



BSL Advisory Panel – Decisions and Actions

Meeting 09

Time and date	11:00 – 15:00, Wednesday 16 th January 2019
Venue	8 Fenchurch Place, London, EC3M 4AJ
Date of issue	30/01/2019

1. Welcome and housekeeping

The Chair welcomed guests and introduced the agenda. All members introduced themselves. The Chair then clarified the purpose and long term aims of the BSL advisory Panel to new members.

2. Panel Election- Welcome new members

The Chair introduced the Panel voting process to new members. It was noted that using huddle for online discussions and communicating ideas would maximise the effectiveness of meetings.

The BSL Administrator ran through the results of the election and welcomed new members. The Panel viewed the new members list. The BSL Administrator went through the voting survey for priority items and provided an explanation to the newly elected members that the priority items list was created to give Panel the opportunity to suggest focus areas for future meetings.

The Chair asked Panel members to engage in future priority voting and it was agreed that an option to add new ideas to the list would be added to future voting polls.

Panel Action 09-01	BSL Administrator to create and send a new priority item list and add an option of 'other' for Panel members to suggest new items.
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3. Review of minutes and actions from Panel 08

The BSL Administrator ran through the open actions from previous meetings and provided updates and outcomes where possible.

Ref	Action	Owner	Status	Updates
05-09	<p>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.</p>	HBF	Ongoing	<p>Update: The issue is on hold. It is subject to 05-08 waiting on a decision from BEIS on how BSL is able to respond to the waste wood issue.</p>
06-02	<p>BSL Administrator to rationalise the priority list and add descriptions against each item. Once this is completed, a re-vote can be carried out.</p>	BSL	Propose to close	<p>Seven members provided a response to the survey.</p> <p>The results have been used to form the agenda.</p> <p>The results are to be discussed at the meeting.</p> <p>Update: Action now closed. New survey to be created based on same questions but with "other option". See Panel Action 09-03</p>
06-12	<p>BSL to think of ideas to help consumers and suppliers have a specific path for information and</p>	All	Ongoing	<p>BSL mock up website was circulated to all members at the last meeting. Content and</p>

	education on the website.			<p>layout is to be reviewed and agreed.</p> <p>Update: The Chair suggesting delaying Action 06-12 until feedback has been received on the new BSL website and further discussions have been undertaken by the communications sub-group.</p>
07-04	MA to work alongside BSL Administrator to illustrate application issues.	MA	Ongoing	Update: Ongoing
08-01	The BSL Administrator to circulate both the results and the original survey (for those that did not vote).	BSL	Propose to close	<p>The survey was recirculated on 18/12/18 to all members. BSL Administrators will circulate before each meeting.</p> <p>Update: Closed. New Action 09-01</p>
08-02	BSL Administrator to look at the possibility of creating a new communications subgroup including the Chair, AH, HBF, ML & BP.	BSL	Propose to close	<p>Meeting took place on 26/11/18 and a follow up meeting took place on 14/12/18. Update to be provided under item 6.</p>

				Update: Closed
08-03	BSL Administrator to include a cumulative figure of financial cost recovery and incurred.	BSL	Propose to close	Update to be provided as part of the Administrator update. Update: Closed. New Action 09-03
08-04	BSL Administrator to include the minimum and maximum time taken to review and approve applications, using a sample set of data to show trends and what the key reasons are for delays.	BSL	Propose to close	Update to be provided as part of the Administrator update. Update: Closed
08-05	BSL Administrator to provide a detailed breakdown of non-compliances.	BSL	Propose to close	Update to be provided as part of the Administrator update. Update: Closed
08-06	BSL Administrator to provide a demonstration of SharePoint and look into the costs associated	BSL	Ongoing	SharePoint link: View here Update: Action now closed. Panel have decided to remain with Huddle.
08-07	BSL Administrator to progress the splitting of the quarterly reporting function to capture	BSL	Propose to close	Go live - 1st Jan 2019 - Communication plan in place. Update: Closed



	wholesale and retail figures.			
08-08	BEIS and BSL Administrator to look at options for incorporating fuel quality in to the BSL.	BSL	Propose to close	Update to be provided as part of BEIS update Update: Closed
08-09	All Panel members to provide suggestions on the raw materials agenda item to the BSL Administrator.	All	Propose to close	Update to be provided as part of the Administrator update. Update: Closed

There were no objections to the minutes from the previous meeting and as a result they were approved.

