

**Strategic Management Board
Notes and Actions
Wednesday 28th March 2018 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 Smith (SS)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Peter Hurst (PH)	IGEM
Graeme Dryden (GD)	Plumbing & Heating Skills Partnership
Christine Bridge (CBr)	HSE
Dale Shirlow (DS)	HSE NI
Richard Whitehead (RW)	UKAS
Phil Shaw (PS)	UKAS
Stephen Barrett (SB)	Energy & Utility Skills (part - telephone)

2. Minutes from previous SMB meeting (06.03.18).

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

These matters arising are not included on the agenda.

Note 1 (Item 2):

Arrange a SMB meeting venue at 'Skills to Learn' during 2018.

Note 2 (Item 3.4 LPG training specifications)

Training specification are required for LPG, IM is working with LPG training providers to produce these. Once drafted they will be circulated to the GILG and SCF for comment.

3. Standard Setting Body

3.1. Standard Setting Body Governance

The discussions commenced with Richard Whitehead and Phil Shaw (UKAS) referring to their feedback on the SMB's Value & Effectiveness Grid (VEG). They re-emphasised the role of the SMB in relation to operating as the ACS scheme committee and the relationship the SSB i.e. SCF and SMB have with the Certification Bodies. They stressed that there needs to be a clear indication to how decisions are made in the revision of the Matters of Gas Safety criteria, in that consultation takes place and a consensus is reached by the CBs. IM noted that this activity is achieved through Energy & Utility Skill's attendance and facilitating various forums, such as: Awarding Body Committee, SCF and SMB. The CBs attend these meetings and therefore subsequently, ISO 17024 Clause 8 is achieved.

UKAS confirmed that they will accredit against the ISO 17024 standard and will also confirm if the Matters of Gas Safety criteria is 'Fit for Purpose' i.e. whether Gas Safe registered engineers have proved that have the relevant competences for the work they are carrying out. However, it was pointed out that Energy & Utility Skills do consult with Industry experts (including the CBs) when amending the criteria and that if UKAS were to overrule these decisions, it would assist the process if UKAS discussed their decision direct with Energy & Utility Skills and not second hand via a CB.

Action IM: to meet with Richard Whitehead to discuss a communications process between UKAS and Energy & Utility Skills.

In addition to the feedback from UKAS, the general aspects of the SSB governance was also discussed in that a procurement exercise to appoint an organisation to facilitate and manage the Standard Setting Body function will run once a provider has been appointed to run the Gas Safe Register post 1st April 2019.

To prepare for the SSB procurement exercise, the SCF have requested that the following key tasks and responsibilities are established:

- Include Training i.e. IGEM/IG/1 as part of the SSB scope.
- Include all routes to registration e.g. framework qualifications and GCS.
- Agree scope of SSB i.e. SMB. SCF etc.
- Strategy document to what the SSB wants to achieve.
- Increase in the flexibility of the funding i.e. additional funding available for specific projects.

CB suggested that to progress with this work, a Steering Group is formed to produce a strategy document to how the Standards Setting Body will operate in the future i.e. post 2020, all proposals will be fed back to the SCF and SMB for comment. However, Chris also felt that the following documents should be commented on prior to the commencement of the Steering Group.

- Standards Setting Body – Governance
- Gas Safe Register – Schedule of works
- Strategic Management Board – Terms of Reference
- SMB Team Value Effectiveness Grid

Action IM: circulate the SSB associated documents (see above).

Action IM: form a Steering Group to produce a SSB Strategy document.

4. IGEM/IG/1

4.1. IGEM/IG/1 Governance

Peter Hurst updated the group on the outcomes from the Recognisers of Training workshop held at IGEM on the 8th February 2018 (see attached notes). The following key issues were noted:

- Further communication is required with Training Providers who are NOT currently complying with IGEM/IG/1.
- Further communications with potential learners who are considering signing up to a Training Programme that will ultimately lead to Gas Safe registration.
- Recognisers of Training e.g. Awarding Bodies and Certification Bodies to notify IGEM of the Training Providers operating under their scheme.
- Energy & Utility Skills to upload a list of 'Recognised' training providers to the Energy & Utility Skills website.

IM added that all 'Recognisers of Training' that are known to IGEM have received their initial audit and will receive a second audit during 2018. This also includes a number of independent Training Providers.

Therefore, all Training Providers that provide training for new entrants onto the Gas Safe Register should be working to IGEM/IG/1 in line with the following timescales.

- IGEM/IG/1 implemented by 1st October 2017 i.e. all Training providers offering training programmes to new entrants after the 1st October 2017 shall comply with IGEM/IG/1.
- All Training programmes with a start date prior to the 1st October 2017 should have completed their training programmes by 1st October 2018.
- Therefore, no new entrant to the industry wishing to undertake ACS assessment may do so without successfully undertaking industry recognised training" after the 1st October 2018.

Action IM: produce list of 'Recognisers of Training Providers' and upload to the Energy & Utility Skills website.

