



**BSS Management Committee – Confirmed Notes**

**BSSMC #102, 15 DECEMBER 2020 - ZOOM CONFERENCE**

**Present:**

**BSSMC Exec**

Chair  
 BSS Manager  
 Canal & River Trust Representative  
 Environment Agency Representative  
 Association of Inland Navigation Authorities (AINA)

**Other**

BSS Business & Technical Manager  
 BSS Communications Manager  
 BSS Support Executive  
 BSS Technical Administrator  
 Note Taker

**BSSMC Non-Exec**

BSSAC Chair  
 BSSTC Chair  
 User Group Representative  
 Examiner Body Representative  
 Marine Trade Representative  
 Broads Authority Representative

**Actions Agreed:**

Item	Action	By Whom
102.2.1	Relevant to AINA vacancies on both BSSTC & BSSAC, prepare the job descriptions to share across the organisation to complete action 100.2.	BSS office
102.2.5	Send a personal well done to examiner body representatives due to the excellent efforts since June to safely deliver more examinations in the period than ever before.	Chair
102.2.6	Deliver actions 100.6 in early January.	BSS Comms
102.5.1	Review the work and resources of the BSSTC and locate the best option to distribute it.	BSS Manager
102.7.1	The planned overall BSS work activity 2021/22 – with the key priorities, including the review the 2002 BSS Standards needing to be agreed moving forward.	BSS Manager
102.8.1	Investigate in more detail, the potential for BSS certification to allow landlords to comply with the periodic inspection and testing element of the Electrical Safety Standards in the Private Rented Sector Regulations.	BSS Manager and Marine Trade Rep
102.8.1	With reference to the above action; discuss the more detailed report concerning the potential.	All
102.9.1	Share BSS CO safety briefing with navigation authority reps for potential including in new customer communications	BSS Comms
102.9.1	Add 'influx of new boat users' to risk register	BSS Bus & Tech Mngr and BSSTC Chair

**Full Notes of Meeting:**

## 102.1 Apologies and introductions

102.1.1 BSS Chair introduced the meeting conducted via Zoom and attendees stated their names and positions.

The exec group met prior to this session.

## 102.2 Notes of last meeting [*supported by Doc G1, BSSMC #100*]

102.2.1 BSS Chair said that in the Exec part of the meeting, the action at 100.2 was agreed as outstanding because AINA have been struggling to replace the representatives on BSSTC and BSSAC since key staff left the Broads Authority. BSS office would prepare the job description to share across the organisation. *Action 1*

102.2.2 BSS Chair said that a couple of actions related to the recovery of Covid19 and challenges faced. Overall, the interactions the BSS had with the examiner base was excellent. They worked well as a team to keep informed in a difficult time. Examiner Body Rep said that they had been kept informed and reasonably working.

102.2.3 BSS Chair said that the next action was regarding the proposal to increase registration fees, this was due to improved systems the scheme introduced. They do need to decide on the timing of the communication. The BSSMC agreed this starts at examiner re-registration in April 2021.

Marine Trade Rep said that there was an additional discussion regarding the cost's justification. BSS Chair said that BSS Manager had some slides to cover the finances. BSS Manager said that the BSS website wasn't up to date in March but was today, 6 years were on there. BSS Chair said that she assumes the decision is agreed.

102.2.4 Next action, the report from the BSSTC Chair said that it has been at the centre of work on the risk register as it covers technical risks.

102.2.5 Action 100.5 was about the examiners, representatives and the scheme and the closer dialogue and support that could possibly avoid the need to introduce the proposed new investigation procedure covering examiner-on-examiner complaints. Examiner Body Rep said that he had conversations with BSS Manager. The examiner body representatives had changed positively since the previous March. They can re-think the representation of the examiners and proposed the possibility of having one examiner body for more coherence to seek control of issues within its own members. BSS Chair said that she would put a well done out personally to thank examiners for their exceptional work during COVID? *Action 2*

102.2.6 Action 100.6 was to share briefings about some issues, BSS Comms Manager said that he would pick these up and get them delivered in the following January. *Action 3*

102.2.7 Action 100.8 was regarding Brexit and the European regulations and standards. It was agreed to take the opportunity for close BSS staff engagement in the standards-making process on case-by-case basis. Marine Trade Rep said that the international small craft LPG standard was being reviewed and that the ISO working group had BSS project leadership. This should help to tie everything together so it would enable UK comments to travel up.

