

# Strategic Management Board

## Terms of Reference

### 1. Purpose

To ensure that the mechanisms and processes established for the production, maintenance and implementation of the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications, follow due process.

### 2. Scope

- 2.1. Issues relating to the development and implementation of competence requirements on “matters of gas safety” for the purposes of Registration of businesses with Gas Safe Register under the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation.
- 2.2. To act as the highest authority (as delegated by the HSE) in respect of these matters by ratifying all decisions made by the Standards Consultation Forum to ensure due process has been followed.
- 2.3. To act as the Scheme Committee for the Nationally Accredited Certification Scheme for Individual Gas Operatives as required by the Standard BS/EN/ISO/IEC.
- 2.4. The development and implementation of IGEM/IG/1 for the purpose of maintaining standards of training in gas work.

### 3. Representation

#### 3.1. Standing Members

- a) Independent Chair
- b) Standard Setting Body (SSB) provider
- c) Energy & Utility Skills
- d) Plumbing and Heating Skills Partnership
- e) Gas Safe Register
- f) Awarding Body as defined by Gas Safe Register
- g) Chair of the SCF

#### 3.2. Observers

- a) HSE
- b) HSE NI
- c) IGEM/IG/1 Authoriser
- d) UKAS

- 3.3. To aid consistency Senior Representatives of the SMB shall be named persons, with alternates attending by exception.
- 3.4. The SMB shall fairly and equitably represent the interests of all groups significantly concerned with Matters of Gas Safety criteria, IGEM/IG/1 and Training Specifications, without any particular interest dominating.
- 3.5. Alternate representation shall be accepted but must be empowered to make decisions on behalf of those SMB members they represent.
- 3.6. Decisions will be made on the basis of a majority decision of the standing SMB members.

- 3.7. The membership of the SMB will be kept under regular review by the existing members and will be changed to reflect changes of interests, industry changes and representations from others.
- 3.8. SMB discussions will be open and transparent unless specific confidentiality is required and agreed by the SMB.
- 3.9. SMB members are expected to declare any potential conflicts of interest as they may arise and act accordingly.
- 3.10. SMB members are mindful of UK Competition Law which prohibits agreements or practices that restrict free trading and competition between business entities.

#### **4. Chair**

- 4.1. The SMB will appoint and elect an independent Chair, who will have tenure of two calendar years from the date of appointment. It is acceptable for extension of the existing tenure with the agreement of the SMB.

#### **5. Frequency of Meetings**

Quarterly or extraordinary meetings held as necessary

The SSB provider will facilitate quarterly and/or extraordinary meetings as required and will act as the secretariat.

#### **6. Objectives**

- 6.1. To ensure that the mechanisms and processes established for the production, maintenance and implementation of Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications are 'fit for purpose' and follow due process i.e. SCF have conformed to its Terms of Reference.
- 6.2. To provide governance (as delegated by the HSE) through the ratification of SCF decisions and to ensure due process has been followed (as per Terms of Reference).
- 6.3. To act as the custodian of all the Gas Safety Competence Specification requirements i.e. competence criteria including the Operational Requirements for the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (commonly known as ACS) and other schemes leading to Gas Safe Registration.
- 6.4. To provide the governance and validation function of IGEM/IG/1 for the purpose of maintaining standards of training in gas work.
- 6.5. To work collaboratively with Gas Safe Register to ensure that competence levels of registered engineers and those seeking registration are of an appropriate standard.
- 6.6. To establish frameworks and processes that deliver appropriate Categories of Registration.
- 6.7. To ensure that processes developed to facilitate the delivery of efficient and effective gas safety assessment and training material operate in a timely manner and to a high-quality standard.
- 6.8. To liaise effectively with Key Industry Stakeholders to promote and support the Gas Safe Register operation.
- 6.9. To align the operation of the SMB to meet the requirements of external standards (e.g. ISO 17024 and ISO17021) as these apply to specific schemes within the scope of registration on the Gas Safe Register.

- 6.10. To receive and ratify proposals for all “Routes to Registration” and/or innovation in the demonstration of competence to enable Gas Safe registration.
- 6.11. To establish and maintain a Risk Register and Complaints Log that record issues raised, and actions initiated to mitigate identified risks and respond to any complaints made.