



BSS Management Committee – Confirmed Notes

MEETING #81 THURSDAY 19 DEC 2013, EA CENTRAL LONDON OFFICES

Present:

Chair BSSMC,
BSSAC Chair
BSSTC Chair
Broads Authority Rep
Canal & River Trust Rep
Environment Agency Rep
Examiner Body Rep
Marine Trade Rep

BSS Manager

Co-opted & Others:

BSS Communications Manager
BSS Quality & Tech. Manager

Apologies:

AINA Rep
User Group Rep

81.1 MEMBERSHIP & APOLOGIES

81.1.1 A stand-in represented the Environment Agency.

81.1.2 Apologies: AINA Rep, User Group Rep

81.2 CONFIRMATION OF THE QUARTERLY REPORTS AND MATTERS ARISING NOT OTHERWISE TAKEN ON THE AGENDA – [COMBINED REPORTS IN LIEU OF MEETING DOC H1 BSSMC #80 SENT PREVIOUSLY]

81.2.1 No items were raised.

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

81.3.1 The chair advised the full BSSMC that the BSS Exec had discussed the BSS strategy document *[see item 81.5 below]*

81.3.2 In the context of the continued positive financial health of the Scheme, the members considering the BSS Business Plan development were minded to hold the price of BSS certification for a further four years *[now confirmed]* – this represents 8 years without a planned increase.

Further to questions as to whether the projection included income from examining hire boats, it was confirmed that relatively small numbers of hire craft examinations was included as per the status quo.

81.3.3 It was agreed to reward BSS examiners proportionately for BSS cost efficiency savings achieved following the move to IT2 from April 2013. Accordingly members were minded to reduce the BSS Examiner registration from £152 to £105 for the coming registration year beginning on 1 April 2014. *[now confirmed]*

81.3.4 It was agreed that any BSS surpluses of income over expenditure should be used to support boat-related safety initiatives.

81.3.5 The confirmed BSS Business Plan will be agreed by the Exec by the end of January 2014. *[now confirmed – see BSS profit and loss accounts for 2014-18 at Appendix A]*

81.4 INITIAL RECOMMENDATIONS CONCERNING THE NAVIGATION AUTHORITY HIRER SAFETY REVIEW [*Consultants report*]

81.4.1 BSSMC members were generally supportive of all of the initial recommendations as set out in the consultant's report. Members agreed that the process to date has been really good with some good outcomes; however it was recognised that there is a lot of work now to be done to pull it all together.

The members were in agreement that it is important that the momentum should not be lost in the next stage.

The next stage (stage 2) is for the navigation authority proposals to be developed and without undue delay. It was decided that, through AINA, the BSS Office should facilitate bringing together the navigation authority reaction to the initial recommendations and formulating an action plan. The BSS consultant is managing the process.

AINA / BSS Office

81.4.2 The issue of how/if the navigation authorities police their hire boat licensing conditions concerning operational matters dominated the agenda item.

The BSSAC Chair said that BSSAC firmly believe that the navigation authorities should already be properly policing the operational issues.

It was accepted that the Broads Authority already has a process in place and levied a relatively small amount on all hire operators so to do.

CRT and EA reps recognised that the current lack of enforcement was a concern and both agreed to come to the next BSSMC meeting with a credible and proportionate plan of their own and one that takes into account the trade's view that policing is already contributed towards in the licence fees. It was recognised that the risk is one for the navigation authorities to own individually and that the proposals may reflect different individual navigation authority responses.

EA / CRT Reps

81.4.3 The recommendation for Boat Safety Scheme certification from day one of a new hire boat was supported.

81.4.4 The matter of narrowboat hire boats having solid fuel stove installation not to the published code was discussed.

The BMF was asked to consider the possibility of pushing forward the code as harmonised ISO standard, supporting CE marking of all boats – private and hire.

BMF

81.4.5 The plan for BMF working with BSS, to assess any potential for CO emissions from diesel heaters and from engines was discussed as was the indication, as things stand, that CO alarms were not going to be required on hire craft in general, except where solid fuel stoves are installed.