4.2. Non-Compliance with IGEM/IG/1 reporting process

IM raised the issue regarding Training Providers who decide not to comply with IGEM/IG/1 but still deliver and advertise training programmes for new entrants. A number of Training Providers who comply with IGEM/IG/1 are beginning to report to IGEM and Energy & Utility Skills of such instances and want confirmation to how these occurrences are dealt with. After subsequent discussions the SMB members agreed for Energy & Utility Skills to produce a process offering guidance to all Training Providers and 'Recognisers of Training' to be able to report such instances.

Action IM: Produce a reporting process for non-compliance with IGEM/IG/1.

4.3. Smart Metering recognised training – IGEM/IG/1 & NSAP approval

Further to a request by Cert-ain on behalf of the Awarding bodies and Certification Bodies (see previously circulated letter) who have been approved as a 'Recogniser of Training' under IGEM/IG/1. Energy & Utility Skills have discussed the prospect of IGEM/IG/1 becoming an equivalent to NSAP approval under the Smart Metering Codes of Practice (SMICoP) agreement with BEIS. The outcome was that as IGEM/IG/1 is for gas only irrespective if it is Smart Meter or not, therefore, it does not need to be included in SMICoP. However, it was agreed that Energy & Utility Skills would discuss the matter with IGEM to seek a way forward as it seems unfair for training providers to undertake an audit for IGEM/IG/1 and NSAP for delivering gas training for Smart Metering installers.

5. Standards Consultation Forum

5.1. Standards Consultation Forum – update

The following revised standards are being considered in relation to their impact on the MoGS criteria and will be discussed at the Technical Working Group.

5.1.1 ISU 076: UKLPG Codes of Practice 24 Part 3 – 2017 use of LPG for Commercial Events, Street Food and Mobile Catering.

The TWG to review to ensure the MoGS criteria is fit for purpose.

5.1.2. ISU 077: UKLPG Codes of Practice 1 Part 1 – 2017 Bulk Storage at Fixed Installations Design, Installation and operation of vessels located above ground.

The TWG to review to ensure the MoGS criteria is fit for purpose.

5.1.3. ISU 078: Amendments to the Domestic Building Services Compliance Guide – 2018 – England.

The TWG to review to ensure the MoGS criteria is fit for purpose.

5.1.4. ISU 079: Amendments to the Gas Safety (Installation and Use) Regulations 2018.

The TWG to review to ensure the MoGS criteria is fit for purpose.

5.1.5. ISU 080: The Gas Industry Unsafe Situations Procedure – IGEM/G/11

The TWG to review to ensure the MoGS criteria is fit for purpose.

5.1.6. IGEM/UP/17: The SCF to review to ensure that training and assessment criteria adequately cover the clauses surrounding new appliances installed on existing shared flues.

5.1.7. HTR1, HTRLP2 & CONGLP1 (LAV).

A proposal from the GILG is under consideration to amalgamate the above ACS criteria, it will not, however, remove the assessment categories as standalone ACS assessments.

5.1.8. CMA3.

A number of the Certification Bodies have applied to extend their scope for CMA3, there has been a few minor issues with the criteria highlighted by UKAS and once these are amended, there should be no reason for the extension to scope not to be granted.

5.1.9. Safe Electrical Isolation.

MG reminded the members of a proposal to include Safe Electrical Isolation in the MoGS criteria. This subject has now been discussed many times without a firm outcome being achieved. However, through further discussions the Technical Bulletin on Safe electrical isolation has been re-published by Gas Safe Register. It has also been agreed that the item would be left on the agenda of the SCF for further discussion.

5.2. Eligibility to undertake ACS assessments

Steve Smith presented a revised paper outlining a proposal that will restrict the movement of newly qualified operatives with less than six months experience. The eligibility for operatives applying for ACS assessments will be documented in the ACS Operations document but will also align to the requirements of IGEM/IG/1. It is not intended to restrict operatives to practice but to ensure that they receive the correct quality/duration of training and gain the appropriate level of work experience.

Further to detailed discussions, the SMB members ratified and agreed for the proposal to be implemented by the 1st July 2018 (subject to agreement amongst the Certification Bodies).

Action IM: circulate final version of the proposal to Certification Bodies for implementation.

6. Parliamentary Inquiry

6.1. Gas Engineering Training Standards Inquiry (GETSI)

CB updated the group regarding GETS inquiry in that it is being facilitated by Policy Connect and further to over 50 interviews with representatives from the Gas Utilisation Industry and several meetings with an industry panel, MP's Barry Sheerman and Luke Pollard the recommendations are being compiled for a likely launch date during September 2018.

6.2. Smart Metering installation issues

IM provided feedback by circulating a presentation provided by Gas Safe Register i.e. Barrie Edgar (see previously circulated presentation). The presentation was based on data collated by Gas Safe Register inspectors through on-site safety inspections. IM confirmed that any data collated would be feedback to the Meter operators via the Smart Metering Network Group (SMNG) and would be reflected in the Metering Training specifications should any discrepancies in the training be identified.

