

**Strategic Management Board
Notes and Actions
Wednesday 16th March 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)
John Thompson (JT)	Summit Skills
Mark Rolfe (MR)	Gas Safe Register
Steve Smith (SM)	Certification Bodies
Jason Marsland (JS)	Awarding Bodies
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CB)	HSE

Apologies

Richard Whitehead	UKAS
Richard Meredith (RM)	HSE NI
Phil Shaw (PS)	UKAS

2. Minutes from previous SMB meeting (24.11.15).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Item 3.1)

With regard to a definition for Limited Scope matters of Gas Safety competences i.e. ACS, the following words have been suggested as a possible definition:

'A Limited Scope activity is when pipework is installed but not commissioned i.e. install pipework, test and purge but not commissioned through an appliance (s)'.

It is also suggested that a limited scope competence modules are classified as Category 3. However, the training provider shall take into account competences already gained for the purposes of training but will assess on the full scope of the new competence.

The definition of 'Limited Scope' activities are to be added to the next SCF agenda.

Note 2 (Item 3.2)

Further to the confirmation from UKAS regarding the extension of scope requirements for CMA3. It was suggested by Steve Smith 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. However, it is worth noting that the CESP1 criteria has some minor addition i.e. criteria to include the installation of flanged joints.

After further discussions within the group, MR suggested that the matter be discussed with Bruce Bennett to establish if the proposal is feasible.

Action IM: Contact Gas Safe Register to establish whether the above solution is a feasible option.

3. Change Document summary.

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

3.1.1 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.

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

ACS assessments potentially affected:

CCN1

CESP1

CMA1

CMA3

CCLP1

ND Generic Core Pt A

3.1.3. 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.

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

Re-assessment criteria to be developed.

3.1.5. ENA low pressure bulletin.

Further to discussions at the previous SCF and SMB meetings, HHIC helped facilitate a meeting to discuss the detail and any potential affects for a range of industry stakeholders. The issues are ongoing but the following comments were recorded from the meeting:

- A minimum working pressure of 19mb is required at the outlet of the meter by all utilisation Standards such as BS 6400, BS 6891.
- Issues from the boiler manufacturers regarding low pressure primarily effects performance rather than presenting a safety issue as appliances have safety controls on to counteract low pressure. However, it should be noted that it may affect existing appliances from a safety issue especially where larger input appliances are retrofitted based on the assumption that working pressure will be a minimum of 19mbar at the meter outlet, which is probably what the installation pipe-sizing design was originally based on.
- It is accepted in industry that during high demand the pressure at the outlet of the meter could fall to 15mb at the meter outlet and with a design pressure drop of 1mb across the pipework there would be a pressure of 14mb at the appliance.
- Fire manufacturers test down to a minimum pressure of 14mb, therefore the above scenario should not cause a safety issue for 'standard' appliances.

Moving forward one of the outstanding issue is that the bulletin quotes an outlet pressure of 17.5mb at the meter, therefore clarification has been requested by the SCF.

Action IM: Contact Dave Thorley for further clarification regarding the groups concerns and the statement made in the ENA bulletin.

Action CB: Contact ENA to discuss content of the bulletin

3.1.6. Installation of check meters.

Following lengthy discussions regarding the requirements for additional competences for the installation of non-domestic secondary meters. The SMB are not comfortable with the decision made by the SCF and have requested that IM has further discussions with IGEM to confirm if associated standards e.g. UP/2 adequately covers the installation of check meters without the inclusion of additional criteria from GM/8. There is a particular concern with Diaphragm meters as opposed to RPD and Turbine meters. IGEM reported back to the SCF but stated that further clarification is required from IGEM's Gas Utilisation and Gas Measurement committees.

Action IM: Await IGEM's response.

3.2. SCF Feedback

Further to discussions at a recent SCF meeting regarding understanding how the process works from change to a 'Standard to added/deleted questions in ACS'. It was agreed that member(s) of the SCF may attend future Technical Working Group (TWG) meetings and that GCS providers would be available to participate in the maintenance of the MoGS by attending the TWG. Following further discussions the group suggested a Terms of Reference be produced for the TWG and that the group members be a mixture of representatives from Employers, Awarding Organisations (to include ACS, GCS and RQF qualifications) and Assessment centres (to include ACS and RQF).

3.3. Sole Traders

Steve Mulvany raised the issue (at the last meeting) that sole traders who make-up a large proportion of the register are not involved in the consultation process enough. It was suggested by the group that this matter should be discussed at a future meeting of the SMB. IM stated that it is worth noting that the membership of the SCF does include APHC, SNIPEF, CIPHE and OPGO organisations that have SME's and sole traders as members therefore efforts have been made to engage with them. Carry over action to the next meeting.

4. Probationary business site inspections results (see attached paper SMB/31/002)

MR outlined the content of the paper (previously circulated) in that the statistics display the percentage of failures by newly registered (probationary) Registered Gas Engineers during a first 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 been identified. The trend provides data from a five year period ranging from 2008/2009 to 2015. The main concern is that the failure rates have increased over time. The following are the key points were raised at the meeting:

- There is no significant differences between the routes of entry through an MLP/ACS and QCF/RQF.
- Unsafe gas work by probationary engineers has increased.
- The inspection regime has not changed.
- MR raised concern that the implementation of IGEM/IG 1 has been delayed for two years and if implemented correctly the standards of training could improve and subsequently improve the gas safety standards of new entrants onto the Gas Safe Register.
- JT suggested that the route cause may not be down to inadequate training and therefore the route cause should be identified through further research.
- SS feels that current MLP's delivered through CB controlled centres are of a good standard, but there may be problems with the independent providers not associated with a CB.

The following actions were agreed:

Action IM: Implement IGEM/IG/1 (see item 5).

