

**Strategic Management Board
Notes and Actions
Tuesday 13th June 2017 at 10.00am
Energy & Utility Skills, Friars Gate, 1011, Stratford Road, Shirley, B90 4BN**

1. Attendance.

Chris Bielby (CB)	SGN (Chair)
Ian Moss (IM)	Energy & Utility Skills (Secretariat)
Malcolm Greetham (MG)	Energy & Utility Skills
Mark Rolfe (MR)	Gas Safe Register
Richard Phipps (RP)	Awarding Organisations
Steve Mulvany (SM)	Awarding Organisations
Graeme Dryden (GD)	Plumbing and Heating Skills Partnership
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CBr)	HSE
Ian McCluskey (IMc)	IGEM
Richard Whitehead (RW)	UKAS

Apologies

Phil Shaw	UKAS
Kevin Neeson	HSE NI

2. Minutes from previous SMB meeting (14.03.17).

The minutes from the previous meeting were reviewed and agreed as a true and accurate record.

Note 1 (Item 7.1)

At a previous SCF meeting TS raised the question to whether a computer based questioning process could be used for Unsafe Situations. Chris Bielby suggested that we explore this suggestion with a company called 'Skills to Learn'. Chris to provide IM with the necessary contact details.

Action CB: provide contact details for 'Skills to Learn'.

3. IGEM/IG/1

3.1. Governance

IMc opened up the discussions (see attached paper) by stating that following a number of sub-meetings (Ian McCluskey, Peter Hurst, Graeme Dryden, Troy Dyson and Ian Moss) there is a need for a third party organisation to provide governance to the audit and approval process for organisations wishing to become 'Recognisers of Training'. IMc offered that IGEM would be willing to implement a Governance process for the implementation and operation of IGEM/IG/1 for a period of two years, at such time the SMB could review the situation and decide how they would move forward. It was agreed that IGEM would attend the SMB. The next steps are for the members of the SMB to provide feedback by Friday 14th July on the attached paper and that a teleconference is to be arranged late July to discuss the feedback received and to sign-off the proposal.

The SMB are working towards a date of the 1st October 2017 to assist with this IGEM will facilitate a workshop to work through the final detail and agree on the timescale for full implementation, the workshop will be targeted at Training Providers who have not currently working in compliance with IGEM/IG/1

Action ALL: Provide feedback by Friday 14th July 2017 on the paper produced by IGEM regarding the Governance of IGEM/IG/1.

Action IGEM: Facilitate workshop to discuss the implementation process

Action IM: Arrange teleconference to discuss feedback on the IGEM Governance proposal.

3.2. Implementation

IM updated the group regarding the audit process that is currently being carried out with the Awarding Organisations by Troy Dyson, four have been audited with the rest being planned by the end of July. Most of the audits have dates agreed. However, there are two AOs yet to agree a date. The plan to implement IGEM/IG/1 by the 1st October 2017 has not been changed. If the audits are not complete then the AO's training programmes will not be included on Guidance Note and therefore will not be accepted as a download onto the Gas Safe Register.

4. Standards Consultation Forum

4.1. SCF Chair

Trevor Smallpeice, chair of the SCF notified the group that he has now left Carillion Plc, but intended to become a consultant. Trevor also stated that he would be pleased to carry on as chair of the SCF, the discussions that followed welcomed Trevor's continuous involvement with the SCF and there were no objections to him staying as Chair. IM has written to all members of the SCF to determine whether there would be any objections to this proposal and if there were objections, what would be an alternative to Trevor carrying on as Chair.

4.2. Meeting with UKAS

IM provided the following feedback regarding the outcomes of the meeting with UKAS:

- All changes to the Matters of Gas Safety (MoGS) criteria should include a rationale to why the changes are being made, this should be in the form of structured notes at the TWG meetings.
- To ensure the changes to the MoGS are fit for purpose and technically sound there should be more Technical working groups arranged, these will include representatives from CBs and employers, plus representation from Industry experts. Where insufficient technical expertise is not available any review or changes will not be taken forward until that appropriate expertise from within industry can be sourced.
- The change process needs to include all CBs at all stages i.e. SCF, Awarding Body committee and the Technical working group.
- Issues have been evident where UKAS and CBs have held different versions of the MoGS disc due to the frequency of changes being developed and issued.
- EU Skills suggested that the criteria be kept on the EU Skills website and that access will be gained through a secure password and that the production of the bi-annual MoGS disc be withdrawn.
- Currently the MoGS disc is released bi-annual the meeting suggested that we could move to an annual release. EU Skills to produce a paper for the next SMB

IM added that every effort is being made to consult with the AOs but it would not always be possible to agree with the AOs, as the AOs are part of a broader industry consultation process it was agreed that to consult with the AOs and to provide a rationale to the proposed change was acceptable and complied with Clause 8 of the ISO/IEC 17024: 2012 standard.

