

Title:	Future of Boat Licensing Review Commission – Inaugural Meeting	
Date:	14 th January 2025	
Venue:	Devonshires (London office) in-person/Teams	
Present:	Andrew Cowan Sir Chris Kelly Penelope Barber (on Teams)	Chair
In attendance:	Tom Deards Poppy Welburn	Legal & Governance Director, Canal & River Trust Project & Infrastructure Lawyer, Canal & River Trust
Apologies:	n/a	

MINUTE	DISCUSSION/ACTION	WHO
	Welcome and Introductions	
1/14	<p>The Chair opened the meeting by welcoming everyone, introducing himself and inviting others to introduce themselves.</p> <p>The Chair noted that slides and Terms of Reference had been circulated prior to the meeting.</p> <p>The Commission were happy to use those slides as a framework for discussion.</p>	
	Commission Governance	
2/14	<p>TD summarised the 1st slide which contained a high-level overview of the Trust's Governance framework and briefly described the role of Council, the Board and the various Board Committees, noting the Board of Trustees as the ultimate decision-making body for the Trust with day-to-day operation of the Trust delegated down to the Chief Executive who was supported by the Executive team.</p> <p>TD moved to the 2nd slide which set out the status of the Commission, constituted by the Board of Trustees (in the Board meeting on 20 November 2024) as per the Terms of Reference. These confirmed that the Commission would report to the Board.</p> <p>There was discussion on the role of the newly-formed Board Boating Committee (currently made up of 4 Trustees) as a suitable forum for discussion of the detailed issues which the Committee would become engaged in as it shaped its recommendations. It was noted that the Boating Committee had its own Terms of Reference, which set out that Committee's primary role in helping the Trust improve long-term boater satisfaction.</p> <p>It was agreed that the Committee would be a useful sounding board for the Commission and could help inform the deliberations of the Commission alongside other stakeholders.</p>	
	Terms of Reference	

	<p>It was agreed that the Commission was not seeking to produce a detailed set of proposals for the Trust which could be immediately implemented - but rather a series of broader recommendations for a boat licensing framework that the Trust could then, if it wished, use as a basis for taking forward.</p> <p>The Commission went on to consider the 'approach' set out in the Terms of Reference.</p> <p>The Commission agreed on the importance of openness and was happy to publish minutes of its meetings on the Commission page on the Trust website.</p>	
	Work Programme	
5/14	<p>The Commission considered a proposed work programme.</p> <p>It was agreed that an initial briefing day for the Commission would be set up in early February.</p> <p>TD agreed to co-ordinate relevant Trust colleagues to provide these briefings.</p> <p>The Commission noted how useful the NBTA submission had been to help it consider its work, noting that it represented the view of one user group and that it would be important to have a broad view of users. It was agreed that early stakeholder engagement was important to ensure that the Commission was able to obtain a representative sample of views.</p> <p>There was discussion as to how any engagement should be framed. The Commission agreed to seek responses on a series of questions, designed to help the Commission define the issues, evaluation criteria and potential recommendations.</p> <p>It was agreed that the Commission should try to agree these questions (alongside a plan on how to carry out the engagement) at the February briefing day, ahead of a possible 6-week engagement period from mid-February to the end of March.</p> <p>The Commission noted the proposed periods for option review from April to June and then for development of draft recommendations in July and August, before final recommendations were presented to the Trust Board in September.</p> <p>It was also agreed that the Commission should provide a series of updates to the Trust Board Boating Committee, which could take place in March, June and early September.</p> <p>TD went through the resources available to the Commission, including an internal Trust project team (which included colleagues from Boating, Enforcement, Legal and Communications teams) as well as external resources such as Counsel, public affairs agencies and research consultants.</p> <p>TD confirmed that the Commission was free to request additional resource to assist it in its work in forming an independent view.</p>	TD
	Background Briefing Day	
6/14	<p>The Commission discussed the content for the briefing day and agreed the follows areas and order:</p> <ul style="list-style-type: none"> • Financial • Operational 	

	<ul style="list-style-type: none">• Stakeholders• Legal	
	AOB	
7/14	<p>The Commission agreed dates to hold for possible future meetings.</p> <p>As there was no other business, the Chair thanked the attendees and closed the meeting.</p>	