

## BSS Management Committee – Confirmed Notes

### MEETING #79 FRIDAY 15 MARCH 2013, CRT OFFICES, MILTON KEYNES

**Present:**

Chair BSSMC  
Environment Agency Rep  
Broads Authority Rep  
BSSAC Chair  
BSSTC Chair  
BSS Manager  
CRT Rep  
Marine Trade Rep

Examiner Body Rep  
User Group Rep

**Apologies:** AINA Rep

**Co-opted & Others:**

BSS Communications Manager  
BSS Quality & Technical Manager

#### 79.1 MEMBERSHIP & APOLOGIES

79.1.1 The meeting welcomed the new Chair of BSSTC.

#### 79.2 MATTERS ARISING AND COMMENTS ON THE REPORTS IN LIEU OF BSSMC MEETING #78

79.2.1 No comments were recorded.

#### 79.3 REPORT OF THE EXECUTIVE PRE-MEETING - *[not otherwise taken on the agenda]*

79.3.1 It was agreed that there would be a review of the terms of reference of the BSSTC completed within the next 12 months BSSTC  
Chair/BSS  
Secretariat

79.3.2 The BSS Certificate price was agreed to be held at £29 plus VAT currently £5.80

79.3.3 Work by the BSS Office on a developing a resilience plan is in progress and will be complete towards the end of the year. An outline framework document was agreed at the Exec meeting. BSS Manager

79.3.4 Following a consultation just before the new year, Scottish Canals announced that the *BSS is not only fit for purpose but widely supported by the majority of users.*  
As requested by Scottish Canals, members agreed to formalise links through the three BSS committee Chairs and outside of membership of the committees. BSS  
Secretariat

79.3.5 Exec members recognised the amount of work that had been done by the BSS Office team to draw the new certification reporting system (IT2) together as well as implement the revised BSS examination checking procedures for private boats in the New Year. Other members recognised the efforts of the BSS Office team, in particular the Examiner Body Rep.

#### **79.4 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [Doc D1]**

79.4.1 The BSSAC Chair raised the issue of the enforcement of the BSS requirements on CRT waters, and referred to EA and BA BSSAC reps reporting that their respective organisations has in place procedures to react to any obviously hazardous vessels their navigation staff came across. The BSSMC Chair said that the CRT Rep is carrying out a review of its supporting enforcement practises. CRT Rep

79.4.2 Members agreed the BSSAC recommendation, concerning the membership review of the BSSAC, namely that the size of the committee is large enough and should not increase and that there were no changed circumstances in the past year to warrant any alteration to the current membership or membership types.

Members noted that the current BSSAC Chair is to remain in post for at least another year.

79.4.3 The BSSAC recommendation to BSSMC to reject the NABSE application to join BSSAC was ratified.

#### **79.5 BSS HIRE BOAT REQUIREMENTS REVIEW – DISCUSSION DOC [Doc G1]**

79.5.1 BSSAC Chair expressed concerns that it is difficult for the MCA/BMF/AINA hire boat code to be reviewed as to its continued fitness for purpose, without the ownership for such actions being clear and his associated concerns that the scope of any BSS review of its own requirements for hire boats was no nearer to being decided.

He also pointed to the varying approaches of the navigation authorities to hirer safety approach illustrating how the Broads Authority accept a degree of hire operator declarations and also engage in hire base visits whereas CRT and EA have no equivalent approach.

It was agreed that, concerning the need for review, the navigation authorities should move away from referring to the Hire Boat Code and focus on licensing conditions and BSS requirements as part of a risk-based approach resulting in hirer safety being delivered through an appropriate balance between the roles and responsibilities of the navigation authorities, hire operators and hirers themselves.

It was agreed that this should be delivered through full and proper risk review and that the review is to be administered through the BSS committees prior to any proposals for change going out for public consultation.

There was a discussion on timing for the introduction of revised BSS requirements for hire boats. Based on advice from the BSS Office, the committee considered what was possible. The BSSMC agreed an aspiration to publish revised BSS requirements in 2014 and promote compliance with these during the year, before implementing them in 2015.

