



BSS Management Committee – Confirmed Notes

BSSMC #90 THURSDAY 15 DECEMBER 2016, EA CENTRAL LONDON OFFICES

Present:

Chair BSSMC

BSSAC Chair

BSSTC Chair

AINA

Broads Authority Rep

Canal & River Trust Rep

Environment Agency

Examiner Body Rep

Marine Trade Rep

User Group Rep

BSS Manager

Co-opted & Others:

BSS Communications Manager

BSS Quality & Tech. Manager

Apologies:

Broads Authority Rep

90.1 INTRODUCTION TO NEW BSSMC USER GROUP REP & APOLOGIES

90.1.1 The new User Group representative was welcomed to the meeting.

Apologies were as listed above.

90.2 CONFIRMATION OF REPORTS IN LIEU OF THE PREVIOUS MEETING, AND MATTERS ARISING NOT OTHERWISE TAKEN ON THE AGENDA

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

It was noted that the key decision from the reports, was that members had agreed the review of the BSS Examiner Conditions of Registration.

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

90.3.1 The Chair said that BSS Finance, the BSSMC User Group Rep agree role and the subject of CO safety had been discussed in the pre-meet.

90.3.2 The Marine Trade Rep raised a question about the relative roles of non-Exec and Exec BSSMC members and a short debate took place concerning the advisory and balanced nature of the input from the non-Exec members at the point of decision making. The role of non-Exec members about finance and business planning was also questioned.

It was decided to distribute the existing BSSMC Terms of Reference to review the role of Non-exec members'

BSS Secretariat

90.3.3 There was a commitment that future BSS business planning would be more clear about planned activities, associated objectives and measures of success.

BSS Q & T
Manager

90.4 UPDATE ON BSS HIRE BOAT REQUIREMENTS CHANGES

- 90.4.1 The BSS Manager reported that the BSS hire boat requirements ECPs have been uploaded to the BSS website together with some 'added value' information, for example, a list of those CO and smoke alarms identified by the manufacturers as suitable for boats; and some detailed information for hire operators as to how to self-assess whether their existing slip-resistant surfaces are compliant.

This web information was recently supported by a press release.

British Marine have developed a safety warning sign for hired narrowboats showing pictorially the tiller and the 'at risk' area formed by the tiller arc. This will be available to all BM member hire operators.

70 examiners have expressed an interest to attend training in late February through to mid-March. Training and assessment will be carried out in house at regional hire base venues, the max size of any one session will be 15.

90.5 UPDATE ON THE HIRE BOAT CODE REVISION

- 90.5.1 The AINA-led group last met at the end of March 2016 and the next meeting is anticipated to take place early in the new year.

The BSS Manager reported that the BSS have been supporting the simplified stability testing aspect in isolation. Some final work is being done in response to a small amount of somewhat unexpected results from BETA testing and to validate the simplified approach. A third supplementary report for the AINA-led group will be provided early in the new year indicating that BETA testing was a success and findings validated and identifying hire operator general comments for consideration. The Marine Trade Rep said that her advisers were indicating that the outcome of BETA testing was not a success.

Other aspects requiring finalising by the AINA-led group include:

- a) How HBC Appendix 3 (setting out the stability requirements) is to be finalised and ratified now that the BM consultant has retired. Notwithstanding that Appendix 3 will be made a web link and won't be included in the final code words
- b) How to take account of the potential cost impact concerning hire boat operators with hire boats subject to the 'General' stability test, i.e. day boats and short narrowboats. As these cannot use the 'simplified' testing regime.
- c) Completing the draft of the Code ready for consultation;
- d) Agreeing the consultation process.
- e) How the cost of the annual hosting and maintenance of the web facility could be paid, without impacting on BSS finances.

The potential barrier to HBC implementation presented by 'impact assessment' imposed on EA by Govt., was raised. The potential impact for day hire boat operators, subject to the General Stability test to be conducted by trained surveyors, was raised.

The BSSMC Exec navigation authority members re-affirmed commitment to the initiative.

The Marine Trade Rep requested the BSS assessment of any gaps with the current version of Appendix 3 be shared with BM Technical Manager.

The AINA Rep requested estimates concerning the annual cost of maintaining and hosting the web-based simplified testing facility.

BSS Manager
BSS Comms
Manager

90.6 BSS EXAMINER DEVELOPMENT STRATEGY – PROJECT UPDATE

90.6.1 The Chair introduced the subject by emphasising its importance and praising BSSAC input. The BSSAC Chair said that BSSAC members had reviewed and accepted the draft proposals as they have been developed to date and had previously actively put forward suggestions that have been incorporated.

The development of the 'BSS Examiner Development Strategy' is work included in the BSS Strategy 2014-18. The initiative is part of the BSS commitment to the continual measurement, review and improvement of its core processes through the use of effective management tools.

Under each of the following headings the BSS Office has identified improvement measures that will have a positive impact on the consistency of application of the BSS Examination Checking Procedures (ECPs) by examiners.