## 102.3 Report of the Executive Members pre-meeting

102.3.1 BSS Chair said that she had a conversation with Executive members about finances. Although it was a difficult start to the year, examiners had recovered examinations and completed 10000 already which was an impressive recovery. The examiner's LPG Update Training was an amazing achievement in the context of COVID, and the end of the year's finances will be subject to further close scrutiny and possible restrictions, subject to any COVID impacts.

## 102.4 Report from the BSS Manager [*supported by Doc E1, BSSMC #102*]

102.4.1 BSS Manager said that the team had performed very well and congratulated them.

BSS certifications had begun in earnest at the end of lockdown in June, the later start had affected progress, so they were slightly behind plan. However, Examiners had worked diligently from June and there has been a 21 percent uplift comparable 2016 figures. It was also the busiest June – the busiest for these six months on record.

BSS Manager said that the LPG Update Training was highly successful, delivered from

September to November that year. He took the opportunity to attend the training daily, he also met every examiner and received feedback from them. Examiners expressed that it was the best course that the BSS had put together. This would lead to a paper in the next BSSAC on the outcomes.

Outcomes; out of the 154 authorised examiners, 78 percent attended, 13 percent had advised that they would withdraw at the end of that financial year, but they must complete an online training on core principles of LPG. There was 3 percent of examiners who hadn't made their intentions clear. It was not the intention to offer a new LPG training course but to absorb it into the following year's core training for new-entrant examiners.

New Examiner Training - BSS Manager said that the new examiner training programme delivered more benefits than could have scoped.

BSS Manager said that they are nearing the end of authorising the learning material and that the review of the BSS Examination Checking Procedures (ECPs) was just about complete. Feedback of the user groups had been collated and appropriate changes made. A bespoke new admin process within the Salesforce system to support the training programme would reduce paperwork involved.

Further benefits concerning examiner training would provide a flexible system that was easy to update, consistent and reduce potential for complaints. Additionally, providing an online training regime for examiners to learn at their own pace. Every examiner would be upskilled, not just the new ones.

BSS Manager said that 150 people had expressed an interest in becoming a new examiner, that went back 3 previous years. A communication was sent to these, and they received over 40 responses immediately to register on the course. This course would go live in the following January if agreed.

BSS Manager introduced the new BSS Business & Technical Manager.

User Group Representative asked if the personal improvement plan referred to in the report will be CPD. BSS Manager said that the improvement plan could be deemed as CPD. Will provide examiners with a mentor and have engagement as required. The intention was to have more engagement with examiners.

EA Representative said that if the training was getting some examiners dropping off and they had new ones coming in, this still wouldn't show how many examiners they would end up with, also asked for the projection and how often the course would run? BSS Manager said that the examination process was a 4-year cycle, and they lose approximately 10 percent of examiners each year. He said that the new examiner programme was to move forwards over the following years to make sure they had enough geographic spread to meet the NA's needs.

102.4.2

Financial update BSS Manager said that in the finance report showed, the original annual income was £673k and F6 forecast was £766k (-£93k). This was behind plan on income.

BSS Manager said certificates sold was 10 percent down on 2016 and 6 percent down on the previous year. He said that he was confident they would meet targets by the end of that financial year.

He said that due to Covid-19 he had kept spend down in order to balance the budget at the end of financial year. Constant monitoring would continue.

Consequentially, some projects were still to be completed: Initial set up the new training course, Salesforce projects and the development of a new app for examiners.

