

Strategic Management Board

Terms of Reference

1. Purpose

The Strategic Management Board's purpose is to ensure that the processes and procedures established for the maintenance of the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 Standards of Training in Gas Work and Training Specifications are adhered to and are fit for purpose.

2. Scope

2.1. All matters relating to the development, maintenance and implementation of "Matters of Gas Safety" competence requirements for the purposes of the registration with Gas Safe Register under the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation.

2.2. All matters relating to IGEM/IG/1 Standards of Training in Gas Work and Training Specifications.

Note: IGEM own the documents and any changes or amendments are subject to the SSB consultation processes

2.3. All matters relating to the management of the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS).

3. Objectives

3.1. To act as the highest authority in respect of the Matters of Gas Safety and Training Specifications by reviewing and ratifying all recommendations made by the Standards Consultation Forum. The aim of the review is to ensure that the SCF has followed due process prior to submitting the recommendation to the SMB.

3.2. To act as the Scheme Owner for the Nationally Accredited Certification Scheme for Individual Gas Operatives (ACS) (refer to ISO 17024 clause 8 for details of the scheme owner responsibilities).

3.3. To act as the custodian of all Gas Safety Competence and Training Specification requirements, including the Operational Requirements for ACS and all other routes leading to Gas Safe Registration.

3.4. To ensure that the processes and procedures established for the development, maintenance and implementation of Matters of Gas Safety criteria, IGEM/IG/1 Standards of Training in Gas Work and Training Specifications are adhered to and are fit for purpose.

3.5. Provide governance for the maintenance and on-going compliance with the requirements of IGEM/IG/1 Standards of Training in Gas Work and Training Specifications.

3.6. To ensure the processes that deliver gas safety assessments and training specifications are of a high standard and are provided to industry in a timely manner.

- 3.7. To ratify proposals for all qualification and certification routes to Gas Safe registration.
- 3.8. To ratify new approaches to achieving gas safety competence assessment which lead to Gas Safe registration.
- 3.9. To work with Gas Safe Register to ensure that competence levels of registered engineers and those seeking registration are of an appropriate standard.
- 3.10. To liaise effectively with Key Industry Stakeholders to promote and support the Gas Safe Register operation.
- 3.11. To establish and maintain a Risk Register and Complaints Procedure and Log to record any complaints received, the actions taken to mitigate any identified risks and responses to the complaints.

4. Representation

- 4.1. The Standing Members of the Strategic Management Board are:
 - a) Independent Chair
 - b) Standard Setting Body (SSB) provider
 - c) Energy & Utility Skills
 - d) Plumbing and Heating Skills Partnership
 - e) Gas Safe Register representative
 - f) Awarding Body Committee Representative
 - g) Chair of the SCF
 - h) Institution of Gas Engineers & Managers (IGEM)
 - i) Chair of the Training Group
- 4.2. The Members (non-voting) of the Strategic Management Board are:
 - a) HSE
 - b) HSE NI
 - c) IGEM/IG/1 Authoriser of Training
 - d) United Kingdom Accreditation Service
 - e) Awarding Body Committee Representative
 - f) Any invited representatives from other organisations for specific items that concern the Matters of Gas Safety or Gas Safe Registration
- 4.3. To aid consistency, the Standing Members and non-voting members of the Strategic Management Board shall be named persons, with alternates attending by exception. The Standing Member alternates must be authorised to make decisions on behalf of their organisation.
- 4.4. The Strategic Management Board shall fairly and equitably represent the interests of all groups significantly concerned with Matters of Gas Safety criteria, IGEM/IG/1 and Training Specifications
- 4.5. Decisions will be made by consensus or where required by a majority decision by a formal vote of the Standing Members (including the chair), or their alternate.

- 4.6. Membership of the Strategic Management Board will be regularly reviewed by the existing standing members and will be changed to reflect any changes of interests, industry changes and representations from other organisations.
- 4.7. The Strategic Management Board meetings will be open and transparent, unless specific confidentiality is required and agreed by the Strategic Management Board
- 4.8. Standing Members and Members will declare any potential conflicts of interest as they may arise and act accordingly
- 4.9. Standing Members and Members are mindful of UK Competition Law which prohibits agreements or practices that restrict free trading and competition between businesses

5. Chair

- 5.1. The Strategic Management Board will appoint an independent Chair, with an initial tenure of two calendar years from the date of appointment. The tenure of the Independent Chair can be extended with the agreement of the Standing Members. Details of when the Chair is appointed / reappointed will be recorded in the meeting notes and a formal vote will be called in the last quarter of tenure.

6. Frequency of Meetings

- 6.1 The Strategic Management Board will meet quarterly and additional extraordinary meetings will held if required.
- 6.2 The SSB Provider will facilitate the quarterly and any extraordinary meetings and will act as the secretariat.
- 6.3 A quorum of 5 standing members must be in attendance for the meeting to progress.