

**Strategic Management Board  
Notes and Actions  
Wednesday 20<sup>th</sup> June 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)
Mark Rolfe (MR)	Gas Safe Register
Richard Phipps (RP)	Awarding Organisations
Steve Smith (SS)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Ian McCluskey (IMc)	IGEM
Graeme Dryden (GD)	Plumbing & Heating Skills Partnership
Christine Bridge (CBr)	HSE
Kevin Neeson (KN)	HSE NI

**Guest**

Lucy Ritchie	Energy & Utility Skills
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**Apologies**

Christine Bridge	HSE
Malcolm Greetham	Energy & Utility Skills
Richard Whitehead	UKAS

**2. Minutes from previous SMB meeting (28.03.18).**

The minutes from the previous meeting were reviewed and agreed.

**Matters arising.**

**Note 1:**

The next SMB i.e. Wednesday 26<sup>th</sup> September 2018 is to be held at 'Skills2Learn'.  
The Learning House  
Snowdon Drive  
Winterhill,  
Milton Keynes, MK6 1BP

**3. Standard Setting Body**

**3.1. Standard Setting Body Governance**

The group discussed the 'Gas Industry Standard Setting Body Specification' paper (SMB/40/001) circulated prior to the meeting. IM noted that this paper has also been circulated for comment to the GILG and SCF groups. The SMB members are to provide final comments to IM by Friday 20<sup>th</sup> July 2018. SS noted that the document should reference the role of the SMB in accordance with ISO 17024 Clause 8.

**Action All: provide comments to Ian Moss by Friday 20<sup>th</sup> July 2018**

Once the comments have been collated the next steps are for the SMB to meet to discuss the final document, this will also include Job Descriptions for the FTEs, KPIs, Resources, Peer review and External audit.

**Action IM: to send available dates to hold the next strategy group meeting.**

#### **4. IGEM/IG/1**

##### **4.1. IGEM/IG/1 Governance**

Ian McCluskey opened discussions by referring to the circulated papers 'Governance for Recognition of Training' (May 2018 version 2) and the change proposal document IGEM/TSP/18/206. IGEM have proposed changes to the document and have requested SMB sign-off. To enable this process to work IM will re-circulate the document for sign-off, should there be any queries/amends then please return them to IM by **Friday 20<sup>th</sup> July 2018**.

**Action IM: circulate documents recognition of training documents for sign-off.**

**Action SMB: return feedback to IM by Friday 20<sup>th</sup> July 2018.**

##### **4.2. IGEM/IG/1 Audit Criteria**

Ian McCluskey notified the group that the registered Recognisers of Trainers have been written to regarding the audit schedule for 2018. Unfortunately, the next stage audits have not been arranged due to a reluctance by the Recognisers of Trainers as to whether these audits are required as they are of the view that the necessary audits were carried out during 2016/2017. IMc confirmed that the audit requirements of the standard is included in the IGEM/IG/1 standard and should be completed. IGEM are reluctant to put their name to the governance of the IGEM/IG/1 standard should the audit requirements not be adhered to. This was position was accepted by SMB.

**Action IGEM: re-write to the recognisers of training to arrange audit dates.**

IMc also discussed the audit costs and requested that the SMB examine the costs and requested agreement from SMB that the charges are acceptable. The costs cover the essential administration, materials, database, technical audits and site visits including the certifications.

**Action IM: circulate IGEM's audit costs to the SMB for sign-off.**

##### **4.3. Recognisers of Training QA proposal**

Steve Smith circulated a paper on behalf the other Recognisers of Training (list included in the paper) outlining the reasons why the proposed audit scheduled is not necessary for organisations who are accredited by UKAS and Ofqual.

Following discussions by the group it was noted that other accreditations do not include the regulating of training. The IGEM/IG/1 standard enables the auditing organisation i.e. IGEM to audit the correct delivery of training is taking place by the recognised training providers.

The main objection is that the 'head office' audit is duplicating audits that have been completed by Troy Dyson. However, the IGEM/IG/1 standard clearly states that a 'desk top' and 'on-site audits' should take place to enable recognisers of training to comply with the IGEM/IG/1 standard. The initial audits by Troy took place last year, therefore additional audits are required to ensure all quality systems have been fully implemented.

It was agreed by the SMB members that the audit schedule as detailed in IGEM/IG/1 would be implemented and that following a full round of audits the schedule would be subject to a review. As stated in item 4.2 IGEM are to write to the Recognisers of Training to arrange audits for 2018.

##### **4.4. IGEM/IG/1 Operations Document**

IM notified the group an Operations Document had been compiled by the Recognisers of Training in conjunction with Energy & Utility Skills and IGEM. The document has been circulated to the SMB members should they wish to provide feedback.

