



BSS Management Committee – Confirmed Notes

**BSS MANAGEMENT COMMITTEE #99, 17 DECEMBER 2019, MARY SUMNER
HOUSE, LONDON, SW1P 3RB**

Present:

Environment Agency – (Acting Chair)
Canal & River Trust
Association of Inland Navigation Authorities
BSS Manager
BSS Support Executive (Secretariat)
Marine Trade Representative
User Group Representative
Examiner Body Representative
Chair of the BSS Advisory Committee
Chair of the BSS Technical Committee
BSS Comms Manager

Apologies:

Executive Chair
Broads Authority

99.1 Apologies and introductions

99.1.1 Apologies as above. Introductions from new attendees, the Environment Agency, Canal & River Trust Representatives and the new BSS Manager.

99.2 Summary notes of last meeting and matters arising not otherwise taken on the agenda

99.2.1 BSS Secretariat apologised that there were no notes from the last meeting (BSSMC meeting #97).

Action: Outstanding actions from last meeting to be picked up and attached to the notes from this meeting - BSS Secretariat [*Post meeting note – actions included under Matters Arising below*]

99.3 Report of the Executive Members pre-meeting

99.3.1 Finances – the position is balanced for this financial year, with less spending and less income than intended. The target for a very small excess of income over expenditure is on track.

Reviewing BSS delivery against plans – in the context of the challenges identified in support of the agenda, the Chair sought member views on what's working well and what could be done better:

Exec view is that the BSS is generally perceived to be successful despite sparse resources.

BSS on track to deliver to plan with the following exceptions.

- The re-vamped Examiner Training Courses are delayed by 5 months
- LPG update training for examiners is also delayed.

The Acting Chair asked for views on how BSS was doing, the following comments were recorded, in sequence:

- a) Stretched resources at the same time that new team members need time to achieve technical and process knowledge,
- b) The Scheme at the delivery point for owners not an issue – the Scheme is embedded,
- c) Challenge is reaching 'hard to reach' groupings, taking account of the fact that boats increasingly can be homes,
- d) Agreed projects/initiatives are taking too long to deliver – affects Scheme's credibility,
- e) Is it a case of a failure to effectively prioritise?
- f) Is the increase in 'examiner on examiner' complaints consuming too much office resource, can the process of handling such complaints be simplified, can such complaints be disincentivised?
- g) How to dissuade examiners from carrying out poor examinations?
- h) Are we over-working volunteers on committees and committee sub-groups?
- i) Too many times the quantity of committee papers are delivered too late to consider.
- j) Are the navigation authorities through AINA truly engaged, or are they passive concerning the risk issues being managed through BSS? They must be involved.
- k) BSS needs to deliver on core responsibilities and not divert resources.
- l) Online information for examiners needs to be user friendly and up to date. The support for examiners needs better resourcing.
- m) Ensure BSS requirements match the way boats are built, speed up the standards alignment process.
- n) Ensure incident reporting is exemplary – this will allow true prioritisation. Can the navigation authority staff culture be changed to make reporting incidents second nature?

The following actions were recorded:

Action: The Environment Agency, Canal & River Trust Reps and BSS Manager plan to meet to see how the above inputs influence future planning activity.

Action: BSS Manager to engage with BSSAC members on this subject in the same way he already has with BSSTC members. Incorporate feedback into any future planning activity.

Action: BSS Manager to invite Environment Agency Rep to go out with examiners.

Action: AINA to fill BSSAC and BSSTC committee vacancies.

99.3.2 Matters Arising – the following are actions drawn from meeting #97, with updates.

The Examiner Survey outcomes - The BSS Business & Technical Manager was to further check with the scheme's survey consultant about providing more detailed results to the BSSMC Examiner Body Rep. This was done and more detail provided.

Formal complaints against BSS Examiners, frequency and type - the BSS Manager reported 13 formal complaints in 2018, down from previous highs of 26-27 p.a. BSS Manager to circulate complaint data. This was not done.

BSS CO Alarm Requirements update – the call upon all interested organisations to support the implementation (from 1 April 2019) of the new BSS requirements was to be supported by a range of resources for boaters and examiners. BSS Comms Manager to send links once available. This was done, albeit a handout intended for examiners to leave on boats not having CO alarms, was not actioned.

99.4 Report from the Chair of the BSS Technical Committee

99.4.1 The BSSTC Chair wished to record thanks to previous AINA Rep, who left the Broads Authority at the end of November.

99.4.2 BSS CO alarms requirements launched in April continue to feature in examination failures, despite publicity, and examiners were going to boats with spare CO alarms to sell.