The Chair introduced the actions and suggested accepting all actions that had a status of 'proposed to close.' It was also suggested that discussion around actions would be picked up throughout the meeting due to the late start. The BSL Administrator stated that Panel members could have the opportunity to discuss any actions individually - there were no objections from Panel.

Panel Action 09-02	BSL Administrator to ask for feedback from Panel on the existing mock up BSL website.
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BEIS requested that if any website changes are to be made, they are GDS (Government Digital Service) compliant. This is a conversation that the BSL Administrator and BEIS can have when website alterations become clearer.



4. Ofgem update

An update was provided regarding emissions certificate requirements. Ofgem and HETAS were currently working on a guidance document.

The Panel discussed the existing mechanisms for dealing with the burning of waste wood. The Chair described three methods where waste wood is eligible to be burned:

1. Small amounts of waste produced on site in boilers less than 440kW can be burned under Part U permit.
2. "Clean" waste wood above a certain volume per hour, classified as Grade A (under PAS 111) can be burned in a non-IED boiler with a Part B exemption permit, issues by the local authority.
3. Any other waste wood must be burned in an IED compliant boiler.

Woodsure clarified their audit procedure when visiting a site that burns or sells waste wood - the permits are checked and if there appears to be an inconsistency then the EA and Ofgem are informed. The Panel discussed the potential for inconsistencies in waste wood permits, particularly involving treated and post-consumer waste wood. The Panel agreed that waste wood and clean air were the two big ongoing topics for the BSL. A Panel Member voiced concerns over the position of BEIS beyond 2021 and NC stated it was the intention of BEIS to work with the BSL on key issues beyond 2021.

A Panel Member noted to Panel that there were areas of confusion for consumers when burning waste wood. Particularly discrepancies in the WRA criteria and the potential that Grade A wood is burnt in boilers as untreated clean wood.

A Panel Member described some concerns by consumers over Ofgem guidance regarding emission certificates. The concerns were noted, and updates would be made available regarding the public reports section, which is currently available for download. The RHI team are considering the option to provide Excel spreadsheets to individuals once requested in the form of an FOI (Freedom of Information).

Panel Action 03: Ofgem representative to keep Panel updated regarding Ofgem public reports

[Post meeting note: further to the Ofgem update at the BSL Panel, the public report was restored on 23rd January, therefore no further action required]



5. BSL Administrator update

The BSL Administrator ran through slides showing a specific breakdown of the recent activity of BSL members, finances and trends. The Chair and BSL Administrator asked Panel to notify them if there were any questions.

A Panel Member asked if it was possible to receive a total net difference of cost incurred vs cost recovered. The BSL Administrator stated further breakdowns could be provided.

The Panel discussed the reasons for overall increases in total BSL costs. The BSL administrator explained the increased costs are comprised of a new thermally modified fuel on the portal, the new quarterly reporting split as well as updating the authorisation letters that get sent out to suppliers once their fuel has been approved.

The Chair assured Panel, if BSL profits were to go negative this would be covered for a quarter. The Panel discussed the potential for finance causing problems in the future. For example, a Panel Member noted that an increase in decommissioned boilers could reduce total fees recovered for the scheme. The BSL Administrator stated that the total scheme fees will continue to be monitored. BEIS stated that a discussion on finance specifics could be undertaken if needed.

A Panel Member asked if finances could be broken down into supplier category.

Panel Action 09-03	BSL Administrator to explore a breakdown of membership fee income in different supplier categories
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The BSL Administrator provided a detailed breakdown of application review timing and demonstrated that the type of applications largely determined the application time. It was noted that application times had decreased and that this was due to a new procedure which did not require every application to be referred to Woodsure. The BSL Administrator informed the Panel that they have increased the team's capacity/knowledge for dealing with applications during peak times.

The BSL Administrator provided an update on application review times, the Panel agreed to continue with this format going forward.

The BSL Administrator assured Panel, that the data did include self-removals, that these accounts email in to request removal.



It was explained that suppliers who have not responded to application review emails, contribute to the increased review time which is not representative of the team.

A Panel Member expressed concerns over lack of warning or communication to consumers regarding changes to the quarterly reporting split. They followed onto say that she understood what needed to be done when presented with the new format but mentioned that consumers who lack the knowledge may get confused.

The Panel discussed the potential value of including data from Self-Suppliers in the quarterly reporting. It was noted that there would be value in understanding the whole market should this be possible. However, it was noted by the BSL Administrator and Chair that this data may be quite difficult to obtain as Ofgem have tried to obtain this data in the past but found that there were too many variables and it was not reliable.