Action CB: Facilitate additional research resource.

Action CB/IM: Arrange meeting with Gas Safe Register, Awarding Organisations and EU Skills to discuss the next steps and the detail for the further research requirements.

5. IGEM/IG/1

5.1. Awarding Organisation (see attached paper SMB/31/003)

SS presented the attached paper on behalf of the Awarding Organisations (with the exception of NICEIC) regarding the implementation of IGEM/IG/1. The main issues raised by the Awarding Organisations is that they do not feel that their Training Programmes should be subject to the full audit process detailed in the standard as they are subject to accreditations through independent bodies i.e. UKAS and Ofqual. IM accepted the assessment process is regulated, but raised concern that there needs to be an audit trail detailing how the training provision is regulated by an independent third party organisation. It has always been the intention of the SSB to take existing accreditations into consideration, therefore, to finalise the implementation process, the SSB will work with a CB (accredited by UKAS) and an AB (accredited by Ofqual). This was agreed in

principle and IM agreed to arrange separate meetings with a CB and AB, ERS and EAL agreed to participate in the pilot. It is also worth noting that NICEIC have also requested to work with the SSB.

Action IM: Arrange meetings with a CB and AB and present a solution to the issue raised to the SMB for sign-off.

5.2. IGEM response to Awarding Organisation paper (see attached paper SMB/31/004)

IM notified the group that this paper had been withdrawn by IGEM prior to the meeting.

6. Awarding Organisation concern relating to Conflicts of Interest (see attached paper SMB/31/005)

JM on behalf of the Awarding Bodies presented the attached paper regarding potential conflicts interest for EU Skills in their role as the Standard Setting Body for Gas Safe registration in relation to the activities carried out by the EU Skills group, including National Skills Academy for Power and the Energy Efficiency Independent Assessment Service. For clarity it was pointed out by IM that only Martin Lyth and Ian Moss work on the SSB contract and that, whereas IM works on other projects for the EU Skills group Martin Lyth works the majority of his time on SSB work. It was agreed by the group that EU Skills would provide a formal response to the AB's paper (SMB/31/005) and would provide governance to how the SSB is managed in relation to other EU Skills activities. CB suggested that 'Conflict of Interest' be added as an agenda item to enable the members of the SMB to advise of any possible conflicts prior to a SMB meeting.

Action IM: IM to provide formal response from EU Skills to the SMB

7. VEG grid feedback (see attached paper SMB/31/006)

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 suggested that further analysis would be carried out between himself and IM and that the information would be presented to the SMB at the next meeting.

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

8. Job Practise analysis

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

IM provided an update in that: Following the evaluation of the work produced regarding the domestic suite of documents by a SCF working group, a proposal for a new re-assessment strategy was presented to the SCF for industry consultation and a decision on 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
- Use assessment performance to recognise and address training needs

It was agreed by the SCF group to consult with the SCF full membership to decide whether the proposal should be accepted and therefore agree to carry out draft changes to the matters of Gas Safety criteria. TS/ML were tasked to circulate proposed change document with associated papers, including voting rights.

8.2. SCF voting rights proposal (see attached paper SMB/31/008)

IM updated the group on the proposed SCF voting rights in that all standing members would be asked to consult with their members and confirm the following: number of 'voters', 'for the proposal' and 'against the proposal'. MR confirmed that Gas Safe Register would not participate in the vote and question whether ICOM would vote as the criteria was domestic. IM confirmed that the vote was specifically on the principle of the change and if accepted would in time be applied across all of the Matters of Gas Safety criteria.

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.

IM also noted that a separate GCS group had been formed to work on the processes and provisions that underpin the Group Competence Scheme.

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.

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 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

SS notified the group that a current ACoP scheme used in the Channel Islands is to be upgraded to ACS. To enable the current experienced gas fitting operatives to be eligible for ACS as a Category 1 applicant the current ACoP needs to be added to Guidance note 8. IM confirmed for this to take place the SSB would need to provide written confirmation 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.

Action SS: provide written confirmation to SSB

13. Complaints

No complaints were registered at the meeting

14. AOB

No any other business was raised at the meeting.

Date of next meetings: to be held at EU Skills, Friars Gate, 1011, Stratford Road, Shirley, B90 4BN.

Wednesday 15th June 2016

Wednesday 14th September 2016

Wednesday 7th December 2016

Actions

Agenda Item	Actions meeting 30	By	status
3.1	Provide clarification regarding the requirement of a 'witness assessment' being required for the introduction of CMA3.	Phil Shaw	Closed
3.1.3	Contact IGEM to discuss the issues raised regarding Sub-meters by the SMB	Ian Moss	Closed
Agenda item	Actions meeting 31	By	Status
Note 2 (item 3.2)	Contact Gas Safe Register to establish whether CMA1 and CESP1 can be used to register installers for domestic and non-domestic meters respectively	IM	Closed
3.1.5	Contact Dave Thorley for further clarification regarding the groups concerns and the statement made in the ENA bulletin	IM	Closed
3.1.6	Await IGEM response regarding the inclusion of secondary meters in UP/2	IM	Closed
4	Implement IGEM/IG/1	IM	Open
4	Facilitate additional research resource	CB	Closed
4	Arrange meeting with Gas Safe Register, AO and EU Skills to discuss further research requirements	CB/IM	Closed
5.1	Arrange meetings with a CB and AB regarding the implementation issues regarding IG/1 and present a solution to the SMB for sign-off	IM	Closed
6	Provide formal response from EU Skills to the SMB regarding potential conflicts of interest	IM	Closed
7	Analyse feedback regarding the VEG diagram and present findings to the SMB at the next meeting	CB/IM	Closed
12	Provide written confirmation regarding the status of the existing ACoP used in the Channel Islands in relation to the MoGs used in the UK	SS	Closed