CB stated that 50% of the RIDDORS raised by the Gas Distribution Networks (GDNs) are attributed to Smart Meter Installations. This statistic has not been verified by HSE. Analysis of 2017/18 statistics is at an early stage and have not been broken down to that level of detail. Approved statistics will not be available until November this year, but there may be provisional data available by the end of May. Energy & Utility Skills have also asked for feedback from the GDNs to ensure lessons are learnt and Training specifications are fit for purpose. Energy & Utility Skills have a place on the Smart Metering Operations Group (SMOG) and is responsible for the Training and Recruitment sub-group, therefore, data from SMOG will be fed back to the SCF, SMB and SMNG groups for information and comment.

Action IM: to liaise with Gas Safe Register and the GDNs via SMOG.

6.3. Gas Safe Register Inspection data

MR shared data in the form of a graph containing information from all Gas Safe Register inspections undertaken since the 1st of January 2016.

The graphs count the top five defect areas by classification ID, AR, NCS and BRNC and provide a breakdown for sub-groups such as Appliances, Pipework, Flues etc. and the type of premise such as domestic, commercial etc.

The intention of receiving this data is to provide a clear indication to whether the Matters of Gas Safety criteria is fit for purpose and is reflected in the feedback from on-site inspections i.e. are gas safe registered engineers being assessed on the appropriate areas of Gas Safety.

Action MR: provide additional information to enable further discussion and agree on the reporting parameters for the report.

7. Gas Safe Register re-tender.

7.1. SSB procurement exercise/current contract

As previously discussed at the SMB, the following were discussed:

- Current funding arrangements for the SSB function will remain post 2019.
- HSE will instruct the new provider to put in place a new agreement with Energy & utility Skills for year 1 of the next SCA.
- The provider post April 2019 will be asked to carry out a procurement exercise on behalf of the SMB for the provision for the SSB.
- The procurement exercise will provide a result via a scoring mechanism.
- Should the Industry believe they require additional resource for the operation of the SSB, then a business case would need to be provided.
- The SMB members asked the question to whether TUPE would apply to the two FTEs who currently facilitate the SSB would apply should a new provider for the SSB be appointed.

Action CBr: Christine Bridge to enquire to whether TUPE will apply to the SSB procurement exercise.

8. SCF

8.1. SCF feedback

TS provided additional feedback from the SCF meeting regarding UP/17 in that further discussions are to take place with the SCF to ensure the MoGS criteria is Fit for Purpose and that Gas Safe Registered engineers have an awareness of shared flued installations.

8.2. SCF working group ACS Re-assessment criteria update

Having produced a proposal that includes all four core competences and the appropriate changeovers, and subsequent to discussions with the SCF, the sub-group have agreed the next steps:

- Write amended criteria and associated practical provisions.
- Provide UKAS with a rationale to why changes have been made
- Engage with UKAS prior to implementation.

9. Value and Effectiveness Grid (VEG) grid feedback

See Item 3 of these notes.

10. Awarding Organisations

No additional items were raised by the Awarding Bodies.

11. Complaints

IM: raised the issue of complaints and how the SMB should deal with them. Complaints come from different sources but if they relate to Routes to Registration then the SMB should perhaps beware of them and be able to hold a log. Unless there is a feedback mechanism to how the Matters of Gas Safety criteria is performing then standards may fail to improve. IM to include in the steering group discussions.

MG: registered a complaint at the previous SMB meeting regarding their route into the Gas Industry i.e. QCF qualification for cooker followed by an ACS training and assessment for Central Heating boilers. The issues are still yet to be resolved, MG to pursue.

12. AOB

CB: suggested that the SMB should have a decision log, to be discussed at the next meeting.

IM: raised the question to how GDPR would affect the SSB function, IM to discuss internally and report back to the SMB.

Date of next meetings:

Wednesday 20th June 2018

Wednesday 26th September 2018

Tuesday 18th December 2018

Actions

Agenda Item	Actions meeting 37	By	Status
Note 1	Arrange a SMB meeting venue at 'Skills to Learn' during 2018.	CB	Closed
Agenda Item	Actions meeting 38	By	Status
Item 4.1.6	Produce appropriate training material to include 'Safe electrical isolation'	SCF working group	Open
Item 10	Propose that IGEM/IG/1 becomes an equivalent to NSAP approval via the SMNG and BEIS.	IM	Closed
Item 11	To discuss of complaints received from assessment centres regarding framework qualification process with the CBs and ABs.	IM	Open
Agenda item	Actions meeting 39	By	Status
Item 3.1	Meet with Richard Whitehead to discuss a communications process between UKAS and Energy & Utility Skills way forward.	IM/RW	Closed
Item 3.1	Circulate SSB documentation to SMB members for comment	IM	Closed
Item 3.1	Form a steering group to produce a SSB Strategy document	IM	Closed
Item 4.1	Produce a list of 'Recognisers or training Providers' and upload to Energy & Utility Skills website.	IM	Closed
Item 4.2	Non-compliance with IGEM/IG/1 reporting process	IM	Open
Item 5.2	Circulate final version of the proposal of the Eligibility to undertake ACS assessments to CBs for implementation	IM	Closed
Item 6.2	Liaise with Gas Safe Register and GDNs regarding Smart Metering issues	IM	Closed
Item 6.3	Provide additional inspection data to enable further discussions and agree on the reporting parameters.	MR	Open