BSS Office/BMF

81.4.6 The BSSTC Chair stressed the importance of improving the quality of the incident and near miss information captured.

81.4.7 The BSSTC Chair also reported the BSSTC activity in support of the hirer safety review, as reported in his report to BSSMC for this meeting.

81.4.8 Members also noted the need for safety communications as an element of safer hired boating, but it was agreed that such aspects need to be in the next stage, and as such that it is with the navigation authorities, but that the BSS may be able to assist.

Nav Auths.

81.5 BSS STRATEGY 2014-18 – [*Doc D2, BSSMC #81, Doc D1, BSSAC #84*]

81.5.1 The BSS Strategy 2014-18 proposals as previously fully supported by BSSAC,

were discussed in brief. Members were generally very supportive of the strategy direction and the proposals were agreed.

81.6 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [Doc G1, BSSMC #81]

81.6.1 The BSSTC Chair referred to the task to review the BSSTC Terms of Reference and that the committee is on track to deliver them by the end of the first quarter of 2014, provided that any required Hirer Safety Review activity does not create an impossible time-clash.

81.6.2 LPG issues that are long standing and which are putting off some comparative LPG tightness testing because of potential changes in the status of the relevant code.

The BSSTC Chair reported his inclination that the testing should go ahead and that this view had recently been shared with BSSAC.

He had asked the BSS Manager to produce a paper for BSSAC to consider on the subject.

BSS Manager

81.6.3 The IWA had provided a new BSSTC representative who is not a BSS examiner

81.7 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [Doc C1, BSSMC #81, ATTACHED]

81.7.1 The BSSAC Chair requested that his report be taken as read.

81.7.2 He drew attention to the report that the London Assembly is reviewing passenger safety on the Thames, notwithstanding the existing roles and responsibilities of MCA, MAIB and PLA in this area. Members were accepting of the point to be drawn.

81.7.3 The BSSAC Chair noted that there was a tendency in some reps on BSSAC to air vies or make comments that may not have the support of their sponsoring organisations and that he had made clear, that any such practice was unacceptable at BSSAC meetings.

81.8 BSS MANAGER'S REPORT

81.8.1 QUARTERLY REPORT OF INCIDENTS AND ACCIDENTS RECORDED, INFERENCES DRAWN AND PLANNED BSS RISK-ACTIVITY FOR 2013 [Doc I1, BSSMC #81]

81.8.1.1 Members received the quarterly report of incidents as a matter of record [Doc I1].

81.8.1.2 The BSS office suggested, in answer to the Marine Trade Rep asking if raw data could be available, that as it will be feeding information into the National Water Safety Forum's WAID database, the BMF would be able to access not just BSS data, but that from other organisations including blue-light services.

81.8.2 UPDATE ON THE BSS IT PROJECT [Doc G1]

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

81.8.3 QUARTERLY IT UPDATE [Doc E1 BSSMC #81] - (PR)

81.8.3.1 Members received the quarterly IT report of incidents as a matter of record.

81.8.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT

81.8.4.1 The BSS Quality and Technical Manager provided a verbal report. The current financial situation for the BSS is that the overall situation on target. Certificate

sales have met predicted cyclical expectations.

There are no major considerations identified.

Following tough negotiations, Salesforce has been contracted for the next four years at a heavily discounted rate.

The large financial report has been summarised into a small one, [added to these notes] and the board have approved that to go forward.

- 81.8.4.2 Responding to a question from the Examiner Body Rep concerning formal investigations, the BSS Manager reported that the overall situation is very significantly improved over that of five years ago when up to 22 formal investigations were underway.

So far this financial year, there have been 12 formal contacts, or for the sake of audit classed as formal complaints.

Three of them have been dealt with by a formal caution from the BSS Manager, and only one could potential go to the BSSMC Executive.

The BSS Manager thanked examiners for their improved care and diligence.

81.9 DATE AND TIME OF NEXT MEETINGS

- 81.9.1 Monday 17 March, (BSSMC #82)
w/c July 14 BSSMC #83 circulated reports.
Tuesday 16 December BSSMC #84

81.10 ANY OTHER URGENT BUSINESS

- 81.10.1 No AOB matters were recorded.