A Panel Member noted that in his experience, Self-Suppliers should be logging information anyway, so it could get incorporated into quarterly reporting. A Panel Member noted that obtaining information would place a further burden on Self-Suppliers which the Panel should take into consideration. A Panel Member noted that another example of areas for increased information was the large quantity of tonnage coming from the non RHI market.

Panel Action 09-04	BSL Administrator to investigate the possibility of obtaining data from self- suppliers and other data that the BSL does not currently hold.
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The Chair suggested that the BSL Administrator should only include data updates if there had been significant changes, specifically to the quarterly reporting section. The old format will be excluded, and the new split will be shown moving forward.

Panel Action 09-05	BSL Administrator to include new quarterly reporting split at the next meeting and to remove stats from update slides but to include in them separate paper for reference. Going forward administrator to only provide information on significant changes in stats during the meeting update.
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The BSL Administrator presented slides on carbon emissions. The Panel noted discrepancies in emissions outputs can be affected by moisture and travel distances.

The BSL Administrator presented the latest statistics on audits and compliance, as well as recent scheme updates. The recent scheme updates included thermally modified fuel, quarterly reporting split and invoice frequency. The addition of Google Analytics was shown to the Panel and their feedback was requested on



what information would be useful. The Chair suggested that the information could be included in the communications sub group to discuss the value of its use.

A Panel Member raised that editing uploaded documents on SharePoint was accessible to all members and that this could be a potential problem. A Panel Member noted that access levels could be changed between different people. However, the Panel agreed that the platform should not be changed from Huddle unless there is a good reason beyond finances.

There was no further feedback from Panel.

6. Subgroup update

The Chair noted the importance of communications in supporting quality additions to the scheme. It was noted that this would be an ongoing issue and area of exploration for the sub group. Further substance can be added once BEIS have given direction on BSL and how it can incorporate quality.

7. BEIS update- BSL next steps- Brexit

BEIS indicated that it was their intention to support the UK biomass industry. It was highlighted that waste and quality were current areas of concern and that he sees the BSL (with the addition of quality) as a means to tackle poor air quality, would be vital to the longevity of the industry.

The Chair indicated the current scope of the scheme includes sustainability and legality, but that there is nothing that currently covers the quality of fuels.

It was noted that it was Governments intention to look at the long-term organisational picture of the entire biomass industry. This would include intentions to improve communicating positive areas of the BSL and forestry management and to look at improving system design and supply chain management. It was also BEIS intention to include the participation of DEFRA (Department for Environment, Food and Rural Affairs) and installers in meetings.



Preference was raised for the BSL to be involved in widespread policy additions to UK biomass and welcomed any suggestions, feedback or timelines. It was noted that incorporating feedback from Panel into legislation was a challenging process.

The Chair suggested that a working group would be effective in providing ideas and that the Panel meeting could be an opportunity to raise concerns. A Panel Member raised concerns that the RHI was ending in 2021 and asked if biomass would continue to be supported after this date. BEIS and DEFRA were aiming to work together to provide a framework that continues to support biomass being a positive form of UK energy, whilst also aiming to tackle clean air problems.

The Panel discussed the complexity of tackling the grading of waste wood in a coordinated approach between different bodies such as Woodsure and EN Plus.

A Panel Member noted that fuel in the biomass industry is likely to increasingly involve materials other than wood, so the BSL scheme would need to adapt to incorporate new fuel types and changing demands.

A Panel Member asked if BEIS was suggesting a larger scheme that incorporates the BSL and all forms of biomass.

Current views are that the BSL forms an important part of a bigger picture regarding biomass fuels. Once feedback had been received, all options would be reviewed. It was suggested that Self-Suppliers could potentially report directly in to the BSL and not to Ofgem, which will lessen the burden on Ofgem.

The Panel discussed that ensuring quality is embedded through the entire industry would be challenging. A Panel Member supported this as some areas of the industry currently underperform in terms of quality. Industry wide improvements and fluidity are important if BSL is to continue supporting biomass.

A Panel Member questioned whether the Advisory Panel could answer these questions alone and suggested the value of bringing other industry groups together. A Panel Member suggested that this Panel were in a strong position to contribute to the big challenges. A Panel Member highlighted the importance of land use and sustainable forestry to the value of biomass. It was suggested to Panel that setting industry targets around emissions and quality would allow flexibility and scheme adaptations without the need for constant legislation changes.