There had been missed opportunities for navigation authorities advertising the new CO alarm obligations. There was one definite near miss related to CO this year.

BSSTC to look at a risk review from Spring 2020, on potentially introducing a BSS requirements for smoke alarms. Until then the interim review of the BSS Examination Checking Procedures would demand much of BSSTC time.

- 99.4.3 The priority to populate the BSS Risk Register was a major task that would protect the scheme from spurious accusations. The plan is to populate the register with the top ten issues as a priority and the top 100 by the end of the year.
- 99.4.4 The BSSTC Chair reported that the British Marine Rep on BSSTC had indicated that British Marine were reviewing their engagement with the committee due to their inputs not being fully taken account of.
- 99.4.5 The Acting Chair, on behalf of all BSSMC, thanked all those who volunteers on BSSTC and BSSAC for their continued support.

99.5 Report from the Chair of the BSS Advisory Committee

- 99.5.1 Chair of the BSSAC referring to the cancellation of the November meeting, reported that there was no new business or progress to report or discuss. Expected reports for members in lieu of no meeting, had not yet been received.
- 99.5.2 'Trusted Messenger' – This term will no longer be used as the initiative is to leave with the boat (or boat owner if present) a specific document will be required under a specific ECP. The initiative is entirely focussed on influencing boat owner behaviour.

The following actions were recorded:

Action: It was agreed that this document is to be distributed to boat owners by examiners, subject to editing for typos.

Action: At the request of the Marine Trade Rep, supplies are to be provided for distribution via marinas/boatyards. Other routes to distribution to be considered.

Action: As part of the planned review of BSS activity, the role of the BSS and BSS Examiners to strive to influence boater safe behaviour should be revisited.

99.6 BSS Manager's Report

- 99.6.1 With reference to report *Doc E1, BSSMC #99*, the BSS Manager summarised a year with significant challenges, many of which are still current. The following comments were recorded:
 - a) Technical challenges will be considerable, for example, because of the shift to electric propulsion. Need to review the future in this respect soon and it will be uncertain as to whether BSS could ever resource sufficiently.
 - b) Should the Scheme re-focus on 3rd party risks only, i.e. abandon the boat-related risk review model? What other legal and political influences drive BSS and can these be altered?
 - c) Could the Scheme engage closer with AINA forums and the forums of outside organisations, such as RYA?
 - d) Focus on iterative reviews in the short term, short steps toward the agreed end.Action: Once the Environment Agency, Canal & River Trust Reps and BSS Manager have met, consider an extraordinary BSSMC meeting to drive future planning activity.
- 99.6.2 The AINA Rep reported that the Hire Boat Code Consultation went live yesterday and was underway for a period of 12 weeks. He thanked BSS for support with the consultation document and facility.
- 99.6.3 The final position statement as agreed between the BSS and HSE concerning how the BSS sits with the gas regulatory regime was provided to members as *Doc E3, BSSMC #99*, the day before the meeting.
- 99.6.4 Resourcing of examiner complaints. BSS Manager felt this demanded a more holistic approach. There would be a workshop upcoming to discuss this. Any resource needed may impact on the BSS Certification fee.

Action: A paper and a working group would be created.

- 99.6.5 There was a vacancy for a BSS Quality and Technical Manager, the advert will appear after Xmas, it is unlikely the post will be filled before Easter.
- 99.6.6 There would be an update for all examiners concerning the planned LPG Update Course.
- 99.6.7 Quarterly report of incidents and accidents recorded was taken as read.
The BSS Comms Manager reported progress on the Salesforce database used to record incidents. Its use should improve incident reporting efficiency.
- 99.6.8 BSS financial planning and controls were covered in Exec pre-meeting review. Adjustments had been agreed by Exec and the target for a very small excess of income over expenditure is on track
- 99.7 2020 BSSMC meetings to be agreed – venue Mary Sumner House meeting Rooms, 24 Tufton Street, London, SW1P 3RB, unless otherwise specified.**
- 99.7.1 The following provisional dates were agreed:
#100, 17 March 2020,
#101, End of July 2020, for reports in lieu of a meeting (keep a date open for a possible extraordinary meeting),
#102, 15 December 2020.
- 99.8 Any other urgent business**
- 99.8.1 If the two boater deaths in York in early December were CO related, the BSS Comms Manager had a press statement prepared which would be shared with the Committee. Awaiting confirmation from HM Coroner.
- 99.9 Any other urgent business**
- 99.9.1 No other business was raised.