



**Minutes of the Management Committee Meeting held on
Monday 4 June 2018 at BSI, Kitemark Court, Davy Avenue,
Knowlhill, Milton Keynes, MK5 8PP**

Members Present:

Mr Matt Gantley	NQA, Chairman
Ms Nonn Reynolds	BSI
Mr Jeremy Hodge	BASEC
Mr Wayne Thomas	CSA

In Attendance:

Mr Trevor Nash	Chief Executive
Mr Keith Goddard	

1.0 Apologies for absence

There were no apologies for absence.

2.0 Minutes of last meeting held on 6 March 2018

The Minutes were agreed as an accurate record.

3.0 Matters arising not covered elsewhere in the agenda

3.1 ABCB policy regarding consultancy

Trevor Nash tabled a draft document on ABCB policy regarding consultancy and certification and asked for Members' comments by 30 June.

Action: Members

The aim would be to seek agreement of the policy at the AGM.

3.2 Chief Executive recruitment

Matt Gantley reported that to date around 25 applications had been received but that the majority did not have an appropriate background. The deadline for applications is 22 June.

It was agreed that Matt Gantley and Trevor Nash should draw up a shortlist of candidates for circulation to the Management Committee for agreement. Interviews of a maximum of four candidates would then take place on 4 July, ideally, with an interview panel of three.

4.0 Chief Executive's report

4.1 Management accounts – March 2018

Trevor Nash presented the March management accounts. There was still one outstanding subscription at the end of the year which has now been paid. The end of year position was slightly better than budget. It should be noted that subscription expenditure is below budget as the EFAC subscription has not been paid as it is offset against expenditure incurred on behalf of EFAC.

4.2 Management accounts – April 2018

Trevor Nash presented the April management accounts. There was nothing of significance to report. Eight 2018/2019 annual subscriptions had been paid in May.

4.3 Arrangements for the AGM

Matt Gantley informed the Committee that he had recently been appointed as the new Chief Executive of UKAS to replace Paul Stennett and would be starting with UKAS on 1 September. Members offered their congratulations. This means that he will need to resign his position as Chairman and a Director of ABCB. As NQA has a right to nominate a Director, NQA has nominated Steve Russell as his replacement.

Keith Goddard has left the British Assessment Bureau and, therefore, can no longer be a Director of the Association. The Chairman and the Committee thanked Keith for his contribution to the work of ABCB.

Elections for Directors are due this year and Trevor Nash would be sending out nomination forms in July.

Action: Trevor Nash

According to the Rules of the Association the two Members paying the maximum subscription are automatically allowed to each nominate a Director and four other Directors should be elected from the remaining Members. Jeremy Hodge and Wayne Thomas agreed to let Trevor Nash know if they are willing to stand for re-election.

Action: Jeremy Hodge, Wayne Thomas

It was agreed that the AGM should be held after the next Management Systems Sector Meeting on Monday 2 October and that it would be followed by a meeting of the new Management Committee.

5.0 Any other business

Trevor Nash reported that he had been contacted by Brian Moore of the British Board of Agrément regarding 'whistle blowing'. BBA has, over the last three years been made aware, by 'whistle blowers', of five or six examples of manufacturers of certified products deliberately passing off substandard products as certified. The 'whistle blowers' found the process difficult, not knowing where to go or who to tell and almost always ended up losing their jobs. Brian Moore would like to discuss the issue with other certification bodies to explore what could be done to assist the process of exposing fraudulent activity by certified organisations. It was agreed that he should be invited to meet with ABCB Members at the AGM.

Action: Trevor Nash

6.0 Date of next meeting

The next meeting will be on Tuesday 2 October at NQA, Dunstable, immediately following the AGM.