

**Strategic Management Board
Notes and Actions
Wednesday 15th June 2016 at 10.00am
Friars Gate, 1011 Stratford Road, Shirley, B90 4BN.**

1. Attendance.

Chris Bielby (CB)	SGN (Chair)
Ian Moss (IM)	EU Skills (Secretariat)
Graeme Dryden (GD)	Summit Skills
Mark Rolfe (MR)	Gas Safe Register
Steve Mulvany (SM)	Awarding Organisations
Steve Ward (SW)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CBr)	HSE
Richard Whitehead (RW)	UKAS

Apologies

Richard Meredith	HSE NI
Phil Shaw	UKAS

2. Minutes from previous SMB meeting (16.03.16).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Note 2 (Item 3.2))

Further to the confirmation from UKAS regarding the extension of scope requirements for CMA3. It was suggested at the previous meeting that a possible alternative solution would be for CMA1 (including non-domestic criteria) be re-categorised as CESP1 and that CMA1 subject to 'maintenance' would remain but with the non-domestic criteria being removed.

Further to discussions with Gas Safe Register i.e. Bruce Bennett (see attached e-mail), there are concerns regarding CMA1 being put together with CESP, as the outcome would be that holders of CMA1 would have ESP (emergency service providers) on their ID cards as it's a service they would not offer, or if CESP was taken off the ID cards and replaced it with meters and pipework (which is what CMA1 gives on the ID card) problems would be caused for ESP operatives. Therefore as a consequence of this it was agreed that CESP would stay as is, and we would pursue the implementation of CMA3.

Note 2 (Item 12)

Currently registered gas fitting operatives operating in the Channel Islands hold an ACoP certificate. To enable these operatives to be eligible for ACS as a Category 1 applicant the current ACoP needs to be added to Guidance note 8. Steve Smith has provided written confirmation (see attached) stating that the scope of the ACoP is 'fit for purpose' and includes the relevant the Matters of Gas Safety criteria necessary for a Category 1 applicant.

3. Change Document summary.

3.1. CMA3 implementation (SMB/32/001)

IM open up the discussions by stating that there has been a number of concerns regarding the implementation of CMA3. IM confirmed that the Matters of Gas Safety criteria has been included on the MoGS disk that has been circulated to the Awarding Organisations and that criteria is being downloaded against for the Level 2 Smart Metering diploma and the Smart Metering Trailblazer apprenticeship. The outstanding route to registration is the MLP/ACS route. The following issues were discussed by the group:

- **UKAS requirements:**

- RW stated that UKAS needed to be sure that all CBs agreed that due process had been followed, following lengthy discussions it was agreed that the Awarding Body Committee would look at their processes/Terms of reference to ensure that should CBs disagree as to whether due process had taken place then there would be a mechanism to ensure that progress could be made and that the implementation of new criteria was not delayed.
- Prior to the meeting Phil Shaw had circulated a paper ('the role of Scheme Owner') to assist outlining the current requirements for the implementation of new assessment criteria i.e. CMA3. The requirements for the Scheme Owner to carry out a business case for the introduction of CMA3 is not detailed in the 2012 standard as it was in the 2003 standard.
- IM reiterated that the route to registration is only one of a possible three routes to registration and therefore specific numbers of registrations would be difficult to forecast. But the failure to allow this MLP/ACS route to be implemented would restrict competition.

Action SM: Awarding organisations to revisit consultation processes for the ABC group.

- **Gas Safe Register issues**

Further to the e-mail traffic recorded in SMB/32/001 the following discussions took place:

- MR raised concerns that no pre-requisites appeared on the CMA3 criteria document, IM stated that this could be rectified by adding that all new entrants undertaking CMA3 would be required to complete a training programme that complies with IGEM/IG/1. MR agreed.
- Concerns have also been raised to whether CMA3 was a Limited Scope activity, as it is not clear to what a Limited Scope activity is, but it was agreed at SCF that operatives holding CMA3 who wish to undertake further ACS assessments will be referenced as a Category 2 applicant. This was approved by SMB

Action IM: Amend CMA3 criteria and circulate to the Awarding Organisations.

3.2. Standards Consultation Forum Change document summary (see attached paper SMB/31/001)

3.2.1 CD/78 (ISU 058): IGEM/UP/12 Edition 2: Application of Burners and Controls to Gas Fired Process Plant.

No identified maintenance to MoGS criteria required.

3.2.2. CD/79 (ISU 059) BS6891: 2015 Specification for the installation and maintenance of low pressure installation pipework of up to 35mm (R1¼) on premises.

