

**Strategic Management Board
Notes and Actions
Wednesday 16th January 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
Christine Bridge (CBr)	HSE
Richard Payne (RP)	Awarding Organisations
Ian Crockett (IC)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Ian McCluskey (IMc)	IGEM
Graeme Dryden (GD)	Plumbing & Heating Skills Partnership
Kevin Neeson (KN)	HSE NI

Apologies

Mark Rolfe	Gas Safe Register
Richard Whitehead	UKAS

2. Minutes from previous SMB meeting (26.09.18).

The minutes from the previous meeting were reviewed and agreed.

3. Standard Setting Body

3.1. Standard Setting Body Governance

The group discussed Version 4 of the 'Gas Industry Standard Setting Body Specification' paper (SMB/40/001). IM noted that this paper included the feedback received from the SMB, SCF and GILG and was finalised at a SCF panel meeting on Wednesday 24th October 2018. The SMB agreed for IM to forward the specification to Capita to enable them to convene the procurement process.

Action IM: Arrange meeting with Mark Rolfe to discuss the next steps.

3.2. Standard Setting Body procurement process

The group discussed the next steps regarding the procurement process for the Standard Setting Body in that IM agreed to discuss the next steps with Capita. IM requested that further to discussions with the SCF it has been agreed in principle that the SCF will provide nomination for individuals to participate in the decision panel. IM agreed to write to the SCF for nominations.

Action IM: Write to SCF members for nominations for the SSB decision panel.

3.3. SSB Draft complaints procedure

IMc presented a draft of the SSB complaint procedure to the group with the following being discussed:

- A LOG of complaints needs to be created and discussed by the SMB
- Include Standards of Service
- Complaints regarding training may be received either from the Learner or Training Provider
- Training providers working via a Recogniser of Training will be dealt with in the first instance by the Recognisers of Training.
- Independent Training provider complaints will be dealt with by IGEM.
- Independent training providers who are non-approved will be investigated by IGEM. These could fall into two categories:
 - Approved to deliver ACS

- Non-Approved to deliver ACS

Action IM: Circulate draft complaints procedure for comment

Action IM: Create complaints LOG

Further recommendations were put forward by the group:

- SMB to receive feedback from the Gas Safe Register further to a complaint i.e. inspections data
- Gas Safe Register to produce a bi-annual report on:
 - Industries performance
 - Feedback to Training and Assessment centres

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:

- 11 Recognisers of Training have received initial approvals
- 1 second stage audits have been planned.
- 4 second stage audits have been planned
- 6 Recognisers of Training need to plan their second stage audit with IGEM.

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

4.2. IGEM Cost recovery

IGEM and representatives from the Certification Bodies held a meeting on Monday 3rd December 2018 at IGEM house. RP on behalf of the CBs stated that a formal response was expected from IGEM, however, IGEM was not aware of this arrangement and that the comments made at the meeting were being fed back to the ABC meeting which was taking place the day after the meeting at IGEM. However, in response to the specific points raised at the meeting held on the 3rd December, please see the following:

- IGEM presented an overview of the finances and finding for the Institution and demonstrated the income which funds the charitable activities.
- IGEM were asked to review the time for the second stage audits and were questioned on the need for the head office day. IGEM again reiterated the point that was made in the formal paper response to the SMB meeting of September, a stage 2 head office visit was essential for evaluating the veracity and the efficacy of the management system and process. This was also following the process as described in the governance procedure.
- IGEM also provided assurances that costs would be reviewed on completion of the annual audit plan. IGEM also noted that this assurance had been made at a previous SMB meeting (20th June).
- IGEM were also asked to look at the process of the surveillance audit with a view to reducing the time involved. IGEM provided assurance that this would be looked at after the second stage audit programme had been completed.
- IGEM were also asked to consider a deferred payment for the fees. IGEM agreed to look into this with the finance department but felt this would be unlikely as the costs for IGEM cannot be deferred. It had been IGEM's intention to confirm this point at the SMB meeting in January.

4.3. IGEM/IG/1 Governance for the recognition 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. However, from further discussions with the Recognisers of Training and IGEM it has been agreed to separate them.

Action IM: Circulate governance documents for comment.

4.4. IGEM/IG/1 Domestic LPG Training specification

IM notified the group that following meetings with representatives of the LPG industry the draft LPG training specification is to be revised to meet with industry demands. An initial meeting was held on the 29th November 2018 with a follow up meeting taking place on Wednesday 9th January 2019 at the UKLPG offices in Kenilworth. The next steps will be to provide a further draft for comment via the GILG and SCF.

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:

5.1.1. ISU 082: IGEM/GM/7A: Electrical connections for gas metering equipment.

5.1.2. ISU 083: IGEM/GM/7B: Hazardous area classification for gas metering equipment.

5.1.3. ISU 085: IGEM/UP/11: Gas for Educational establishments.

5.1.4. ISU 086 IGEM/UP/17: Edition 2 Shared chimney and flue systems for domestic gas appliances.

5.1.5. Pre-requisites

MG notified the group of a draft paper (see attached) that outlines the necessary pre-requisites for ACS Cores and other ACS elements. The paper requires further discussion and will be discussed at future meetings of the SCF and TWG.