Marine Trade Rep said that regarding the cost increases and justification, was there a communication plan to boaters about why the increase was being looked at and what the justification was for it? BSS Manager said that the certificate fee went out the previous year and the increase in registration mirrors the examiners request to have a better Salesforce platform which would be communicated via BSS Comms Manager. Marine Trade Rep asked if there would be some consumer impact? BSS Chair said that this should be low as the transition should be relatively low. BSS Manager said that the app was moving forward and would provide more efficiencies, this still needed to be built and tested in the field.

102.5

**Report from the Chair of the BSS Technical Committee [supported by Doc C1, BSSMC #102]**

102.5.1 BSSTC Chair said that the delivery of the improved LPG tightness testing procedures was a precursor to gas training that went on in the autumn, so it was important to finalise. The works proceeded, many compromises, some RCD issues, international standard and gas safety issues. They got it over the line for the training, it was not finished as further international standards needed encompassing, the tests had gone well.

ECP Interim Update report, the training material was not BSSTC work, but same recourse went here to support the training programme. BSSTC were currently resolving final issues and had recently held a meeting to go through the outstanding tasks, the next was scheduled for the following January.

BSSTC Chair said that the work was going forward, with smoke alarms, risk register, and the previous week's meeting was successful and covered some appeal papers. They had a paper due soon regarding the review of the BSS 2002 commercial boat standards, this was another long project, and the need was to carefully scope this.

He said that they need enough staff so the day-to-day work could go on alongside the projects. BSS Chair thanked the work of the BSSTC and that BSS Manager was looking at its resources and needed to review the best option to distribute the work. Marine Trade Rep said that he had seen an increase in workload and asked if the BSSTC group had concerns in availability and for the thoughts on utilising online/virtual systems? BSSTC Chair said that they share concerns and liked using Zoom, he had found it effective for the BSSTC work.

*Action 4*

**102.6 Report from the Chair of the BSS Advisory Committee [supported by Doc D1, BSSMC #102]**

102.6.1 BSSAC Chair said that NABSE was dissolved as a legal entity, this had left a vacancy concerning examiner body representation.

He said that he had a small subcommittee to receive Interim Review work concerning the ECP Interim Review outcomes from BSSTC Chair's committee electronically. He would much rather the paper arrived in small batches, rather than waiting for a large volume of work. This had worked well in the previous summer.

BSSAC Chair said that there had been some bad accidents and he was concerned when matters were investigated as a single issue. He said that they sometimes receive unusual representations so advised everyone that they needed to watch carefully. BSS Chair thanked BSSAC Chair for work the BSSAC does.

**102.7 Planned work activity 2021/22 – Review the 2002 BSS Standards [supported by Doc H1, BSSMC #102]**

102.7.1 BSS Manager said that he had spoken to AINA Rep the previous day regarding this and it needed to be agreed moving forward. AINA Rep said that to provide that scope, AINA had established a working group. The approach was to look at the floating crafts that seemed to be in the scope and to produce a matrix on this basis. AINA would do a gap analysis to expose the risks and package this up and pass it over to the BSS to consider in the BSS framework. They would complete this early in the new year however some key persons were no longer in post at the Trust or the Broads Authority.

*Action 5*

BSS Manager said that this knowledge was not lost to the BSS and that the BSS were in contact with these as consultants. He said that this would be useful for a fresh input from the navigation authorities and the Trust.

BSS Chair said that they had faced a loss of skills and would chat with the technical people in the Trust to support in that work. She said that if the navigation authorities had that skill to support or to ask around. Broads Authority Rep said that they also had a skills gap. BSS Chair said that Canal & River Trust Rep would be the lead contact on this for the Trust.

**102.8 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 – Discussion paper from the Marine Trade Rep [supported by Doc G1, BSSMC #102]**

102.8.1 Marine Trade Rep said that he was approached regarding an electrical regulation that would come into effect for residential vessels to undertake an electrical check every 5 years therefore, he had approached the BSS.

Marine Trade Rep said that he gave the Electrical safety Roundtable a presentation regarding the electrical standards on boats and asked to use the BSS certificate as an equivalent. There was no proposal to change anything. Canal & River Trust Rep said that this was not about fundamental change to examinations or impact on examiners but was using existing examinations to prove compliance with the regulation, rather than having a separate examination and certificate. Examiner Body Rep said that they need to be clear on any physical testing. BSS Chair said that they agree on this and would take it away and investigate it.

