

**Strategic Management Board
Notes and Actions
Wednesday 26th September 2018 at 10.00am
Skills2Learn, The Learning House, Snowden Drive, Winterhill,
Milton Keynes, MK6 1BP.**

1. Attendance.

Chris Bielby (CB)	SGN (Chair)
Ian Moss (IM)	Energy & Utility Skills (Secretariat)
Mark Rolfe (MR)	Gas Safe Register
Richard Payne (RP)	Awarding Organisations
Steve Smith (SS)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Ian McCluskey (IMc)	IGEM
Graeme Dryden (GD)	Plumbing & Heating Skills Partnership
Dale Shirlow (DS)	HSE NI

Apologies

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

2. Minutes from previous SMB meeting (20.06.18).

The minutes from the previous meeting were reviewed and agreed.

Matters arising.

Note 1: Item 9

Issue of complaints that are associated with the Standard Setting process associated with ACS and IGEM/IG/1 i.e. receiving and handling complaints.

Action IM/IMc: to arrange meeting to discuss and agree complaints process.

Action SS/RP: to provide process used by the ACS scheme committee.

3. Standard Setting Body

3.1. Standard Setting Body Governance

The group discussed Version 3 of the 'Gas Industry Standard Setting Body Specification' paper (SMB/40/001). IM noted that this paper has also been re-circulated for comment to the GILG and SCF groups. The SCF are due to meet on the 24th October to review the document. The SMB members have also provided feedback to IM. However, there needs to be additions to the document, for example, financials, margin, job descriptions etc. To help produce the next version it was agreed that IM would hold a conference call with HSE and Gas Safe Register.

Action IM: arrange skype call with HSE and Gas Safe Register.

It is hoped that the procurement documents are completed by the end of the year. However, the likely timescales for the procurement exercise other than that it will be ran during the first year of the providers contract i.e. April 2019 to March 2020 need to be agreed.

Action CBr: to advise on the timescales for the SSB procurement exercise.

3.2. SMB representation i.e. employers

TS raised the question to whether the SMB has the correct level of representation of employers. Originally the intention was that the Sector Skills Councils on behalf of the sector i.e. Energy & Utility Skills and SummitSkills would provide representation. As the role of Sector Skills councils have changed, should there be a change to the representation on the SMB. Following discussions, it was noted that employers have ample opportunity to be involved in the SCF consultation process and that the representation on the SMB would be left as is.

3.3. Gas Safe Register re-bid decision

It was announced on 11th September 2018 that Capita is the preferred bidder for the Gas Safe Register for a five-year period starting 1st April 2019. The contract is to be finalised over the next few weeks.

4. IGEM/IG/1

4.1. IGEM/IG/1 Governance/Audit schedule

Ian McCluskey provided an update with the governance of IGEM/IG/1 document:

- 12 Recognisers of Training has been approved
- 127 training providers have been registered
- 3 second stage audits have been planned.
- 5 Recognisers of Training need to provide the details for their approved Training Providers.

IMc stated that a review of the IGEM/IG/1 is due to take place during 2019.

4.2. IGEM Cost recovery

Steve Smith presented a paper (circulated prior to the meeting) on behalf of the Recognisers of Training. The paper raised concerns over the level of cost from IGEM for the audit and governance process for IGEM/IG/1. SS suggested that there was a discrepancy between Stage 1 and Stage 2 audits. IMc explained that this is a legacy from the initial audits carried out by an independent auditor and did not include overhead costs that are incurred by IGEM.

GD questioned whether costs should be discussed at the SMB, but the consensus was that the SMB have been asked to sign-off the costs as part of the Standard Setting Process.

IGEM provided a paper to answer the queries raised by the Recognisers of Trainers and provided answers at the SMB meeting. It was agreed that SS and RP would feedback the content and reasoning of IGEM's reply to the listed Recognisers of Training and provide feedback direct to IGEM

Action SS/RP: to discuss IGEM's response to their letter to the Recognisers of Training:

Action SS/RP: provide feedback to IGEM by Friday 12th October 2018

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

Further to a request by Richard Phipps at a previous meeting on behalf of the Awarding Organisations. 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 presented a paper to the Smart Metering Network Group and BEIS (circulated prior to the meeting). Steve Smith stated that he disagrees with the statement and feels it should be re-visited. Following further discussions, it was agreed the SMB would re-visit this issue following Energy & Utility Skill's Stage 2 audit from IGEM/IG/1. IM agreed to discuss the matter with both IGEM and Energy & Utility Skills once the Stage 2 audit had been completed.

Action IM: provide feedback regarding IGEM/IG/1 & NSAP approval at the next SMB.

4.4. IGEM/IG/1 Governance for the Recognisers of Training

IM updated the group regarding the Governance for the Recognisers of Trainers and the recently introduced Operations document. Following discussions with IGEM it was suggested that these two documents be amalgamated. To enable an agreement for this to happen, IM agreed to circulate the revised document to the SMB for comment.

Action All: provide feedback on the revised document direct to IM by Friday 26th October 2018.

4.5. IGEM/IG/1 Domestic LPG Training specification

IM updated the group regarding the draft LPG training specification which has been circulated for comment. The intention is to allow groups from the LPG industry to discuss the content of the specification within their own organisations/groups and feedback those comments at a workshop to be facilitated by Energy & Utility Skills. Representatives of the SCF have been requested to forward the specification to all interested parties.

Energy & Utility Skills have arranged a workshop on Thursday 29th November 2018, venue to be confirmed.

