

Strategic Management Board

Terms of Reference

Purpose

To ensure that the mechanisms and processes established for the production, maintenance and implementation of competence standard criteria, follow due process.

Scope

Issues relating to the development and implementation of competence requirements on “matters of gas safety” for the purposes of Registration of businesses with Gas Safe Register under the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation.

To act as the highest authority (as delegated by the HSE) in respect of these matters by ratifying all decisions made by the Standards Consultation Forum to ensure due process has been followed.

To act as the Scheme Committee for the Nationally Accredited Certification Scheme for Individual Gas Operatives as required by the Standard BS/EN/ISO/IEC.

Constitution

Standing members: Gas Safe Register, Energy & Utility Skills (the Licensed SSC for the Gas Industry), SummitSkills (the Licensed SSC for the Building Services sector), Awarding Bodies involved in the provision of “Routes to Registration”, Standards Consultation Forum (SCF) representative. The HSE, HSENI and UKAS, have a standing invitation to attend all meetings as Observers.

To aid consistency Senior Representatives of the members shall be named persons, with alternates attending by exception.

The Board shall fairly and equitably represent the interests of all groups significantly concerned with matters of gas safety, without any particular interest dominating. Substitute representation shall be accepted but must be empowered to make decisions on behalf of those Board members they represent.

Decisions will be made on the basis of a consensus of the standing members.

The membership of the Board will be kept under regular review by the existing members and will be changed to reflect changes of interests, industry changes and representations from others. Board discussions will be open and transparent unless specific confidentiality is required and agreed by the Board. Board members are expected to declare any potential conflicts of interest as they may arise and act accordingly.

The Board will appoint and elect a Chairman, to be drawn from and determined by the membership, on a rotational basis and who will have tenure of 1 calendar year

from the date of appointment. It is acceptable for extension of the existing tenure with the agreement of the board.

The Board shall be the custodian of all the Gas Safety Competence Specification requirements i.e. competence criteria including the Operational Requirements for the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (commonly known as ACS) and other schemes leading to Gas Safe Registration.

Frequency of Meetings

Quarterly or extraordinary meetings held as necessary

Objectives

- To work collaboratively with Gas Safe Register to ensure that the Standard Setting aspects necessary for the efficient and effective operation of the Gas Safe Register are delivered as agreed.
- To establish frameworks and processes that deliver appropriate Categories of Registration, Competence Criteria to align with these and Assessment Specifications for Awarding Body implementation.
- To ensure that all processes developed to facilitate the delivery of efficient and effective material operate in a timely manner and, to a high quality standard.
- To ensure due process has been followed from proposals produced by the Standard Consultation Forum and to ratify and implement actions as required.
- To liaise effectively with others to promote and support the Gas Safe Register operation.
- To align the operation of the Management Board to meet the requirements of external standards (e.g. ISO 17024 and ISO17021) as these apply to specific schemes within the scope of registration on the Gas Safe Register.
- To receive and ratify proposals for “Routes to Registration” and/or innovation in the demonstration of competence by registered businesses and competent persons.
- To establish and maintain a Risk Register and complaints log that record issues raised and actions initiated to mitigate identified risks and respond to any complaints made.
- The Board will be supported by the Standards Development Unit to communicate board endorsements to the relevant parties.

Resources and Roles

The EU Skills representative is responsible for ensuring that the interests of stakeholders from a Gas Industry perspective are registered and given due consideration. .

The Summit Skills representative is responsible for ensuring that the interests of stakeholders from a Building Services Industry are registered and given due consideration. .

The Gas Safe Register competent person's scheme provider representative is responsible for ensuring that the needs of the Registrar are accommodated.

The Awarding Bodies representative is responsible for ensuring that policy and outcomes are deliverable via the available supply side providers.

The Standards Consultation Forum (SCF) representative is responsible for ensuring that decisions taken at SCF meetings are given due consideration by SMB prior to any outcome being determined.

Notwithstanding the above the Board in accordance with its constitution shall fairly and equitably represent the interests of all groups significantly concerned with matters of gas safety, without any particular interest dominating.