A Panel Member noted that Panel should be careful about overhauling the existing scheme and not to lose sight of the value of existing structures - get sustainability correct, then look at quality. It was stated that



regulations should remain fit for purpose but not necessarily increase. Any proposed changes would be long term.

A Panel Member highlighted that sustainability and quality should be looked at together and that even EN Plus, a high performing scheme showed a 16% difference between best and worst performing pellets. The importance of keeping the BSL commercially sustainable was also highlighted, and further noted that over-policing could negatively affect the entire industry.

A Panel Member mentioned the importance of focusing on current issues, not just long-term changes. For example, existing waste wood classification difficulties. A Panel Member stated there is a current Government department working group looking at the grading under the Environment Agency.

The Chair stated that the BSL Panel will need to bring BEIS up to date on where the waste wood issue got to.

The Panel discussed the importance of including key industry stakeholders in the proposed discussions, including consumers and installers, as well as BSL Panel members. BEIS stated the BSL would be a key factor in dictating the direction of the biomass industry and that the existing Government working group was already active in consulting relevant stakeholders.

A Panel Member highlighted the value in categorising numbers and emissions into simple criteria and the need to recognise changing technology needs in the industry. Looking at these options would help maintain commercial viability in the face of adding quality to the scheme.

The Chair asked which Panel members would be willing to be involved in a subgroup. All Panel members in attendance indicated willingness to be involved. Following discussion, the Chair defined the role of the subgroup as being; to define existing problem, who needs to be involved and what resources are needed to tackle them.

Following discussion, it was agreed that the Chair would identify members suitable for the working subgroup.

The Chair agreed to (given everyone's desire to be involved) look at breaking the issue into sub-areas for discussion that could each be addressed by sub-groups and then ask for representatives for each subgroup.



Panel Action 09-06	BSL Administrator and Chair to identify sub-areas for discussion and ask for representatives.
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8. Raw material definition

The Chair introduced the item.

The BSL Administrator described the details of discrepancies in raw material definitions which has been an on-going concern. Particularly the lack of consistency in both categories and definitions between BSL and Ofgem guidance documents which could have consequences for the defining of waste categories. The BSL Administrator went on to detail existing feedback received by a Panel Member.

A Panel Member agreed in that it is very important that these definitions be clarified correctly as they have a direct impact to consumers. The Chair asked whether any Panel members would be willing to look at creating a revised definitions list.

A small group of Panel Members agreed that they would, one of whom stated that it would be useful for Ofgem to be involved in this too due to the link between the BSL and RHI.

Panel Action 09-07	Panel Members and Ofgem to contribute to creating a definitions list to present to Panel at the next meeting.
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9. AOB

- Meeting locations

The Chair stated that meeting locations could continue to change throughout the year to improve opportunities for Panel members to experience other industry areas. This was supported by the Panel.



Panel Action 09-08	Panel members who can offer locations for Panel meetings to contact BSL Administrator
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Future Meeting Dates:

17/04/19 – Location TBC

17/07/19 – Location TBC

16/10/19 – Location TBC

Appendix – List of meeting attendees

Member name	Organisation	Attendance
Julian Morgan-Jones (Chair)	SEWF	Y
Mark Appleton	Forest Fuels Ltd	Y
James Little	Arensis	Y
Andrew Mcfadzean	JM Envirofuels	Y
Amanda Calvert	Small Woodlands Owners' Group	Y
Nic Crowe	BEIS	Y
Luke Bailey	Ofgem	Y
Helen Bentley-Fox	Woodsure	Y
Andrew Hopton	HETAS	Y
Peter Speight	Gemserv (BSL)	Y
Darren Kampta	Gemserv (BSL)	Y
Neeraj Vasani	Gemserv (BSL)	Y
Mark Sommerfeld	REA	Y
Dan Kinash	New Forest Energy	Y
Lucy Clark	LC Energy	Y
Bruno Prior	Forever Fuels	Y
Julia Turner	WRA	Y
Ross Lowrie	Self-Supplier	Y (dial-in)
Duncan Mackinnon	Tilhill Forestry	Y
Richard Coulson	RWE	Y (dial-in)
Tim Mack	Elderslie Estate	Y
Malcolm Snowie	Scot Heating Company	Y
Kirsty Rice	National Trust	Y
Apologies		
Imogen Jamie	Gemserv (BSL)	
Jane Lumb	BEIS	
Ema Arvati	BEIS	



Ian Tubby	FC England	
Jason Hubert	FC Scotland	
Andrew Heald	Confor	
Howard Leberman	EA	
Paul Gibbon	Mistral Energy	