#### **4.5. Smart Metering recognised training – IGEM/IG/1 & NSAP approval**

Further to a request by RP on behalf of the Awarding bodies and Certification Bodies (see previously circulated letter). 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 of the ongoing discussions with Energy & Utility Skills is that at the current state is not seen as an equivalent and therefore will not be a suitable entry onto EUSR for meter installers.

Energy & Utility Skills have produced a position paper to be presented to the Smart Metering Network Group and BEIS. Steve Smith stated that he was disappointed with the statement and the lack of recognition for the work done on implementing IGEM/IG/1.

#### **5. Standards Consultation Forum**

##### **5.1. Change document summary**

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.**

Affected ACS assessments CoNGLP1 CMC non-domestic changeover to LPG mobile catering.

##### **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.**

Affected ACS assessments include VESLP1 and VESLP2.

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

Following a review of the information there are no expected changes to the ACS assessments.

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

Affected ACS assessments include CCN1, CCLP1 and CCCN1.

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

Affected ACS assessments include 'Cores' and Changeovers regarding REG 26 & 36.

##### **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. The proposal will be discussed at a Technical Working Group to establish how the criteria will meet the requirements of HTRLP2 should the candidate only hold CCN1, HTR1 plus the LPG changeover.

##### **5.1.8. CMA3.**

A number of 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.**

IM 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 updated and re-published by Gas Safe Register. However, the SMB agreed for the subject to be included in the discussions at the next Technical Working Group to see how criteria could be included in the MoGS. It was stressed, however, that the criteria need to be 'Safe Electrical Isolation' and NOT detailed electrical testing. It was also noted that safe electrical isolation would also be included in appropriate training specifications, irrespective of inclusion in MoGS.

**Action MG/IM: discuss safe electrical isolation at the next Technical Working Group.**

#### **5.2. ACS Entry Routes and Changeovers Requirements**

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 and the circulation of the latest version of the guidance note. TS commented that there seems to have been some significant changes and would like to be given the opportunity to feedback on the further changes. The SMB agreed that the document would be circulated for further comments and that the implementation date would be 1<sup>st</sup> October 2018 and not the 1<sup>st</sup> July 2018 as originally agreed. The revised implementation date should also allow for more detailed procedures to be introduced by the Certification Bodies. Especially as members of the GILG felt that the new guidance did not have the necessary guidance to support the document and that the guidance was expecting that all training providers offering training to individuals wanting to extend their scope were also approved for new entrant training.

**Action IM: circulate final version of the proposal to the SMB for sign-off.**

**Action SMB: provide comments to Steve Smith, copy to Ian Moss by Friday 13<sup>th</sup> July 2018**

## **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. Chris stated that a copy of the report would be send to the SMB members prior to it being published.

### **6.2. Smart Metering installation issues**

IM updated the group regarding the inspection data collected by Gas Safe Register, IM and Malcom Greetham had met with Barrie Edgar to gain a better understanding of the data. The inspections were carried out over three phases and indicated that the level of defects remained consistent over three phases and therefore indicated new entrants to the industry were comparable to the installers who had been in the industry for more than three years. However, having said this there is a concern over installers not being able to identify defects on existing appliances. IM stated that this would data be fed back to the Smart Metering Network Group i.e. Smart Metering employers to establish how the training and mentoring could be reviewed and subsequently improved.

IM also noted that further to the information provided by HSE rate of RIDDORs attributable to smart Metering Installations was not 50% as quoted at the last meeting but was the following:

- 21% of all GDN RIDDOR reports are smart meter related. (includes injuries to workers).
- 26% of GDN Gas RIDDOR reports are smart meter related.

### **6.3. Gas Safe Register Inspection data**

Gas Safe Register have shared inspection data with the SMB at past meetings and following further discussions it was agreed that Mark Rolfe would send out the latest versions of the data and that Trevor Smallpeice and Ian Moss would meet to discuss the next steps as far as the SCF are concerned.

**Action MR: circulate latest data to the members of the SMB (completed)**

**Action IM/TS: review data and report back to the SMB.**

## **7. SCF workshop update**

### **7.1. SCF JPA working group**

Further to discussions at the SCF and the concerns raised by TS to following comments were noted:

- The initial Job Practice Analysis (JPA) was rejected by the SCF
- Industry (via the LBF) asked for an alternative approach to re-assessment which would massively reduce the amount of questions etc however at the same time becoming far more robust in that GSIUR 26(9) would be one practical attempt – pass or fail!!
- There should be no need for training before the assessment
- This would be completed in one day

- The outcome would be pass or fail on gas safety GSIUR 26(9) + use of analyser + recognition of unsafe situations
- Any 'deficiencies' found in other areas would be highlighted by the assessor and the engineer advised to go get some training
- This was accepted by the SCF
- This was ratified by the SMB
- All through the process the SCF and SMB have been consulted and updated and have agreed and ratified

This was to be a massive simplification and be far more robust in what was left on the table

ACS is NOT training or development, therefore if an existing registered competent engineer needs to develop their knowledge they need to decide how they are to do that. This cannot be done through assessment; therefore, it was suggested, this maybe be the reason why the current system is failing?