*Action 6*

BSS Manager said that he would welcome it but should create a working group. BSS Chair said that BSS Manager will investigate this in more detail with Marine Trade Rep. Broads Authority Rep said that this was a high-risk area and that it was in a high standard, they had areas where standards were an issue, Broads Authority Rep would be the point of contact on this for the BA.

*Action 7*

BSS Chair said that further discussions were needed.

## **102.9 BSS Manager's Reports:**

### **102.9.1 Report of incidents and accidents recorded [supported by Doc F1, BSSMC #102]**

BSS Comms Manager said that the fatal fire from last year was due to a failure of a braided gas hose behind the cooker, there was a double fatality exactly 12 months previous that was CO related. That year there was several propeller injuries, including a fatality on a hire boat. Regarding the CO fatality, they would investigate how to promote the CO Alarm regulations and how they could improve it. The MAIB investigation into the Boards hire boat incident is likely to make various recommendations.

BSS Comms Manager said that the potential for such investigations to occur in serious circumstances, whether they be police, HM Coroners, insurance or MAIB, means that it is very important for examiners to keep good notes as they conduct examinations; and retain their records in state they can recover them to supply the investigation. A reminder on subject will be made in the next examiner news

BSS Comms Manager said that by of supporting CO safety messages the BSS engaged in CO Awareness Week in social media, especially supporting MAIB messages. BSS Chair said that the Trust publishes a regular Boater's Update that, if other navigation authority representatives provided their email addresses to Canal & River Trust Rep, they could be included on the distribution list for the update. Other navigation authorities may have important information they want to share with boat owners.

BSSAC Chair said that the BSS examinations are undertaken every 4 years, the fatality happened where an examination had occurred 6 weeks prior to the new CO alarm requirements coming into force. He said that it would be useful if regular communication was sent out to be compliant all the times regarding having a carbon monoxide alarm.

BSS Comms Manager said that it would be beneficial to include BSS CO safety advice in the new boaters' information pack. Marine Trade Rep said that he had seen an influx in new boaters and resulted in difficulties in some areas, how would BSS approach this? BSS Comms Manager said that if the advice could be promoted by BSS examiners and Surveyor professional bodies, it would reach the boat owners directly and the marine trade could also support the promotion of CO safety advice to new boaters. BSS Chair said that navigation authorities had important role to play due to regular contact.

Marine Trade Rep asked if the risks associated with an influx of new boaters could be added to risk register. BSS Comms Manager reminded the committee for the benefit of newer member that the years following the financial crash of 07-08 saw a large influx of new liveaboards seeking cheaper accommodation, so there is the potential for this phenomenon to be repeated in the next few years.

**102.10 Date BSSMC meetings 2021**

102.10.1 BSS Support Executive suggested some dates, they were run past the Exec and would be agreed by BSS Chair's PA.

Dates for next meetings:

16<sup>th</sup> March 2021. *(post meeting note – this date is in some doubt – the date will be confirmed shortly)*

13<sup>th</sup> December 2021.

A.O.B

User Group Representative said that both he and Examiner Body Rep sit on the disciplinary panel of the BSSMC Executive and never get to hear about the outcome of recommendations to the full BSSMC.

BSS Support Executive said that they will from now onwards inform panel members of the outcome of their recommendations to the full committee.

Examiner Body Rep said that the feedback to examiners concerning the outcomes of disciplinary cases were lost to people on towpath who don't know of the outcome, BSS Chair said that this was difficult with levels of communication and confidentiality.

BSS Support Executive said that, where the panel indicated a need to inform all examiners of the outcome of a case hearing, this was done via a newsletter article.

BSS Comms Manager said that the BSS office has a timely reminder based on an investigation outcome related to the need to hold current insurance policies. It is to be included in the annual registration newsletter in late January.

BSS Manager thanked everyone, and he would welcome any feedback on content of the delivery of the manager's report.

BSS Chair thanked everyone and closed the meeting