

**Strategic Management Board  
Notes and Actions  
Tuesday 9<sup>th</sup> April 2019 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
Andrew Molyneux (AM)	HSE
Richard Whitehead (RW)	UKAS
Richard Payne (RP)	Awarding Organisations
Steve Mulvany (SM)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Ian McCluskey (IMc)	IGEM
Sean Keogh (SK)	HSE NI

**Guests**

Roland Johns	CO Consultant
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**Apologies**

Christine Bridge	HSE
Graeme Dryden	Plumbing & Heating Skills Partnership

**2. Minutes from previous SMB meeting (16.01.19).**

The minutes from the previous meeting were reviewed and agreed.

**3. Standard Setting Body**

**3.1. Standard Setting Body Governance**

The SSB specification has been forwarded to the Capita procurement team in January 2019 via Mark Rolfe. The format is in 'word' to allow Capita to raise any questions/comments. However, once the specification is finalised it will need to be copied into a PDF format with all references to draft removed. IM also stated that any questions raised by Capita should be answered by the SSB.

**Action IM: Discuss next steps with Mark Rolfe.**

**3.2. Standard Setting Body procurement process**

IM opened the discussions by asking the question to when the procurement exercise is scheduled to take place. Mark Rolfe stated that no dates have been agreed and that he would discuss the matter with Capita to establish when the process is likely to start and how long it is likely to take. IM reminded the group of previous discussions with the HSE, in that 'Industry' would be part of the decision process. To achieve this the SSB have asked Industry via the SMB and SCF for nominations to sit on a decision panel. All nominations have been passed to Trevor Smallpeice, chair of the SCF.

**Action MR: To confirm to the SMB when the SSB procurement process will run etc.**

**4. IGEM/IG/1**

**4.1. IGEM/IG/1 Governance/Audit schedule**

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

- 215 training providers are listed on the Energy & Utility Skills website.
- 2 Recognisers of Training are still to notify IGEM of the training providers under scope

- There are a significant number of second stage audits that need to be completed, the issue is down to Recognisers of Training not providing audit dates to IGEM.
- A number of the Recognisers of Training have raised issues regarding the IGEM cost model.
- The second stage audits should have been completed during 2018, as the first stage audits had been completed during 2016/2017.

Following discussions by the SMB agreed the following:

- **The SMB accepts and fully supports the governance process as described in the ‘Governance of Recognisers of Training’**
- **The SMB accepts and supports the fee structures presented by IGEM to cover the costs of the audit regime described by the governance process.**
- **The SMB requests that all Recognisers of Training, who have yet to notify IGEM of their training centres who deliver IGEM/IG/1 do so as soon as possible.**
- **The SMB requests that all Recognisers of Training arrange their second stage audits as soon as possible.**
- **The SMB requests that all second stage audits are completed by the 31<sup>st</sup> December 2019.**
- **IGEM agreed to review their costs once the second stage audits have been completed.**

The second stage audits are to be completed in line with the matrix (see below) process detailing Head office and provider visits for each year covering the three years of Approval as agreed with IGEM.

Stage 1	Stage 2 (Year 0)	Surveillance (Year 1)	Surveillance (Year 2)	Re recognition (Year 3)
Head office	Head office /Provider	Head Office /Provider *	Head Office /Provider *	Head Office /Provider
Completed	To be completed in 2019	To be completed in 2020	To be completed in 2021	To be completed in 2022

**\* Requirements for the Surveillance visit in Year 1 and Year 2 to be reviewed by the Authoriser on completion of Stage 2 audits.**

It was also agreed that should Recognisers of Training who fail to meet with the audit schedule, their IGEM/IG/1 approved training programmes will be removed from Guidance Note 8 Appendix 1.

The representatives for the Awarding Organisations stated that they would discuss the SMB requirements stated above with the Awarding Organisations they were representing at the SMB meeting. However, should an Awarding Organisation object to the principles above the objections will be discussed directly with the SMB.

**Action CB: Write to the two Recognisers of Training who are yet to notify the Training Providers working under the scope of IGEM/IG/1.**

**Action Awarding Organisations: Agree dates with IGEM for their second stage audits to be completed.**

**Action IGEM: Review audit costs once the second stage audits are complete.**

#### **4.2. IGEM/IG/1 Governance for the recognition of training**

IM updated the group regarding the Governance of the Recognisers of Trainers document. Amendments have been made to the document, following feedback from the SCF. Now that the final changes to the document have been made the document, it will be published on the Energy & Utility Skills website.

The SMB agreed to sign-off the latest version of the ‘Governance of the Recognisers of Trainers’ document i.e. August 2018.

**4.3. IGEM/IG/1 Domestic LPG Training specification**

IM notified the group that following a meeting with representatives from the LPG industry the draft LPG training specification is to be revised to meet with industry demands. Good progress is being made with a draft copy of the specification being available for comment over the next couple of months.

**4.4. CO in training programmes**

Roland Johns attended the meeting to discuss 'CO Awareness' training in the gas industry. Roland works with the charity CO-Gas safety and is keen to ensure CO awareness is included in the Matters of Gas safety criteria and IGEM/IG/1 training specifications. SM and RP notified the group that there has been a significant amount of work put into ACS regarding CO awareness but would be happy to discuss the content of Roland training material at a separate review meeting.