4.3. Standards Consultation Forum Change document summary (see paper SMB/35/002)

MG provided an update of the pending changes to the MoGS following the amendments to the following standards i.e. IGEM/GM/8 and IGEM/UP/4:

All changes have been agreed with the Technical working group and will be made available for information to the members of the SCF. The impending changes do not have significant effect on the MoGS and the associated assessments carried out by Gas Safe Registered engineers but will include the additional gas safety related technical content included in the amended standards.

4.3.1 ISU 067 IGEM/GM/8 Non-domestic meter installation Part 2: Location, housing and compounds Edition 2
Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 2: Location, housing and compounds, has been recently revised throughout to update terms, references to Legislation and other Standards.

4.3.2 ISU 068 IGEM/GM/8 Non-domestic meter installation Part 3: Fabrication, installation, testing and commissioning Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 3: Fabrication, installation, testing and commissioning, has been recently revised throughout to update terms, references to Legislation and other Standards.

4.3.3 ISU 069 IGEM/GM/8 Non-domestic meter installation Part 4: Operation and Maintenance Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 4: Operation and Maintenance, has been recently revised throughout to update terms, references to Legislation and other Standards.

4.3.4 ISU 070 IGEM/GM/8 Non-domestic meter installation Part 5: Notices and Labels Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 5: Notice and Labels, has been recently revised throughout to update terms, references to Legislation and other Standards.

4.3.5. ISU 072 IGEM/UP/4 Edition 4 Commissioning of gas-fired plant on industrial and commercial premises.

Industry Standard IGEM/UP/4 Edition 4, Commissioning of gas fired plant on industrial and commercial premises has been recently revised throughout to update terms, references to Legislation and other Standards.

4.3.6 CMA3.

The latest position with CMA3 is that a Technical Working Group has looked at the latest version of the criteria and have amended it to match CMA1 criteria minus the non-domestic criteria. The amended criteria will be included on the June disc.

4.3.7 Safe Electrical Isolation.

MG informed the members of a proposal from the SCF re-assessment group to include Safe Electrical Isolation in the MoGS criteria. The SCF confirmed that this competence is included in the competence criteria used in Oil and Solid Fuel. The SCF also felt that if Safe Electrical isolation was to be included in the MoGS criteria then other non-related gas safety competences such as asbestos awareness, working at heights and confined spaces would also have to be included. The favourable outcome is to include these additional items in the IGEM/IG/1 Training Specifications.

5. Probationary business site inspections results

5.1. Market research latest

MR had no further information to share with the SMB. However, it was confirmed that the information previously circulated by Mark was for new entrants into the industry i.e. downloads via QCF and first time ACS downloads.

5.2 Parliamentary Inquiry

A parliamentary inquiry scoping meeting is to be held on Wednesday 5th July 2017, the aim of the enquiry is to set the training standards for the gas industry in that all training providers providing training for new entrants should work to the same training specifications and durations. IM added that other issues with new entrants is their ability to gain adequate on the job experience. It is the intention for all members of the SMB to be able to attend the scoping meeting if they wish to do so. **Contact Chris Bielby if you require further information.**

6. Gas Safe Register re-tender.

6.1. Potential changes to the delivery of the Register that will be considered over the coming months.

Christine Bridge provided the following feedback on the Gas Safe Register retender process (see attached paper):

- Funding the Gas safe charity
- Funding the Standards Setting Body
- Inspection Model
- Advisory panel
- Student registration

6.2 HSE's position on continued funding of the SSB from the Register.

Christine Bridge provided the following feedback regarding the Funding of the SSB from the Gas Safe Register (see attached paper):

- Background to the current arrangements
- HSE position on future arrangements
- Assurances and procurement of future funding arrangements
- Next steps: possible extension to existing agreement and the need for a full specifications of the services provided.

6.3 Standard Setting Governance

At a previous SMB, IM had raised the question to how the current Standard Setting function is governed, as there is no formal measures other than the Service Level Agreement detailed in the contract between Energy & Utility Skills and Capita Gas Registration and Ancillary Services Ltd (CGRAS). Following further discussions the group had agreed that EU Skills would provide direction to the governance of the SSB. IM had provided the SMB members with a draft Governance document. The SMB members decided to seek further comments **(by Friday 14th July 2017)** and that a working group is set-up to agree the specifications used for the re-tendering process.