#### **79.6 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [Doc E1]**

79.6.1 The BSSTC Chair raised the balance of views represented on BSSTC, in particular the need to ensure that replacement members truly reflect sector interest, for example, that user representatives are not also BSS examiner practitioners. Members noted the BSSTC Chair's concerns and supported the need for an appropriate balance of views offering a range of opinion and experience.

It was agreed that BSSAC had a monitoring role to ensure a proper balance of views was achieved in recommendations reaching BSSMC.

## **79.7 BSS MANAGER'S REPORT**

### **79.7.1 ANNUAL REPORT OF INCIDENTS AND ACCIDENTS RECORDED, INFERENCES DRAWN AND PLANNED BSS RISK-ACTIVITY FOR 2013 [Doc H1]**

#### **79.7.1.1** Members agreed the plan of BSS risk-activity for 2013 [*now published on the BSS website*].

Members considered the plan to align BSS data with the WAID database and recommended that the definition of 'incident' and other terms remain consistent.

Members expressed the view that in the next activity plan, each proposed activity is given a priority rating. It was accepted that improvements anticipated in the BSS risk-management process will result in exposure rates being introduced and that this will support prioritisation and will assist members better understand the level of risk at play and the appropriateness of any risk controls recommended.

### **79.7.2 ANNUAL REPORT AGAINST PLANNED BSS RISK-ACTIVITY FOR 2012 [Doc H2]**

#### **79.7.2.1** Members received the report without comment and accepted that this items that were not fully completed in 2012 were added to the 2013 BSS activity plan.

### **79.7.3 UPDATE ON THE BSS IT PROJECT [Docs J1 – J3]**

#### **79.7.3.1** Referring to Doc J1, the BSS Quality and Technical Manager reported that the implementation of IT2 was on track having been slightly behind schedule recently.

The Examiner Body Rep asked what would happen if on switch-over to IT2 the system failed. The BSS Quality and Technical Manager outlined the contingency plan to revert to IT1 in that eventuality but said that IT2 is being tested robustly to ensure no system failure happens.

#### **79.7.3.2** Members agreed the Project Implementation/Communications Plan for IT2 [*Doc J2*]

#### **79.7.3.3** The BSS Manager introduced *Doc J3* recommending slightly changed guidance supporting the BSS Examiner Conditions of Registration to reflect the introduction of IT2.

It was reported that BSSAC practitioner body reps did not express any issue with the document and the Examiner Body rep said it reflected requests from ABSE members for guidance to be published.

The BSS Manager reported that the BSSAC BMF3 rep, who is also a YDSA member, had comments on the antecedence of the guidance and, as with all BSSAC members was invited to submit written comments within two weeks of the BSSAC meeting. A letter has been received from the Chief Executive of YDSA addressed to the BSS Manager in this respect

BSS Manager

The nature of the reply to the YDSA letter concerning the Conditions of Registration, their antecedence and the supporting guidance was discussed. The BSS Manager is to reply to the YDSA.

It was noted that it remains open for any YDSA concerns about any aspect of BSS, including the content of the guidance in support of the BSS Examiner Conditions of Registration, to be raised with the BSS through its BSS Advisory Committee representative.

The BSSMC agreed to sign off the draft revised guidance supporting the Conditions of Registration.

**79.7.3 QUARTERLY QUALITY MANAGEMENT REPORT [DOC I1]**

79.7.3.1 Members received the quarterly quality management report without comment.

**79.7.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT [VERBAL UPDATE]**

79.7.4.1 The BSSMC Chair reported that the BSS finances were looking healthy and meeting planned criteria.

**79.8 ANY OTHER URGENT BUSINESS**

79.8.1 No items were raised.

**79.9 DATE AND TIME OF NEXT MEETINGS**

79.9.1 There will be reports from the BSS office in lieu of a meeting in July  
The next meeting is scheduled to take place on Thursday 19 December at EA Offices at Millbank Tower, London.