



BSL Advisory Panel – Decisions and Actions

Meeting 06

Time and date	11:00 – 15:00, Wednesday 18 th April 2018
Venue	Hadfield Wood Recyclers, Lumm Farm, Littlemoss, Droylsden Manchester, M43 7LB
Date of issue	02/05/2018

1. Welcome and housekeeping

The Chair welcomed attendees to the sixth meeting of the BSL Advisory Panel and thanked Hadfield recycling for hosting this quarters meeting. All Panel members introduced themselves. The proposed objectives for the meeting were to discuss and agree priorities issues to be taken forward, focus on educating consumers, discuss options on quality and waste wood and to provide input regarding the audit approach.

2. Review of minutes and actions from Panel 05

No comments were received on the draft meeting summary of Panel 05 and the summary was agreed to be an accurate representation of the meeting.

The Chair ran through the open actions from previous meetings and provided updates where available:

Action Ref.	Action	Further update
02-13	Update BSL definition of forest management plan and evidencing requirements (BSL Administrator w/ DMcK)	IT explained that a single government benchmark is required and that they are having discussions with BEIS to address this. The Chair asked if Panel are happy to close this action – Panel agreed. Status: Propose to close
04-01	Ian Tubby and Andrew Heald to contact Richard Howe (UK Forestry Standard) about Forestry	This is linked with 02-13. IT and Richard Howe explained that given the current political climate it would be difficult to say that



	Commission Scotland, Forestry Commission England and Natural Resources Wales coming to an agreement.	management plans will be identical in Wales, Scotland and England. Status: Propose to close
04-07	IT to share the pellet statistics with the Panel via Huddle.	IT uploaded two documents to Huddle , one is a Word document containing various tables of forestry and wood fuel statistics and the other is an Excel file dating from October 2016 that tries to estimate fuel demand from installed capacity. Status: Propose to close
05-08	AF to produce an BSL waste wood options paper that BEIS directors can consider. Financial and political decisions need to be made from this.	It was explained that Alex Forbes from BEIS had circulated the options paper to the waste wood subgroup and feedback was recorded. Alex has now left BEIS and his replacement is yet to be filled however Jane Lumb and Ema Arvati will take his place in the interim. This was later discussed under agenda item 7. Status: Remain open.
05-09	HBF to provide a revised form of wording for the Wood Fuel Advice Notes and submit this to BEIS. HBF to circulate the amendments via Huddle/email.	Revised wording for the Wood Fuel Advice Notes has not yet been received. Status: Remain Open
05-10	ML to take forward education and think about a plan to address this to consumers.	This was later discussed under agenda item 8. Status: Remain Open
Actions Closed since last Update		
05-01	BSL Administrator to investigate early resignations from the Panel and which area they represented.	IJ explained that a Panel election will take place to fill the vacant positions. It was clarified that members will not need to reapply for their current positions.

Action Panel 06-01	<p>BSL Administrator to carry out a Panel Election for fill the following roles:</p> <ul style="list-style-type: none"> • Self-Suppliers and Producers • Fuel Type – Briquettes • Fuel Type – Pellets • Raw Materials – Forestry • Fuel Type – Logs • Arboriculture • Small Woodland Owners
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No further actions were discussed.

3. Priority items

The Chair explained that the priority items show issues that the Panel felt were most important since the first Panel meeting in 2016. The Panel agreed that the list can be used to set new priorities items for agendas for the rest of the year. The Chair asked the Panel to express which issues they feel are most important since they first made their vote.

A Panel Member noted that there are several overlapping categories and that some options could be amalgamated, or Panel could re-vote on priority areas. The Chair noted that in the interests of representation, as many members as possible need to vote on the priorities.

Action Panel 06-02	BSL Administrator to rationalise the priority list and add descriptions against each item. Once this is done, a re-vote can be done.
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4. BSL Administrator update

The BSL Administrator described the various funding scenarios. A Panel Member questioned the relevance of the scenarios now that the BSL is self-funding. The BSL Administrator confirmed that they are still applicable.. It was agreed and mentioned that if the scenario dropped down, the number of audits should not decrease but potentially increase, and funding could come from a reduction in administrative costs. The BSL Administrators and BEIS must establish whether the current scenario will change and if so, whether this necessitates a decrease in the level of associated audits or whether they can remain at a similar level or increase.

A Panel Member questioned how income is distributed between audits, applications or administrative aspects of the scheme. The Chair requested specific breakdown of costs. A Panel Member also requested the proportion of income from applications, membership and tonnage to be available for the next meeting.

Action Panel 06-03	BSL Administrator to provide a breakdown of costs incurred and % income stemming from application, membership and tonnage fees.
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A Panel Member inquired about the feasibility of obtaining a breakdown of wood fuel type by origin (i.e. sawmill residue, forestry residue of virgin chip etc). Panel suggested that quarterly reporting figures can assist in waste wood analysis.



A Panel Member noted that it is important to know what is being burnt. This requirement and analysis could be facilitated through the BSL if the application includes a breakdown of type and quantity being burnt. The Chair pointed out that this would be useful for BEIS statistics team to undertake the analysis.

Action Panel 06-04	BSL Administrator to see what further information can be extracted from the application process regarding origins of wood fuel.
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A question was raised regarding whether Self-Suppliers can use waste wood, if so, it would be useful for this to be included in the stats.

