

# UNITED KINGDOM ACCREDITATION SERVICE POLICY ADVISORY COUNCIL

**Agreed Minutes of 8<sup>th</sup> Meeting  
Held on Thursday 6<sup>th</sup> March 2014 at the BIS Conference Centre, London**

## Present

Ron Gainsford (Chairman)	Trading Standards Institute (TSI)
Sue Brand	Care England
Chris Elliott	Ministry of Defence (MoD)
Dr Jeff Llewellyn	British Measurement and Testing Association (BMTA)
Daniel Mansfield	British Standards Institution (BSI)
John Mortimer	Department for Business, Innovation and Skills (BIS)
Trevor Nash	Association of British Certification Bodies (ABCB)
Mike Pearson	Federation of Small Businesses (FSB)
Prof Ian Sharp	Public Health England (PHE)
Clive Tayler	Engineering Equipment and Materials Users' Association (EEMUA)
Paul Stennett	UKAS
Lorraine Turner	UKAS
Rob Bettinson	UKAS
Philippa Bassett	UKAS
Malcolm Hynd (Secretary)	UKAS

## **1- Welcome, Apologies**

The Chairman welcomed members to the 8<sup>th</sup> meeting of the UKAS Policy Advisory Council. Apologies were received from Prof Adrian Newland and Dr Martin Jones. Clive Tayler of EEMUA was deputising for Martin Jones. Lorraine Turner and Rob Bettinson were attending for UKAS in addition to the Chief Executive and the PAC secretary. Philippa Bassett, UKAS Marketing Specialist, was attending as an observer.

The Chairman thanked members for their willingness to stand for a further three year term and commented that the new members, elected at PAF, would further strengthen the PAC as a group. The Chairman recorded thanks to Martin Jones, who has stepped down from PAF and PAC, for his highly valued input over many years.

## **2- Minutes of 7<sup>th</sup> Meeting of the UKAS Policy Advisory Council**

**PAC/28/13**

The Chairman confirmed that no comments were received on the draft minutes which were confirmed.

## **3- Matters arising**

The action points were reviewed as follows:

Item 3.1 – Rob Bettinson confirmed that a meeting had been held with the main customer organisations on the new customer agreement. Amendments had been made following the meeting which were being discussed with lawyers. Disclosure arrangements for the Department of Health were also being considered. The new agreement should be ready in the summer.

Item 3.5 – John Mortimer confirmed that the publication of the Blue Guide was said to be imminent.

Item 3.2 – Malcolm Hynd confirmed that contact had been established with the Better Regulation Delivery Office and a presentation had been made to its Regulatory Excellence Group with useful contacts made.

Item 4.2 – Malcolm Hynd confirmed that information on international benchmarking and communications had been provided to John Mortimer.

Item 4.3 – Paul Stennett confirmed that a meeting had been held with Catherine Brown, new Chief Executive of the Food Standards Agency. She is well aware of accreditation but is focusing on organisational issues for the time being. Paul Stennett also highlighted the Elliot report on the integrity of food supply networks which identified benefits of accredited laboratories. Chris Elliott asked if there were any lessons for supply chain management. Paul Stennett suggested this could be covered at the next UKAS/MoD bilateral meeting. Malcolm Hynd confirmed that information on the health information standard had been provided to John Mortimer.

Item 5.1 – Mike Pearson confirmed that he had discussed pathways to certification with Trevor Nash and had agreed that the Acorn scheme was a good example. Mr Pearson confirmed that his main concern was for micro businesses, ie 20 employees or less, and suggested a separate discussion on this subject with the certifications bodies. He asked if John Mortimer could provide a small business contact in BIS. It was suggested that CQI should also be re-engaged. **It was agreed that Mr Pearson, Mr Stennett and Mr Nash would meet to discuss how to take this work forward.**

Item 6.1.1 – Lorraine Turner confirmed that discussions had been held with ABCB on new management systems standards.

Item 6.1.2 – Malcolm Hynd confirmed that no comments had been received on the agreement with PEFC.

Item 7.1 – Malcolm Hynd confirmed that an article about the BMTA seminar was included in the CPA Newsletter in December 2013.

Item 7.2 – Jeff Llewellyn advised that discussions on the new market surveillance Regulation had ground to a halt and were deadlocked over marks of origin. There was also no support for a CE plus mark. John Mortimer confirmed that the proposal for market surveillance reference laboratories had been removed.

## 4- Reports

### 4.1 UKAS Board Report

Paul Stennett reported on the main issues raised at Board meetings since the last PAC: Pensions strategy

- Pensions auto-enrolment;
- Peer evaluation re-visit;
- Welsh Government commitment to ISAS accreditation;
- Business updates and company results;
- Risks from Healthcare Accreditation Alliance.

In response to a question from Ian Sharp, Paul Stennett confirmed that the UKAS response to the Barnes Review would be sent to the CPA PAC. Clive Tayler advised on some precedents for auto enrolment. The next Board meeting is due to be held on 9 April.

**4.2 BIS International contract****4.2.1 Activity report (2013/2014 Q2)****PAC/02/14**

John Mortimer asked if there were any comments on the Euromet issues identified. Jeff Llewellyn advised that this is a longstanding issue and there was nothing to add to the report.

**4.2.2 UKAS International Programme 2014-2017****PAC/08/14**

Members confirmed their support for the programme and the proposed levels of funding by BIS and UKAS. It was recognised that priorities may need to be considered in the future. The need to regain influence was noted and it was recognised that this may necessitate hosting of meetings.

Jeff Llewellyn noted the plethora of committees and suggested that some rationalisation may be beneficial.

**4.3 UKAS activity reports****PAC/03/14****PAC/04/14**

In the Operation Activity Report, John Mortimer noted that the transition to accreditation for notified bodies was almost complete and also advised that the implementation of the Directives' alignment package, which would probably drive further changes in the way notified bodies are assessed, has commenced.

In the Development Activity Report, Lorraine Turner noted that a calling notice for expressions of interest in accreditation for the certification of Asset Management Systems has been issued.

**5- Members' Issues****5.1 Reputational risk management (preliminary discussion)****PAC/05/14**

It was agreed to raise this subject for discussion at the July meeting. Paul Stennett invited any contributions in advance of the meeting.

**6- UKAS Issues****6.1 Agreements with related bodies**

Malcolm Hynd reminded members that the purpose of these papers is to demonstrate to the satisfaction of PAC that any potential conflicts of interest have been identified and adequate steps taken to manage them.

**6.1.1 Agreement with the Home Office relating to Forensic Science Services****PAC/06/14**

The paper was discussed and agreed.

**6.1.2 Agreement with the Cabinet Office relating to Identity Assurance****PAC/07/14**

Malcolm Hynd noted that this paper needs to remain confidential to PAC as the project has not yet been made public by the Cabinet Office. Ian Sharp mentioned the reputational risk implications of this work. There were no further comments and the paper was agreed.

**7- Any Other Business**

None raised.

**8- Next Meetings**

The Chairman confirmed the arrangements for the next meetings:

PAC	Thursday 10 July 2014 at the Lansdowne Club
PAC	Thursday 13 November 2014 at UKAS, Feltham
PAF/PAC	Tuesday 10 March 2015 at the BIS Conference Centre, London

