

**Strategic Management Board
Notes and Actions
Tuesday 14th March 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 Ward (SW)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CBr)	HSE
Ian McCluskey (IMc)	IGEM

Apologies

Richard Whitehead	UKAS
Phil Shaw	UKAS
Graeme Dryden	Summit Skills
Kevin Neeson	HSE NI

2. Minutes from previous SMB meeting (07.12.16).

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

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 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. During this time it was agreed that IGEM would attend the SMB. The next steps are for the working group to produce a proposal for discussion purposes and subsequently reach a final agreement at the next SMB meeting scheduled for the 13th June 2017.

Action IM/IMc: produce and present an IGEM/IG/1 Governance process at the SMB meeting (13.06.17)

CB also raised the point that there is to be a government enquiry into the standards of training and that a workshop type event is to be arranged for late April 2017. CB will arrange for members of the SMB to attend this.

Action CB: arrange for members of the SMB to attend training workshop.

3.2. Implementation

IM updated the group regarding the audit process being carried out with the Awarding Organisations, two have been audited with a third having arranged a time for their audit. The rest have not arranged their visits as yet, but will need to work to the following timescales:

- Awarding organisations to have arranged their audit with Troy Dyson by **Friday 31st March 2017**
- All audits with the Awarding Organisations to be completed by **Friday 30th June 2017**
- IGEM/IG/1 to be fully implemented from the **1st October 2017**.

It was suggested that Troy Dyson provides an update at the next SMB meeting (13.06.17) and an article to be written for the Registered Gas Engineer magazine outlining the next steps and to include the timescales for the implementation of IGEM/IG/1.

Action IM: Invite Troy Dyson to the next SMB meeting.

Action IM: Write article for the Registered Gas Engineer magazine.

4. Standards Consultation Forum

4.1. CMA1 Implementation

IM circulated a paper 'Routes to Registration' to the group for information and comments. IM provided the background to the issues in that following the inclusion of CMA3: Issue 5 (including Pipework Competences), there are still issue with a number of Awarding Bodies who feel pipework does not need to be included in CMA3. However, IM stated that a number of employers have stipulated that pipework should be included in the criteria. Currently there is a situation where candidates who complete the Level 2 diploma in Smart Metering in conjunction with CMA1 will have pipework on their Gas Safe Register cards, whereas, a candidate who does the same qualification in conjunction with CMA3 does NOT have pipework on their Gas Safe Register card. The point being is that following the issue of CMA3 Issue 5 the domestic pipework Matters of Gas Safety criteria for both CMA1 and CMA3 is the same.

The issue seems to be that there is a difference of opinion to what the candidate needs to be trained and assessed on with regard to pipework competences. To clarify, pipework skills could be divided into three areas:

- Practical: Jointing and testing
- Knowledge: Building services i.e. pipework in buildings
- Whole job competence: associated skills e.g. lifting of floorboards and floor coverings.

Further to discussions at the recent SCF the following proposals were discussed and agreed:

- Stipulate all framework qualifications shall fully align to the relevant Matters of Gas Safety.
- Both Awarding Bodies and Certifications Bodies implement CMA3 issue 5 (1st April 2017).
- All Training and Assessment centres who offer CMA3/MET1 to work to the appropriate IGEM/IG/1 Training Specifications (these are aligned to the NOS mapping documents).
- EUSGU 027 is introduce as a new download code for the Level 2 Diploma in Smart Metering post 1st April 2017.
- The NSAP Metering Network group and MAMCoP will be notified of the proposals being made.

SW noted that there would be an interim period for candidates already on programme prior to the 1st April 2017, this will be managed between the AOs and SSB.

Action IM: Amend Appendix note 'F' to include EUSGU 027 and the need for all AO's to assess the full Matters of Gas Safety criteria aligned to a specific qualification that leads to Gas Safe registration.

IM also, raised questions regarding the relationship between UKAS and the SSB, as there has been a number of situations where decisions have been made through the SSB processes i.e. SCF and SMB, only for UKAS to question the decisions direct with the CBs. Also, there needs to be clarification to what constitutes 'Maintenance' to the scheme and an 'Extension to Scope' and the requirements of Clause 8 of the ISO/IEC 17024:2012 standard.

The SMB agreed that members of the SMB would arrange a face to meeting with UKAS i.e. Phil Shaw and Richard Whitehead.

Action IM: Arrange meeting with UKAS.

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

4.2.1 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.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1

- CMET1
- CMET2
- REGT2

4.2.2 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.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

4.2.3 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.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

4.2.4 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.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1
- CMET1
- CMET2
- REGT2

4.2.6. 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.

Review of ACS Matters of Gas safety assessments required:

- Directly
 - CCP1
- Indirectly
 - CCLNG1
 - CLE1
 - COCN1
 - CIGA1
 - CORT1
 - CDGA1

5. Probationary business site inspections results

5.1. Market research latest (Mark Rolfe)

MR had no further information to share with the SMB. However, it was agreed that information previously circulated to the SMB could be circulated to the SCF and GILG.

5.2. Feedback from Dr Simon Reddy

IM circulated an e-mail from Dr Simon Reddy for information and comment, the intention is to follow-up discussions at the SMB with a teleconference call on Friday 17.03.17 between Dr Reddy, Chris Bielby and Ian Moss to discuss the concerns raised. In addition to this action there has been an invitation from the GILG for Dr Reddy to attend the next GILG meeting and discuss the concerns raised in his e-mail.

