



BSS Management Committee – Confirmed Notes

MEETING #87 TUESDAY 15 DECEMBER 2015, EA CENTRAL LONDON OFFICES

Present:

Chair BSSMC

BSS Manager

BSSAC Chair

BSSTC Chair

AINA

Co-opted & Others:

BSS Communications Manager

BSS Quality & Tech. Manager

Broads Authority Rep

Canal & River Trust Rep

Environment Agency

Examiner Body Rep

Apologies:

User Group Rep

Marine Trade Rep

Environment Agency Rep

87.1 MEMBERSHIP & APOLOGIES

87.1.1 Apologies were provided from the User Group rep.

Members welcomed the new Chair of BSSAC.

87.2 CONFIRMATION OF REPORTS IN LIEU OF THE PREVIOUS MEETING, AND MATTERS ARISING NOT OTHERWISE TAKEN ON THE AGENDA – (ALL)

87.2.1 The reports in lieu of the last meeting were confirmed without amendment.

87.3 REPORT OF THE EXECUTIVE MEMBERS PRE-MEETING [NOT OTHERWISE TAKEN ON THE AGENDA] - (CHAIR)

87.3.1 The Chair emphasised the financial situation and the agreed planned loss for this year and that BSS Office had been tasked to liaise with CRT's finance department with the encouragement to deliver all projects.

87.3.2 The BSSTC Chair questioned why the BSS budget was planned to be used to support CRT's legal department assessment of its powers to introduce hire boats BSS certification from day-one of entry into service. His concern was that necessary other BSS activities may be affected. An assurance was given that other CRT department budgets would be used for the assessment.

87.3.3 The Marine Industry Rep asked about the BSS business plan and budget. The BSS Quality and Technical Manager said this would be distributed to members as soon as it is signed off by BSSMC Exec.

87.4 BSS HIRE BOAT REQUIREMENTS CHANGES, CONSULTATION OUTCOME AND DRAFT BSS RESPONSES, IMPLEMENTATION DATE, EXAMINER TRAINING AND ANY FURTHER CONSIDERATION – (PA/GW)

87.4.1 Members agreed with the report of the BSSAC Chair that the proposed BSS hire boats requirements changes had maintained stakeholder support through the consultation and so will be implemented as set out in the consultation, with the main exception being the decision to implement the revised BSS hire boat requirements from April 2017, twelve months later than proposed in the consultation.

The BSSAC Chair confirmed that all negative or critical comments had been taken seriously at BSSAC, however the vast majority of comments were favourable. Around 60% of the critical comments were about the implementation date.

It was agreed that when announcing the outcome of the consultation reference should be made to the reach of the hire industry representation from the 31 responses received.

It was also agreed that the critical comments should be drawn attention to, as per BSSAC coverage. It was acknowledged that many comments were about the implementation date.

It was agreed that early adoption by hire operators should be recommended.

BSS Office

87.5 UPDATE ON THE HIRE BOAT CODE REVISION [VERBAL UPDATE] - (TS/PB/SD/GW)

87.5.1 The CRT rep briefed members about ongoing work concluding the simplification of hire boat stability testing. He indicated that around 75% of hire boats could be tested using the simplified facility and that the 25% that could not mainly concerned day hire boats that will need to physically tested using competent marine surveyors.

In total 10 companies are to take part in the BETA testing of the 'simplified' stability testing facility during February. This means that the web facility and supporting information are being assessed to see if the average hire operator can reasonably apply the testing and achieve accurate self-certification and at what level of instruction or support.

It is envisaged that a meeting of the AINA/BM/MCA group leading the revision of the HBC will meet in March to review the outcome of BETA testing, finalise the revised draft of the Code and agree the consultation process.

It is anticipated that MCA will lead the consultation and will also be responsible for proof-reading of the code document.

Consultation on the revised HBC is envisaged to run from May – July, with implementation by those navigation authorities that choose to adopt it, from April 2017.

It was emphasised that the majority of the revised code is nothing new, with the biggest impact being the stability testing element.

Part 2 concerning unpowered craft being worked up in framework terms and will follow Part 1 at least one year behind. Realisation is dawning that interest in Part 2 HBC will be huge, i.e. local authority park boating lakes, reservoir sailing facilities etc. This has engagement and consultation implications.

87.6 BROADS AUTHORITY ITEM - NAVIGATION AUTHORITY AND CUSTOMER ISSUES CONCERNING BSS EXAMINERS NOT UPDATING THE SALESFORCE DATABASE IN A TIMELY MANNER [VERBAL UPDATE] - (TW)

87.6.1 The BA rep reported a customer service and resource issue for the Broads Authority caused by some BSS Examiners not updating the Salesforce database in a timely manner.

BSS Office were asked to remind examiners to meet the 48 hour Salesforce recording target and to ensure accurate data entry, i.e. boat name and registration number etc.

BSS Office

Practitioner bodies were also asked to promote timely recording.

Persistent offender examiners will be held to account under the Conditions of Registration.

It was noted that real-time recording on mobile devices is not that far away and so the problem could be a reducing one.

87.7 ENVIRONMENT AGENCY REQUEST FOR HELP CONCERNING SUITABLE CONSTRUCTION AND EQUIPMENT STANDARDS FOR HOUSEBOATS SUPPLIED BY SHORE-BASED ELECTRICITY, NATURAL GAS OR LPG [DOC H1] - (JK)

87.7.1 The EA rep reported the growing number of houseboats on EA waterways (and potentially other UK inland navigation authority waters) having domestic shore-supplied 230v AC and natural gas installations or LPG installations to caravan standards which fall outside the scope of the BSS and BSS examination.