**Action IM: Arrange review meeting between Roland and representatives from Industry, the meeting will be held at IGEM.**

**4.5. Unsafe Situations - Virtual Reality**

TS raised for discussions regarding the use of 'Virtual reality' for training and assessment purposes. There is the technology available, but it would be at a cost to industry and therefore the cost benefits would need to be discussed. It was agreed by the group to leave this item on the agenda for further discussions.

**Action IM: Keep item on the SMB agenda.**

**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, the review period will run from 1st January 2019 to the 31st August 2019 and will be subject to discussions at the SCF and TWG: **See attached paper SMB/42/002**

**5.2. Guidance Note 8 Version 6 August 2018**

Following the queries regarding the revised Guidance Note 8 process, the following meetings have been planned to discuss the content and implementation of the guidance:

- Tuesday 8th January – held to discuss the content of Guidance Note 8
- Wednesday 1st May 2019 – to discuss the necessary processes to underpin the guidance note to ensure that all centres are delivering the guidance on a consistent basis.

IM has invited members of the GILG and SCF to participate on the 1st May 2019.

**5.3. BSI Affiliate programme**

IM updated the group regarding the BSI Affiliate Programme, after further discussion it was agreed the IM would circulate the presentation to the SMB for information and provide BSI the opportunity to present at the next SCF.

**5.4. Gas engineering apprenticeship standard**

GD raised an issue at the last meeting regarding the Gas engineering apprenticeship standard in that colleges are offering the gas engineering standard in instances where the candidates are specifically training to be plumbers. The change is largely due to the higher funding and shorter duration times. The outcomes will be candidates wishing to become qualified plumbers will not receive the necessary skills and knowledge. To help move this query forward GD agreed to write to Energy & Utility Skills with his concerns.

**Action GD: Write to Energy & Utility Skills regarding the issue surrounding the Gas engineering apprenticeship being offered to Plumbing apprentices.**

**6. Parliamentary Inquiry**

**6.1. Gas Engineering Training Standards Inquiry (GETSI)**

CB explained that because of the good work and improvements that have been made by the industry the review would not ask for further changes and stated anything that fits into or compliments the National Register requirements will be recognised. The National register will be 'rubber stamped' by the Department of Education.

CB also stated a National Register of all approved Training Centres would be rolled out via a Parliamentary Select brief in November 2019.

**7. SCF workshop update**

**7.1. SCF JPA working group**

Further to the discussions at the last SMB meeting regarding the utilisation of Gain Share Funding to implement the JPA findings to deliver the revised Matters of Gas Safety re-assessment criteria. Andrew Molyneux (HSE) notified the group that the information provided required more detail around the transparency of the selection process and how the £12k had been reached. Therefore, to move this project forward the Gain Share Governance Board (GSGB) will require the necessary assurances around process and transparency for selection of personnel to deliver the review. IM agreed to write to representatives from the 'Industry' to establish if alternative resources would be available to carry out the work.

**Action IM: Write to the Awarding Organisations to establish nominations for the additional JPA activities.**

**8. Awarding Organisations**

**8.1.** RP reported to the SMB that a process to review the % Pass mark and the Number of attempts was overdue. An action was taken on board to put a small working group together to review the matter. The topic of First and any possible Second attempts in re-assessment would also need to be included at this group, this strategy was not resolved by the JPA.

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

**8.2 GDPR**

SM requested that the ACS Operations Document is re-visited regarding GDPR requirements, in particular the holding of certificates and personal data. It was agreed to discuss at the working group that is been facilitated for item 8.1.

**9. Complaints**

No further complaints to report.

**10. AOB**

**TS:** raised the query to whether training providers who deliver gas training programmes need to be Gas Safe registered. The consensus was that where assessors do not need to be Gas Safe registered, Training providers do, and this requires all training personnel that are engaged in work activities which fall within the scope of GISUR to be appropriately qualified and listed against the training providers registration as an engineer.

**MG:** updated the group on the defects identified via Gas Safe Register inspectors, Malcolm is working with Gas Safe Register to establish if changes are required to the MoGS and Training Specifications.

**CB:** notified the group of an excess of appliances held at the Gas Museum, it was greed that Chris would bring the catalogue to the next SMB meeting.

**Date of next meetings:****Tuesday 9<sup>th</sup> July 2019****Wednesday 25<sup>th</sup> September 2019****Tuesday 17<sup>th</sup> December 2019****Actions**

<b>Agenda Item</b>	<b>Actions meeting 43</b>	<b>By</b>
Item 3.1	Discuss next steps of the SSB procurement exercise with Mark Rolfe.	IM
Item 3.2	Confirm to the SMB when the SSB process will run.	MR
Item 4.1	Write to the two Recognisers of Training who are yet to notify of the Training Providers working under the scope of IGEM/IG/1.	CB
Item 4.1	Agree dates with IGEM for their second stage audits to be completed.	Awarding Organisations
Item 4.1	Review the audit costs once the second stage audits are complete	IGEM
Item 4.4	Arrange review meeting between Roland Johns and representatives from Industry to discuss CO awareness.	IM
Item 4.5	'Unsafe Situations - Virtual Reality' keep subject on the SMB agenda.	IM
Item 5.4	Write to Energy & Utility Skills regarding the issue surrounding the Gas engineering apprenticeship being offered to Plumbing apprentices.	GD
Item 7.1	Write to the Awarding Organisations to establish nominations for the additional JPA activities.	IM
Item 8.1	Produce a change proposal to the Operations Document regarding failure rates.	IM
Item 8.2	Produce a change proposal to the Operations Document regarding GDPR.	IM