5. Standards Consultation Forum

5.1. Change document summary

The following revised standards have been considered by the SCF and TWG in relation to their impact on the MoGS criteria. The agreed changes to the MoGS will be circulated to the Awarding Organisations by the end of September 2018:

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.

Several of the Certification Bodies have applied to extend their scope for CMA3 and have been successful.

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 all training programmes for new entrants joining the gas utilisation industry.

5.1.10. CoP 306

The NCC provided an update regarding CoP 306 in that it may be withdrawn should BSI agree to include the content in BS 5482. This work will require a business case, and should BSI decide not to extend the scope of BS 5482 then UKLPG will look to include the criteria in an UKLPG code of practice.

5.1.11 Frozen Condensate

Neil Macdonald updated the group regarding issues raised by regarding Frozen Condensate pipes. Issues seem to be due to poor installations i.e. incorrect size of pipe and insufficient insulation of the condensate pipe. Neil had asked the question to whether additional training could be included in the IGEM/IG/1 training specification. Also, condensate pipes are included in the Matters of Gas Safety criteria, so there may be scoping to see if that criteria could be revised to ensure correct installation practices are assessed.

5.2. Guidance Note 8 Version 6 August 2018

Following the recent discussions regarding the revision of Guidance Note 8, TS produced a paper (circulated prior to the meeting) highlighting the concerns of the SCF. The concerns centred around individuals who hold a recognised gas qualification having to undertake training in the event they wish to extend their range of work within the same sector.

Following lengthy discussions, it was agreed by the group that Trevor would meet Steve Smith and Ian Moss to agree the best way forward immediately after the SMB meeting. The issue seems to be around the recognition of qualification that include a broad range of work activities, compared to those which have a limited range of work activities. New draft wording was agreed and would be put before the SMB for agreement.

6. Parliamentary Inquiry

6.1. Gas Engineering Training Standards Inquiry (GETSI)

CB and IMc have met with Policy Connect regarding the outcomes of GETSI and have discussed the main outcomes. Policy Connect feel the gas industry through the introduction of IGEM/IG/1 have put worthwhile measures in place. Therefore, to move this forward IGEM have been asked to present to Policy Connect with evidence and data i.e. via Gas Safe Register inspection data and RIDDORs and that the revised approach is making a difference to the quality of engineers joining the Gas Safe Register.

Action CB/IMc: to meet with Policy Connect

6.2. Gas Safe Register Inspection data

Gas Safe Register have shared inspection data with the SMB at past meetings, following discussions between Ian Moss and Trevor Smallpeice, a paper has been produced to outline the type of information required to assist with the identification of additional training new entrants into the industry.

Action MR: to provide further inspection data.

7. SCF workshop update

7.1. SCF JPA working group

Having produced a proposal that includes all four core competences and the appropriate changeovers, and the subsequent discussions with the SCF, it is now the responsibility of the Standards Development Unit to provide amended criteria for sign-off by the SCF and SMB. This work is progressing, but not as quick as members of the SCF would like. To discuss the work required and necessary support to complete the work it was agreed that a meeting would be held with Trevor Smallpeice, Richard Harper, Martin Lyth, Malcolm Greetham and Ian Moss.

8. Awarding Organisations

Following discussions at a recent Awarding Body committee (ABC) meeting Steve Smith suggested that the flowchart for the number of attempts a candidate gets when passing their ACS assessment is changed. The reason for the change would be to raise standards by increasing the accepted pass rate for a first attempt. This change was agreed in principle by the SMB and it was agreed that IM would liaise with the ABC to produce a change proposal.

Action IM: produce a change proposal to the Operations Document regarding failure rates.

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

GD: raised concerns regarding the programme PAS20/35, APHC believe a regulated qualification is required.

MR: Gas Safe Register recently received an e-mail from Energy & Utility Skills regarding EUS Register, IM confirmed that the registrations are for upstream gas.

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.

TS: asked if there could be a 'table of documents for review' be produced with review dates to ensure clarity of ongoing processes.

Date of next meetings:

Wednesday 16th January 2019

Actions

Agenda item	Actions meeting 39	By	Status
Item 7.1	To enquire to whether TUPE will apply to the SSB procurement exercise.	CB	Open
Item 10	Raise issue of maladjusted air/gas ratio valves at the next LBF.	TS	Open
Agenda Item	Actions meeting 41	By	Status
Note 1: Item 9	To arrange meeting to discuss and agree complaints process for IGEM/IG/1.	IM/IMc	Open
Note 1: Item 9	To provide complaints process used by the ACS scheme committee.	SS/RP	Open
Item 3.1	Arrange skype call with HSE and Gas Safe Register to discuss SSB specification.	IM	Open
Item 3.1	Advise on the timescales for the SSB procurement exercise	CB	Open
Item 4.2	To discuss IGEM's response to the letter sent to the SMB regarding IGEM's cost recovery on behalf of the Recognisers of Training:	SS/RP	Open
Item 4.2	Provide feedback to IGEM's response letter by Friday 12th October 2018	SS/RP	Open
Item 4.3	Provide feedback regarding IGEM/IG/1 & NSAP approval at the next SMB.	IM	Open
Item 4.4	Provide feedback on the revised governance document direct to IM by Friday 26th October 2018.	IM	Open
Item 6.1.	Meet with Policy Connect regarding GETSI	CB/IMc	Open
Item 6.2	Provide Gas Safe Register inspection data	MR	Open
Item 8	Produce a change proposal to the Operations Document regarding ACS failure rates.	IM	Open
Item 9	Produce complaints procedure for IGEM/IG/1 queries directed to the SMB.	IM/IMc	Open