An outline of the changes to the Matters of Gas safety criteria following the amendment of BS 6891 has been agreed by the SCF. However, the following issues have been raised by the SCF:

- The definition regarding the term rodent proof hoses needed to be clarified, IM to speak with agree a form of words and forward to UKLPG for sign-off
- Requirements for a pressure test point prior to an appliance isolation valve are being challenged by industry with BSI, SCF felt that this should not be included in the Matters of Gas safety criteria until the position was clarified by BSI through amendment of the Standard.

Action IM: speak with Gas Safe Register regarding the detail provided in the Industry Standard Update (ISU) and the information made available by BSI.

The MoGS are to be amended as appropriate.

3.2.3. CD/80 (ISU 060) The ECO Design of Energy Related Products Directive 2009/125/EC and Energy Labelling Directive 2010/30/EU

No identified maintenance to Matters of Gas Safety criteria required.

3.2.4. CCLP1 EPC (External Pipework Connections) re-assessment.

Re-assessment criteria has been developed and added to the next MoGS disk.

3.2.5. ENA low pressure bulletin.

At the last SCF (01/06/16) Dave Thorley provided clarification of the ENA low pressure letter, Dave agreed to speak with the other networks with a view of producing a Technical Bulletin for publication by Gas Safe Register.

3.2.6. Installation of check meters. (see papers PH/LW2016/025 and IGEM/TSP/15/044)

The following papers have been provided by IGEM (see attached) in support of the issue raised by the SMB in that the MoGS for pipefitters do not adequately cover the installation of 'check meters'. As the Matters of Gas Safety criteria need to correspond to the appropriate normative documents it has proved difficult to introduce the need for pipefitters working under IGEM/UP/2 when installing a 'check meter' (not used for billing purposes) to be required to prove their competence against the appropriate MoGS. As a way forward IM suggested that the MoGS for pipefitters be looked at to include criteria regarding the installation of meters, this was agreed in principle and would be looked at by the SCF.

Action IM: Amend MoGS for pipefitters with additional criteria for the installation of meters.

3.3. Sole trader representation at the SCF

SM raised the issue that sole traders who make-up a large proportion of the register are not involved in the consultation process enough. Although it is worth noting that the membership of the SCF does include APHC, SNIPEF, CIPHE and OPGO organisations that all have SME's and sole traders as members it is worth looking to ways to include further sole traders. It was suggested that improved links are made with the sole traders through the EU Skills and Gas Safe Register's website and the possibility of having a member's forum where sole traders can be updated and commented on changes to the MoGS.

4. Probationary business site inspections results

MR had previously circulated statistics displaying the percentage of failures by Registered Gas Engineers during an inspection by a Gas Safe registered inspector. The two graphs display where an Unsafe situation has been identified and on the second graph where a competency failure has occurred. The trend provides data from a five year period ranging from 2008/2009 to 2015. The main concern is that the failure rates are increasing over time. APHC previously (SMB before this one) raised a concern that this failure to apply competence could be down to engineer behaviour rather than a failure of training. To investigate this issue a proposal to commission market research was submitted to GISG by the independent market research company used by GSR. This research is to be funded and supported by the Gas Industry Safety Group (GISG). The objectives of the research is to 'Identify areas impacting on unsatisfactory levels of competency for newly trained gas engineers and make recommendations regarding ways to decrease levels of unsafe gas work'. Attached is the proposal document. **Please DO NOT circulate outside of the SMB**

5. IGEM/IG/1

5.1. Awarding Organisation (see attached paper SMB/32/002)

SM presented a paper on behalf of the Awarding organisations outlining a proposal for the implementation of IGEM/IG/1. To avoid a possible conflict of interests with the EEIAS, it had been proposed by the awarding Organisations that the audits are carried out by EU skills (Ian Moss) and Gas Safe Register (Bruce Bennett). However, Mark Rolfe on behalf of the Register felt this would not be appropriate due to the possible conflict that would be created. An alternative auditing solution is being investigated and IM will report back at the next SMB.

Action CB/IM: procure alternative auditor solutions to implement IGEM/IG/1 standard with the Awarding Organisations.

6. Awarding Organisation concern relating to Conflicts of Interest

6.1. Awarding organisation paper (SMB/31/005)

The attached paper was presented at the last SMB meeting and is referenced for information purposes.

6.2. Energy and Utility Skills response (SMB/32/003)

IM provided a response to the above paper i.e. (SMB/31/003) with the following paper (SMB/32/003), SM agreed to circulate the paper to the awarding Bodies for information and comment and would provide feedback for the next SMB meeting.

7. Value and Effectiveness Grid (VEG) grid feedback (see attached paper SMB/32/004)

CB thanked the group for their feedback on the VEG grid and confirmed that the results fall into the following categories:

- Administration
- People
- Process
- Decisions

CB provided further feedback of the VEG results and stated that following discussions with IM continuous feedback would be provided at future SMB meetings.