6. Gas Safe Register re-tender.

6.1. Update – Christine Bridge

Christine updated the meeting in that a supplier engagement meeting has been arranged for Wednesday 17th May 2017, where all interested parties can register to attend the day and arrange for a one to one meetings to enable further questions regarding the contract and re-tender process.

6.2 Stakeholder engagement feedback (Christine Bridge)

Christine passed on a number of concerns from sole traders regarding the inflexibility of the ACS process and the fact the GCS is not suitable for Sole Traders. MR pointed out that once GCS had a number of users i.e. other than British Gas there could be the opportunity to properly assess the performance of GCS and if this were satisfactory a 'Cluster Model' which could include Sole Traders might be suitable for consideration but not before.

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 but had not receive any comments. The SMB have been invited for comments from the group by **Friday 31st March 2017**

Action SMB members: provide comments regarding the draft Governance document by Friday 31st March 2017.

7. Job Practise analysis

7.1. SCF working group

Following the evaluation by a SCF working group of the domestic Matters of Gas Safety criteria a series of workshops to finalise the proposed criteria and agree implementation have taken place. IM circulated the proposal and invited any questions the SMB members may have.

TS raised the question to whether a computer based questioning process could be used for Unsafe Situations, the suggestion from the SCF is that assessment centres use a similar type programme used for the theory driving test. 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'.

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 (13.06.17)

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 use after the 1st April 2014 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). The amendments have been included in the document and is available for re-issue (Edition 4 April 2017). Following circulation to the SCF for comments the document is now available for sign-off by the SMB once outstanding comments have been clarified.

10. Group competence scheme

IM notified the group that the second edition of the Group Competence scheme document had been circulated to the SCF for comment (cut-off was Friday 3rd March), the document review is now final. The SMB ratified that due process had taken place. IM shared with the group that DencoHappel with 13 Operatives have been accredited by their CB (Stroma) to use the scheme and Advanti Gas and Arron Services are currently working towards approval.

11. Trailblazer Standards: Routes to registration

IM updated the group regarding the current discussions between the SSB 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 standard.

12. Awarding Organisations

12.1. Request that one AO and one CB representative is invited to become a member of the SMB MLP Governance Sub-group and does this group only include members of the SMB.

Following discussions the SMB agreed that a representative from AOs was not necessary as all proposals will be discussed and agreed via the SSB processes.

12.2. SMB minutes (7th December 2016) 3.2 – What is meant by 'interim solution' relating to the CB's MLP audit?

The audit process via Troy Dyson will feed into a long term governance and will be subject to the ongoing criteria of the agreed governance processes i.e. regular audits etc.

12.3. What are the implications of the withdrawal of Summit Skills from the SMB?

Summit Skills are to be replaced by a consortium of companies i.e. APHC, SNIPEF and BPEC (secretariat) for the setting of standards in the Plumbing and Heating industry. Graeme Dryden to be requested to write to the SMB explaining the new arrangement and to formally request a place on the SMB.

Action GD: write to the SMB regarding the replacement of Summit Skills on the SMB.

12.4. CB request to the delay in the implementation of MET1 and MET3LS.

Due to the unforced delays of the MET1 and MET3 LS criteria, the AOs requested a delay in the implementation of the criteria in the assessment centres until 1st July 2017. This was agreed by the SMB.

Action MG: to confirm extension with AOs

13. Complaints

No complaints were registered at the meeting

14. AOB

TS: raised a potential issue when the Smart Metering programme is complete, to how do the Gas Meter installers progress through the industry.

MG: in response to the above Mark pointed out the routes to ACS were being reviewed in that Category 1, 2 and 3 application conditions were being re-considered, if we get this right, movement around the industry should improve, especially as there is an intention to restrict Category 1 and mandate training for candidates moving between scope of works e.g. Domestic to Non-Domestic.

Date of next meetings:

Tuesday 13th June 2017Tuesday 12th September 2017Wednesday 6th December 2017

Actions

Agenda Item	Actions meeting 31	By	Status
4.	Implement IGEM/IG/1	IM	Open
Agenda Item	Actions meeting 34	By	Status
3.1	Arrange for members of the SMB to attend training workshop.	CB	Closed
6.2	Provide comments regarding the draft Governance document.	SMB	Closed
14.	Write to IGEM, Gas Safe Register, OFGEM and the ENA.	TS	Closed
Agenda Item	Actions meeting 35	By	Status
3.1	Produce and present an IGEM/IG/1 Governance process at the SMB meeting	IM/IMc	Closed
3.2	Invite Troy Dyson to the next SMB meeting.	IM	Closed
3.2	Write article regarding the implementation of IGEM/IG/1 for the Registered Gas Engineer magazine.	IM	Closed
4.1	Amend Appendix note 'F' to include EUSGU 027 and the need for all AO's to assess the full Matters of Gas Safety criteria aligned to a specific qualification that leads to Gas Safe Registration.	IM	Closed
4.1	Arrange meeting with UKAS	IM	Closed
6.3	Action SMB members: provide comments regarding the draft Governance document by Friday 31st March 2017.	ALL	Closed
7.1	Provide contact details for 'Skills to Learn'.	CB	Closed
8	VEG feedback, analyse results (Discussion Points) for discussions at the next SMB.	ALL	Closed
12.3	Write to the SMB regarding the replacement of Summit Skills on the SMB.	GD	Closed