5.1.6. Safe Electrical Isolation.

IM reminded the members of a proposal to include Safe Electrical Isolation in the MoGS criteria. This subject has been discussed many times without a firm outcome being achieved. However, the SMB agreed for the subject to be included in the discussions at the Technical Working Groups to see how criteria may 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 could be included as pre-requisite to ACS by including criteria in the appropriate training specifications, irrespective of inclusion in MoGS. The group felt that including safe electrical isolation as part of the MoGS may create a precedent, as other non-MoGS criteria may have to be included. After lengthy discussions it was agreed that a proposal would be tabled at the next TWG and discussed at the next SCF.

Action MG: Present proposal at the next SCF meeting.

5.1.7. Commercial Catering Canopy Testing procedure

IM notified the group that a paper had been presented at the GILG regarding the testing procedures for Commercial Catering Canopies. Further to discussions by the group it was agreed that the SCF would provide feedback on the paper direct to IM. MG has forwarded the paper to CESRB (technical panel for catering industry) for comment and has nominated the authors for the BS 6173 standards panel.

5.1.8. Frozen Condensate

Neil Macdonald updated the SCF 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.

MG was asked to consider the inclusion of frozen condensate in the MoGS.

5.2. Guidance Note 8 Version 6 August 2018

Further to a challenge regarding the content of GN8 from Trevor Smallpeice it was agreed that Energy & Utility Skills would facilitate a meeting with representatives from Industry to discuss any potential issues. A meeting was held on Tuesday 8th January 2019 and agreed that the existing document would remain. However, it was

agreed that a few minor amendments would be made to ensure issues surrounding the six months experience could be better understood. Also, it was agreed that Energy & Utility Skills would facilitate a group to look at producing guidance documents for the implementation of Guidance Note 8.

5.3. Meter Disconnection for Service Layers

IM notified the group that following a consultation via the HSE it has been agreed that Service layers who are qualified to disconnect gas meters can be registered on the EUSR database. However, the business and one operative need to be registered on Gas Safe Register. Following a confusion amongst contractors it has been clarified that the individual who is registered with Gas safe can use their Meter Disconnection competence and do not need to hold a domestic core ACS as previously suggested.

5.4. Gas engineering apprenticeship standard

GD raised an issue regarding the Gas engineering apprenticeship standard in that colleges are offering the gas engineering standard in instances when 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 forward GD agreed to write to Energy & Utility Skills with his concerns.

5.5. Access to Standards

TS reported that the SCF had discussed the matter and would like a reply /closure of the action point at the SMB. CBr replied suggesting this could be explored at a later date but recognised this would add a cost to registration costs and whether this would be right. A short discussion was held where TS asked how many Standards are sold? and what was the uptake on the existing Standards subscription services offered by GSR?

Trevor also asked for further discussions to be held to explore this opportunity.

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. IGEM/IG/1 and the new Guidance Note 8 were have also made improvements.

CB also stated a National Register of all approved Training Centres would be rolled out via a Parliamentary Select brief in November 2019. At this launch Ian McCluskey will be asked to represent industry.

7. SCF workshop update

7.1. SCF JPA working group

ACS re-assessment -TS reported to the group that the task is still ongoing, MG also gave a brief statement regarding the reasons for the to the delay and the work that has been undertaken to enable the work to proceed in order to achieve the goals of the SCF. MG also reported that his initial work with the JPA was not acceptable to the SCF and a further analysis of the JPA was needed and work was ongoing but slow.

An action was made on Malcolm to provide Christine Bridge with a short business brief on how much work is needed and should include timeframes and approximate costs. Graham Dryden offered to provide the resources to get the project completed.

8. Awarding Organisations

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.

9. Complaints

MG reported that the ongoing complaint from Mr Vasseghi was almost two years old and at a point where the only advice could be to refer the learner to Trading Standards or legal advice, as all parties have failed to gain a satisfactory conclusion to all parties and it would seem all efforts have been exhausted.

MG recorded his disappointment that after 2 years the Industries view was to suggest contacting Trading Standards was its only option to recommend.

10. AOB

CB: reported on the increase of CO poisoning when alterations to bulkheads in cars/vans or boats was made.

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:

Tuesday 9th April 2019

Thursday 27th June 2019

Wednesday 25th September 2019

Tuesday 17th December 2019

Actions

Agenda Item	Actions meeting 42	By
Item 3.1	Arrange meeting with Mark Rolfe to discuss the next steps.	IM
Item 3.2	Write to SCF members for nominations for the SSB decision panel.	IM
Item 3.3	Circulate draft complaints procedure for comment	IM
Item 3.3.	Create complaints LOG	IM
Item 4.3	Circulate IGEM/IG/1 governance documents for comment.	IM
Item 5.1.6	Present Safe Electrical Isolation proposal at the next SCF meeting.	MG
Item 8	Produce a change proposal to the Operations Document regarding failure rates.	IM