CB also suggested that the group look at the current Terms of Reference to establish if they are fit for purpose following the feedback received through the VEG exercise.

Action CB/IM: analyse results and feedback to the SMB at the next meeting.

Action IM: circulate the SMB's Terms of Reference

8. Job Practise analysis

8.1. SCF working group (see attached paper SMB/31/007)

Following the evaluation by a SCF working group of the domestic Matters of Gas Safety criteria documents, a proposal for a new re-assessment strategy has been through a consultation process with the SCF members to decide whether to develop and implement this model. The aims of the proposed re-assessment strategy are to:

- Make re-assessment more relevant to the work categories undertaken by a gas engineer
- Reduce K&U assessment criteria
- Increase focus on performance criteria
- Increase rigor on gas safety checks assessments i.e. GSIUR 26(9) requirements
- Use assessment performance to recognise and address training needs

Following the consultation period and from the returns received it has been agreed by the SCF that the proposal would be accepted and therefore agree to a SCF working group to propose a set of draft changes to the Matters of Gas Safety criteria. To enable this a working group would be facilitated and chaired by EU Skills but also attended by Gas Safe Register. A rationale for all proposed changes will be presented to the SCF and SMB members.

8.2. SCF voting responses (see attached paper SMB/32/005)

See attached paper for the voting responses, the SMB ratified that due process had been followed and that a further work could commence.

9. Group competence scheme

IM gave an update regarding the Group Competence Scheme, that following the approval of the British Gas scheme by their Certification Body (Certsure) and the subsequent accreditation of their CB by UKAS, no further organisations have been added to the scheme, although several are working towards accreditation.

10. ISO/IEC 17024: 2012

IM provided the meeting with an update on the revised Operations Document for the 17024 scheme. EU Skills issued the revised document to CB's for use after the 1st April 2014 and have gained feedback from the CB's now they have been audited against the new standard (ISO/IEC17024: 2012). The amendments have been included in the document and will be checked through by IM plus a CB before implementation by the CBs. It is worth noting that the SSB intend to review the document on a regular basis following UKAS audits with the CBs. An amended version is to be circulated to the CB's version controlled as Edition 4.1 June 2016.

11. Trailblazer Apprenticeship

IM updated the group on the following Trailblazer apprenticeships:

Smart Metering

The Dual Fuel Smart metering apprenticeship is now complete and is being delivered by a number of Employers via their designated Training Provider.

Gas engineering

The Standard and Assessment Plan has been approved along with the funding cap. The Rules of Combination and the associated training units have been signed off by the Employer Development group. It is envisaged that the first starts will be from September 2016.

12. Awarding Organisations

No further items were raised by the awarding organisations

13. Complaints

No complaints were registered at the meeting

14. AOB

CB: Gas Safety Management review – upstream is due to start July 2016 and will run until June 2017 for implementation in October 2017.

CBr: HSE is to consult with industry stakeholders about the future shape of the Gas Safe Register and the services it will deliver. HSE is available to attend the various industry forums but requests questions prior to the meetings so they can be tailored to audience needs. HSE will provide regular updates at future SMB meetings.

CBr: Christine reminded the group that the launch of Gas safety Week has been arranged for Tuesday 13th September and therefore clashes with the next SMB. It was suggested that we keep the date and hold the meeting in London. Chris Bielby offered to arrange a meeting room at the ENA offices.

SM: notified the group that this would be his last SMB meeting and that Richard Phipps would be attending on behalf of the Awarding organisations. Chris thanked Steve for his input and support to the SMB over the past twelve months.

Action CB: arrange meeting room at the ENA offices.

Date of next meetings:

Tuesday 13th September 2016 (suggested that the meeting is to be held in London, CB to advise)

Wednesday 7th December 2016

Actions

Agenda Item	Actions meeting 31	By	Status
4	Implement IGEM/IG/1	IM	Open
Agenda Item	Actions meeting 32	By	Status
3.1	Awarding organisations to revisit consultation processes for the ABC group.	SM	Closed
3.1	Amend CMA3 criteria and circulate to the Awarding Organisations.	IM	Closed
3.2.2	Speak with Gas Safe Register regarding the detail provided in the Industry Standard Update (ISU) and the information made available by BSI.	IM	Closed
3.2.6	Amend MoGS for pipefitters with additional criteria for the installation of meters.	IM	Open
5.1	Procure alternative auditor solutions to implement IGEM/IG/1 standard with the Awarding Organisations.	CB/IM	Closed
7	Analyse results and feedback to the SMB at the next meeting.	CB/IM	Open
7	Circulate the SMB's Terms of Reference	IM	Closed
14	Arrange meeting room at the ENA offices.	CB	Closed