Action All: Provide feedback on the draft SSB Governance document by Friday 14th July 2017.

6.4 Principles and Schedule for Implementation of Matters of Gas Safety Criteria.

Further to discussions at the recent meeting with UKAS it was suggested that the SSB go to an annual MoGS update rather than the current 'twice per year' arrangement. To assist with this a 'Principles and Schedule for Implementation of Matters of Gas Safety Criteria' has been produced for information and comment. To decide whether an annual update is achievable and provides no drop in Gas safety Standards the SMB members are invited to provide feedback on the attached document (SMB/30/003) **by Friday 18th August 2017.**

Action All: Provide feedback on the 'Principles and Schedule for Implementation of Matters of Gas Safety Criteria' document by Friday 18th August 2017.

7. Job Practise analysis

7.1. SCF working group

The group have now produced a proposal that includes all four core competences and the appropriate changeovers. Further to discussions by the group it was agreed that the latest proposal be circulated to the SCF group for comment. In addition to this action MG agreed to amend the Practical Provisions. The next steps are to look at the following aspects of the MoGS processes and procedures:

- Identify key safety defects
- Propose failure process
- Propose implementation process and timescales
- Analyse exiting failure rates.

Action IM: Circulate the latest SCF proposal to the SMB for comment.

Action All: Provide feedback on the 'Matters of Gas Safety criteria re-assessment proposal' by Friday 14th July 2017.

8. Value and Effectiveness Grid (VEG) grid feedback

IM provided further feedback for the group in the following categories:

- Administration
- Meetings
- Governance
- Discussion Points

CB asked the group to look at the 'Discussion Points' with a view for a detailed discussions at the next SMB meeting (12.09.17)

Action ALL: Analyse results (Discussion Points) for discussion at the next SMB.

9. ISO/IEC 17024: 2012

At a previous meeting IM provided the SMB with an update on the revised Operations Document for the ISO/IEC 17024 scheme. Energy & Utility Skills issued the revised document to the CB's for re-issue and have

gained feedback from the CB's following their audits by UKAS against the new standard now they have been audited against the new standard (ISO/IEC17024: 2012). Following feedback from the CBs and UKAS the amendments have been included in the document and is available for re-issue (Edition 4 July 2017).

10. Trailblazer Standards: Routes to registration

IM updated the group regarding the current discussions between Energy & Utility Skills and Gas Safe Register regarding a download agreement between organisations registered with the Register of Apprenticeship Assessment Organisations (RoAAO). Currently there are two different types of agreement i.e. UKAS accredited organisations and OFQUAL accredited organisations. Once an agreement is in place it will enable organisations who deliver 'End Point Assessments' as part of an Apprenticeship Standard award to be able to download candidate's details to Gas Safe Register, providing they have successfully completed the relevant Matters of Gas Safety Criteria associated with their apprenticeship.

11. Awarding Organisations

No additional items were registered at the meeting

12. Complaints

No complaints were registered at the meeting

13. AOB

TS: requested more data regarding the failures of engineers during their inspection visit by Gas safe register inspectors. The following data was requested:

- RIDDOR information
- Inspection failure rates
- Failure rates by Gas Distribution network

Date of next meetings:

Tuesday 12th September 2017

Wednesday 6th December 2017

Agenda Item	Actions meeting 31	By	Status
4.	Implement IGEM/IG/1	IM	Open
Agenda Item			
Actions meeting 35			
7.1	Provide contact details for 'Skills to Learn'.	CB	Closed
Agenda Item			
3.1	Provide feedback by Friday 14th July 2017 on the paper produced by IGEM regarding the Governance of IGEM/IG/1.	All	Closed
3.1	Facilitate workshop to discuss the implementation process	IGEM/EUS	Closed
3.1	Arrange teleconference to discuss feedback on the IGEM Governance proposal.	IM	Closed
6.3	Provide feedback on the draft SSB Governance document by Friday 14th July 2017.	All	Closed
6.4	Provide feedback on the 'Principles and Schedule for Implementation of Matters of Gas Safety Criteria' document by Friday 18th August 2017.	All	Closed
7.1	Circulate the latest SCF proposal to the SMB for comment.	IM	Closed
7.1	Provide feedback on the 'Matters of Gas Safety criteria re-assessment proposal' by Friday 14th July 2017.	All	Closed
8	Analyse results (Discussion Points) for discussion at the next SMB.	All	Closed