Action Panel 06-05	BSL Administrator to see if Self-Suppliers can use waste wood and establish what proportion are using waste wood. Provide the exact definition of a Self-Supplier and what they are permitted to do.
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5. BSL independent audit

BSL Administrators described the scope of the independent audit, explaining the objectives and specifics of the audit. It was explained that they have been given a report of recommendations that they can work towards and potentially have another next year to see what improvements have been made and to ensure the administrator continues to manage the scheme in line with the contractual requirements.

6. Ofgem update

OFGEM had no further update to add regarding the analysis carried out on the BSL numbers and installation fuel use. As previously discussed, this proved to be extremely difficult as suppliers can be supplying multiple users as well as using the fuel themselves. Since the last Panel meeting, this has not progressed further.

Panel raised their concerns regarding suppliers reporting accurately. The BSL Administrator will go back to suppliers if they see any discrepancy in reported figures.

A Panel Member requested that the agenda item regarding waste wood guidance be brought forward as he could not stay for the remainder of the meeting – the Chair agreed.

7. Waste Wood Guidance



The Chair explained the current situation regarding waste wood and the available options. A BEIS representative submitted a paper detailing the options for consideration by BEIS directors in December 2017 and that the final decision on the paper sits with Government.

The BSL Administrator presented the paper during the meeting for Panel's feedback. The Panel summarised the possible options that were presented to them in October 2017.

The Panel consensus was that there should be no waste wood in non-WID boilers and that the pressure should be on the EA to police this.

The Chair advised Panel that he would be contributing a paper for a meeting with Therese Coffey on 2nd May at Westminster to discuss waste wood classification, air quality and other issues.

Action Panel 06-06	The Chair to provide an update to Panel on the waste wood discussions with Therese Coffey.
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8. Education

A Panel Member proposed that education is the most effective solution as changing the BSL to include quality is not feasible. One option is to clarify the scheme function of sustainability on the BSL website. If there are consumers visiting the BSL website inquiring after quality, they should be directed to other entities. It is important to consider which parties are using the website in this way.

It was also mentioned the need for independent advice on fuel quality that can be separated from the BSL and noted that there are no resources to absorb the queries that are currently coming to BSL regarding quality. He also mentioned that education in terms of BSL is simple, but education regarding external entities to BSL has proved difficult.

A Panel Member requested analysis of quality complaints and queries, broken down to types of suppliers, consumers and wood fuel type. If the majority are pellets (domestic users), then the UKPC can assist with education.

Action Panel 06-07	BSL Administrator to provide a breakdown of complaints related to quality.
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The Chair noted that consumers do not necessarily know about fuel quality, and suggested that a series of low cost steps that consumer, installer and fuel suppliers can follow needs to be implemented to help solve quality issues.

A Panel Member suggested that consumers use the Woodfuel website for Scotland. A Panel Member added that this is similar to the Bioenergy Centre.

The Chair mentioned that to support the education mechanism and implement these suggestions the BSL must collect income. A Panel Member suggested that Panel should formulate a quick, easy and straightforward solution.

Action Panel 06-08	The Chair, ML and AH to discuss ideas around education and what can be done that is cost effective yet satisfies the target audience.
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9. BSL code of practice

A Panel Member explained the BSL code of practice in their colleagues absence. This linked to the education discussion and the action for the BSL to look at the types of complaints coming in through the helpdesk.

10. Stakeholder communications

The BSL Administrator explained the current communication plan. At Panel's request, the BSL Administrators can circulate communications. The Chair suggested to add additional column to the communications plan to specify the target audience and the need to add the public and other important stakeholders like the NGO's to the list with appropriate communications as part of improving the PR of the BSL.

Action Panel 06-09	BSL Administrators to add an additional column to the communication plan to show the targeted audience.
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11. Approach to audits

BSL Administrator gave an overview regarding international audits and that a risk-based approach is taken. Panel commented that more international audits should be carried out. For example, the Russian pellet market is very large, necessitating more audits. FSC certification sometimes cannot necessarily prove that the wood is legal and sustainable.



The consensus is that more audits needs to be done surrounding waste wood and international sources.

The Chair suggested that it would be effective to communicate to the market that audits are being undertaken/initiated and that non-compliance results in penalties.

Action Panel 06-10	AH to lead on an audit and enforcement strategy that can be used to communicate to the industry.
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12. Website updates

BSL Administrator requested Panel's views on how to improve the "Find a Fuel" function on the BSL website to make it clear that BSL does not cover quality.

Panel summarised that there are two main functions of BSL site, depending on the target audience (consumer or supplier). A Panel Member suggested having a journey map for users to simplify their requirements and that it could present an opportunity to inform and educate both consumers and suppliers. It was also added that implementing a user journey will require large infrastructure changes to the website.

Action Panel 06-11	BSL to think of ideas to help consumers and suppliers have a specific path for information and education on the website.
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13. AOB

Panel discussed the continuing wood fuel shortages. A Panel Member advised that there may be fibre problems affecting availability of wood chip, just as there have been problems for pellets. A Panel Member suggested that the pellet problem will be rectified soon.

Panel noted that shortages in wood fuel are being experienced across the market, and that these could have serious implications for the coming winter. It was added that prices will remain high and the industry will continue to struggle with availability.

A Panel Member informed the group of the Kent Project, which is looking at taking 240,000 tonnes of hardwood from the South East region.

No further business was raise and the Chair closed the meeting.