- a) Examiner recruitment;
- b) Initial examiner training and assessment and in-service examiner training and assessment;
- c) Examiner performance monitoring – newly qualified examiners (NQEs) and all examiners;
- d) The effectiveness of BSS Office support for examiners;
- e) The role of the BSS Examiner Conditions of Registration.

It was emphasised that the development strategy will evolve over the coming months and that some initiatives can be implemented immediately and that others will be introduced perhaps in stages in the short to medium term.

Performance monitoring was debated further with the Examiner Body Rep advocating a form of 'secret shopping' and the Broads Authority Rep offering to help with intelligence gathering; perhaps in circumstances where owners present long failure reports where previously the boat had passed.

A further update will be provided at the March meeting, at which the project leader, the BSS Quality & Business Manager will be in attendance.

90.7 REVIEW THE DRAFT BSS EXAMINER CONDITIONS OF REGISTRATION

90.7.1 The Chair reported the full agreement of the BSSMC Exec to the draft revised Conditions of Registration. All members agreed the version could go ahead for consultation with examiners. BSS Manager

90.7.2 The BSSAC Chair reported that the review of the investigation procedure remains with BSSAC for the time being and will hopefully be emphasised as a form of complaints resolution process, at least in the early investigation stages.

The review of guidance to examiners support the CoR is also with BSSAC for review; and there is a school of thought that questioned whether guidance was actually necessary.

90.8 NEW WORK ITEM PROPOSAL – REVIEWING BSS REQUIREMENTS FOR THE NON-PRIVATE CLASSES OF BOATS, THAT ARE NOT HIRE BOATS

- 90.8.1 Members agreed that the BSS Requirements affecting non-private classes of vessels such as hotel boats, tenanted boats, 'roving traders' and floating shops and cafes, small passenger vessels carrying less than 12 passengers and workboats should be reviewed.

Members have previously agreed that the 2002 BSS requirements to which these classes continue to be assessed against, are long overdue review.

It was agreed that scoping document was necessary, as was AINA support for the scope of the project once the document is distributed to AINA for consideration. A consultant has been commissioned to deliver the scoping document.

BSS Secretariat

90.9 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [DOC J1]

- 90.9.1 Referring to his report on the CO update, the recent CO fatalities were discussed in some detail. The BSSTC Chair referred to plan to re-draft the risk review document concerning CO alarms on private boats and emphasised that the BSS should continue to address the causes of CO in its requirements and not move to place strong/sole reliance on CO alarms.

- 90.9.2 Draco appeal. The BSSTC Chair reported that a view was provided to BSSTC members by the Chair of the Broads Authority Standards Appeal Panel, as to why and how the appeal decision came to be made. The appeal was allowed subject to specific equipment and construction conditions, whereas previously BSSTC had rejected an appeal. BSSTC members had viewed the letter and did not identify any need for BSSTC to act differently in similar circumstances.

The Broads Authority rep expressed full confidence in the BSS and its processes.

90.10 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE

- 90.10.1 The CO 'Trusted Messenger' project has slipped, partly to allow the incorporation of the lessons from the Broads tragedy.

The lessons have already been incorporated into the CO leaflet. See page 9 of the leaflet, click [here](#) .

The Broads Authority Rep asked if Broads Authority Rangers can be included in the planned CO Trusted Messenger e-Learning programme. The answer was yes.

90.11 BSS MANAGER'S REPORT

- 90.11.1 The quarterly report of incidents and accidents [Doc E1] was taken as read. The Trust's Rep said the information had been useful in answering a Freedom of Information request recently.

- 90.11.2 The BSS Quality & Technical Manager reported that the external income has been slightly down on projections and that the planned spend on professional fees should be brought in on target.

Profit and loss accounts	Plan	Actual
External Income	330,562.80-	313,087.58-
Payroll Costs	161,678.08	161,162.32
Staff Related Costs	15,176.98	14,451.20
Premises and Office Costs	19,405.44	18,140.44
Professional Fees	40,390.03	71,549.03
Finance & Other Costs	695.33	658.82
Total controllable costs	237,345.86	265,961.81
Total reserves	93,216.94-	47,125.77-

90.11.3 There will be more emphasis on strategic plan input leading up to the summer. The next four year plan is needed in the Autumn.

90.11.4 Referring to the BSS Quality Management quarterly activity report [Doc F1], The EA rep referred to Hazardous Boat training for new members of EA staff in the Medway and Thames areas. It was discussed that timing should coincide with the review of the hazardous boat notification processes generally and that this project had slipped.

It was reported that the delayed recruitment of the BSS Quality & Business Manager was continuing to impact on the ability of the BSS to deliver on its commitments.

90.12 TO AGREE THE FOLLOWING PROVISIONAL DATES FOR THE 2017 BSSMC MEETINGS

90.12.1 Members were asked to confirm any non-availability for the following 2017 dates: #91, Tuesday 14 March 2017, #92, End of July, [reports only with no meeting attendance], #93, Thursday 14 December 2017

Venue, EA HQ, Ergon House, Horseferry Road, London unless otherwise specified.

90.13 ANY OTHER URGENT BUSINESS –

90.13.1 No items were recorded.