at the cost of the quality of BSSAC recommendations to BSSMC.

78.7 DECIDING UPON CANDIDATES FOR THE ROLE OF BSSTC CHAIR [Doc E1]

78.7.1 Members confirmed that they had reviewed the CVs from the two applicants for the role of BSSTC Chair.

It was decided to offer the BSSTC Chairs position to David Fletcher. David previously represented NABO on BSSTC. The BSSAC Chair, the Examiner Body Rep and the User Group Rep abstained from the decision.

The BSSMC members supported the need for the BSSTC terms of reference to be modernised in respect of filling the position of the Chair

BSS Office/BSSTC Chair

78.8 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [VERBAL UPDATE]

78.8.1 In the absence of an appointed BSSTC Chair the BSS Manager reported no meeting had been held since the last report.

78.9 BSS MANAGER'S REPORT

78.9.1 **QUARTERLY REPORT OF INCIDENTS AND ACCIDENTS RECORDED AND INFERENCES DRAWN [Doc J1]**

78.9.1.1 Members received the quarterly report of incidents as a matter of record [*Doc J1*].

78.9.2 UPDATE ON THE BSS IT PROJECT [*Doc G1*]

78.9.2.1 The BSS Quality and Technical Manager introduced *Doc G1*, which was largely taken as read.

78.9.3 QUARTERLY QUALITY MANAGEMENT REPORT [*Doc F1*]

78.9.3.1 The BSS Quality and Technical Manager introduced *Doc F1*.

He referred to period of a few weeks when the BSS Administrator was sick and for the BSS Communications Manager had leave to move house and that was not planned. He reported that the BSS Office had survived this shortfall albeit that some tasks had to be re-prioritised. The office is to review its skill levels as a result of the experience.

The rest of the report was taken as read.

78.9.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT [VERBAL UPDATE]

78.9.4.1 The BSS Quality and Technical Manager reported that the BSS was largely on track concerning its financial plans for the year. He said that invoicing levels are behind following the period of staff sickness in the BSS Office. The stationary and postage budget will likely finish approximately 50% above plan because of the delay implementing IT2.

78.10 ANY OTHER URGENT BUSINESS

78.10.1 It was agreed that BSSMC contact details are not for publication other than the User Group Rep's because of his needs to be contactable by any user group in respect of BSS matters.

78.11 DATE AND TIME OF NEXT MEETINGS

78.11.1 Scheduled to be for Tuesday 18 December – now cancelled.