



**Minutes of the Management Committee meeting  
held on Tuesday 2 October 2018 at NQA, Warwick House,  
Houghton Hall Park, Houghton Regis,  
Dunstable, Bedfordshire, LU5 5ZX**

**Members present:**

Mr Steve Russell	NQA – Chairman
Ms Nonn Reynolds	BSI
Mr James Gibb	Advanced Certification

**In attendance:**

Mr Trevor Nash	Chief Executive
Mr Wayne Terry	Chief Executive Designate

**1.0 Apologies for absence**

Apologies were received from Wayne Thomas (SIRA/CSA)

**2.0 Minutes of last meeting held on 4 June 2018**

The minutes were agreed as a true record.

**3.0 Matters arising not covered elsewhere in the agenda**

**3.1 Chief Executive recruitment**

Trevor Nash reported that interviews, conducted by Matt Gantley and Wayne Thomas, had taken place at the beginning of July. Following the interviews, Wayne Terry had been offered, and had accepted, the position. Wayne will officially take over at the beginning of January 2019, but will be available from 5 November to work on the handover.

In view of Wayne Terry appointed as the new Chief Executive, all responsibilities including the management of the bank accounts need to be transferred.

**ACTION: Trevor Nash/Wayne Terry**

#### **4.0 Chief Executive's report**

##### **4.1 Management accounts – August 2018**

Trevor Nash presented the August management accounts. Trevor Nash mentioned that meeting costs and travel expenses were ahead of budget as Wayne Terry will be accompanying him to the IAF meetings in Singapore. Otherwise expenditure is more or less inline with budget and income on target.

##### **4.2 Actions from the AGM**

The Committee discussed the proposal to amend the Rules to reduce the number of members of the Management Committee to four, comprising a representative from each of the two Members paying the maximum annual subscription plus two representatives elected by the Members. It was agreed that the Rules be amended in line with this proposal, but that they would need to be reviewed, should the number of Members paying the maximum annual subscription increase, so that there would continue to be a balanced representation from large and smaller Members.

#### **5.0 Any other business**

Nonn Reynold advised that BSI's correct company name is BSI Assurance (UK) Ltd and asked that the ABCB website be updated to reflect this.

**Action: Trevor Nash**

#### **6.0 Date of next meeting**

The next meeting will be held following the next Management Systems Sector Committee meeting on 15 January 2019 at the UKAS offices in Staines-upon-Thames.