Discussions took place about moving criteria from 'core' to 'appliances', it was agreed appliances would be limited or non-existent! As said this re-assessment would be gas safety GSIUR 26(9) & use of analyser and recognition of unsafe situations.

This revised ACS re-assessment process is to check that already registered competent gas engineers who have been working for at least 5 years are assessed to make sure they are still safe.

It was agreed that these concerns would be discussed in more detail with members of the SCF working group.

#### **8. Awarding Organisations**

RP requested that a review/update of the progress with the JPA (reassessment) should be provided at the next SMB meeting.

#### **9. Complaints**

IM raised the issue of complaints that are associated with the Standard Setting process i.e. receiving and handling complaints from the following sources:

- from learners receiving training from IGEM/IG/1 approved training providers.
- training providers raising issues about other providers they feel are not operating to IGEM/IG/1.
- from ACS centres receiving applications for ACS from applicants who have not received approved IGEM/IG/1 training.
- from training providers who are notifying learners who have failed but have then completed their training and assessment elsewhere.

It was agreed that a complaints procedure would be tabled at the next SMB meeting.

**Action IM/IMc: produce complaints procedure for IGEM/IG/1 queries directed to the SMB.**

#### **10. AOB**

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

**TS:** raised a suggestion that the SMB should have an employer on the SMB, historically Energy & Utility Skills and Summit Skills represented employers on the SMB. It was agreed for IM to give the matter some thought and add to the agenda at the next meeting.

**Action IM: add an item to the next agenda regarding inviting an employer to the SMB.**

**MR:** indicated that the HSE are concerned of the number of incidents relating to maladjusted gas/air ratio valves. TS to raise issue at the next LBF meeting.

**Action TS: raise the issue of maladjusted air/gas ratio valves at the next LBF.**

**CB:** notified the group of the Grenfell Tower inquiry, Chris suggested the SMB writes to Judith Hackett indicating that training and assessment matters be directed to the SMB.

**Date of next meetings:**

Wednesday 26<sup>th</sup> September 2018Tuesday 18<sup>th</sup> December 2018

## Actions

<b>Agenda Item</b>	<b>Actions meeting 38</b>	<b>By</b>	<b>Status</b>
Item 11	To discuss of complaints received from assessment centres regarding framework qualification process with the CBs and ABs.	IM	Open
<b>Agenda item</b>	<b>Actions meeting 39</b>	<b>By</b>	<b>Status</b>
Item 4.2	Non-compliance with IGEM/IG/1 reporting process	IM	Open
Item 6.3	Provide additional ACS/Inspection data to enable further discussions and agree on the reporting parameters. Completed	MR	Open
Item 7.1	To enquire to whether TUPE will apply to the SSB procurement exercise.	CB	Open
<b>Agenda Item</b>	<b>Actions meeting 40</b>	<b>By</b>	<b>Status</b>
Item 3.1	SMB members to provide feedback on the SSB specification paper by Friday 20 <sup>th</sup> July 2018	SMB	Open
Item 3.1	IM to arrange Strategy group meeting July/August	IM	Open
Item 4.1	IM to circulate revised recognition of training documents for sign-off by the SMB	IM	Open
Item 4.1	SMB members to sign-off above documents by Friday 20 <sup>th</sup> July 2018	SMB	Open
Item 4.2	Re-write to the recognisers of training to arrange audit dates.	IGEM	Open
Item 4.2	Circulate IGEM's audit costs to SMB for sign-off	IM	Open
Item 5.1.9.	Discuss safe electrical isolation at the next Technical Working Group.	MG/IM	Open
Item 5.2	Circulate final version of the 'ACS Entry Routes and Changeovers Requirements' proposal to the SMB for sign-off.	IM	Open
Item 5.2	Provide comments on the 'ACS Routes and Changeovers requirement proposal to Steve Smith, copy to Ian Moss by Friday 13th July 2018	SMB	Open
Item 6.3	Review the Gas Safe Register Inspection data and report back to the SMB.	TS/IM	Open
Item 9	Produce complaints procedure for IGEM/IG/1 queries directed to the SMB.	IMc/IM	Open
Item 10	Add an item to the next agenda regarding inviting an employer to the SMB.	IM	Open
Item 10	Raise issue of maladjusted air/gas ratio valves at the next LBF.	TS	Open