He requested BSSMC consider this position and support the need to commission the BSS to conduct a risk review, leading to either development of new BSS standards and/or adoption of equivalent standards with which navigation authorities could require compliance.

It was agreed that the BSS would produce a scoping paper that would use case studies to illustrate the scale of the issue and the standards and legal framework issues at play and identify the players with influence.

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87.8 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [DOC B1] - (DF)

87.8.1 The BSSTC Chair promoted his report to members and highlighted the ongoing committee work to develop a Risk Review and Assessment Paper covering the subject of CO alarms for private boats that recognises the difference in approach between hire boats and private boats. The final document is being influenced by the current review of the BSS Risk Management Process ongoing.

87.8.2 The BSSTC Chair highlighted other work areas including the decision not to introduce a test of the functionality of installed flame supervision devices (FSD) on LPG hob burners.

He referred to the development of an Appendix to the BSS Examination Checking Procedures to introduce the BSS Examiner 230V ac 'Safe Isolation Procedure' as new ground supporting examiner safety.

87.9 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [DOC J1] - (PA)

87.9.1 Referring to his report, the BSSAC Chair highlighted the increasing numbers choosing to live aboard boats, in London but also in other locations, either on their own boats or through a tenancy. Many boats in a poor state of maintenance, many owners may have little experience of boat dwelling and examiners are sometimes unsure as to which licensing category and so which BSS requirements version applies.

He reported that BSSAC members are genuinely concerned about this issue and he asked whether anything can be done.

BSSMC members generally accepted that there was an issue to address, although it was agreed that nothing much is being done by navigation authorities on this subject.

It was agreed that this is a scoping issue and that the planned CRT London initiative would be a good place to start to understand more about the extent of any risk issues.

Also raised was the rise of internet 'portals' encouraging private boat letting/hire. The Marine Industry Rep reported that her approach is to work with the commercial companies to introduce agreed codes of practice.

87.9.2 Again referring to his report the BSSAC Chair mentioned the new work item agreed by BSSAC members, namely to review the BSS Hazardous Boat Notification procedures. He indicated that the navigation authorities will need to input into this review once it commences.

87.9.3 Members ratified the BSSAC Terms of Reference and Members' Code documents as presented.

87.10 BSS MANAGER'S REPORT

87.10.1 In lieu of the fact that the quarterly report of incidents and accidents was not delivered in advance of the meeting, the BSS Communications Manager provided a verbal report, the highlights are as follows:

- For calendar year 2015, 226 incidents are recorded, more may be added as they are identified;
- 33 hire boat incidents are recorded;
- Petrol incidents feature with many significant injuries;
- As many as 3 gas explosions feature;
- A review of portable generator incidents revealed 10 fatalities in 10 years and a need to guide boaters as to energy equipment choices and encourage industry to develop and promote safe products.

Members were very critical of the BSS Office delay in providing the incident report and emphasised the need to better prioritise this report to ensure that decisions can be evidence-based.

87.10.2 The BSS Manager promoted the coverage in the BSSAC Chairs report as the carbon monoxide safety on boats improvement project update.

87.10.3 The BSS Quality and Technical Manager introduced his quarterly management report and sought comments.

The Marine Industry Rep questioned why the BSS was acting in a lobbyist role to encourage the Lake District National Park Authority to participate in the BSS. It was reported that Lakes adoption was a BSS strategic objective, alongside Loch Lomond & the Trossachs National Park.

The BSSTC Chair asked about the internal audit ISO 17020 and 17024 in support of the BSS Office EFQM quality audit. It was reported that this task was nearly complete and that completion was being timed to meet the arrival of the new member of the BSS Team.

87.10.4 The BSS Quality and Technical Manager introduced gave his verbal report concerning BSS financial planning and controls.

He said that at the moment the projected loss for the financial year is forecast to be £43K but that it was possible that planned income may rise.

The Chair said that plan is necessary in support of the completion of the simplified stability test and all other planned projects.

The published results for period 1-8 FY 2015-16 are set out below.

Profit and loss accounts	Plan	Actual
External Income	335,751.34	338,917.51
Payroll Costs	150,162.50	145,851.64
Staff Related Costs	9,591.44	8,737.75
Premises and Office Costs	26157.12	24677.21
Professional Fees	99,541.90	89,184.50
Finance & Other Costs	1203.85	1157.87
Total controllable costs	286,556.91	269,608.97
Total reserves	49,194.43-	69,308.54-

87.11 TO AGREE THE DATES FOR THE 2016 BSSMC MEETINGS

87.11.1 The following meeting dates were confirmed - #88, Tuesday 15 March 2016 - #89, End of July, reports only - #90, Tuesday 15 December 2016
Venue, EA HQ, Ergon House, Horseferry Road, London unless otherwise specified.

87.12 ANY OTHER URGENT BUSINESS –

87.12.1 The BSS Communications Manager reminded members that the BSS is 20 years old in 2016 and that internal comms support should be anticipated.

87.12.2 Vince Moran was thanked for his time as BSSMC Chair. New Chair is Julie Sharman, Executive Head of Asset Management and Performance, CRT