

# UNITED KINGDOM ACCREDITATION SERVICE

## POLICY ADVISORY COUNCIL

### Agreed minutes of 12<sup>th</sup> Meeting held on Thursday 9<sup>th</sup> July 2015 at The Lansdowne Club, London

#### Present

Ron Gainsford (Chair)	Chartered Trading Standards Institute
Prof Adrian Newland	Academy of Medical Royal Colleges
Tony Smith	British Measurement and Testing Association (BMTA)
Daniel Mansfield	British Standards Institution (BSI)
John Mortimer (by phone)	Department for Business, Innovation and Skills (BIS)
Dr Stefan Kukula	Engineering Equipment and Materials Users' Association (EEMUA)
Mike Pearson	Federation of Small Businesses (FSB)
Kevin Walkin	Health & Safety Executive (HSE)
Chris Elliott	Ministry of Defence (MoD)
Prof Ian Sharp	Public Health England (PHE)
Steve Brimble	Public Health England (PHE)
Sarah Veale	TUC
Paul Stennett	UKAS
Malcolm Hynd (Secretary)	UKAS

#### 1- Welcome, Apologies

The Chairman welcomed members to the 12<sup>th</sup> meeting of the UKAS Policy Advisory Council and thanked them for the extra effort made given the tube strike. Apologies were received from Sue Brand (Care England), Dr Jeff Llewellyn (BMTA, Tony Smith deputising), Trevor Nash (Association of British Certification Bodies) and Rob Bettinson (UKAS). Steve Brimble attended for PHE in addition to Ian Sharp as he will be taking over as PHE representative from the November meeting following the retirement of Ian Sharp.

#### 2- Minutes of 11<sup>th</sup> Meeting of the UKAS Policy Advisory Council

PAC/05/15

The Chairman reported that no comments had been received on the draft minutes circulated following the last meeting. Stefan Kukula suggested that the second bullet point on page 3 should refer to the UKAS 'employer' of choice programme, not 'employee' of choice and this was agreed. There were no further comments and the minutes were agreed.

#### 3- Matters arising

##### 3.1 Revision of customer agreement (Item 3.1)

Paul Stennett reported that the revised customer agreement was almost ready for issue. Final advice is being taken on the level of liabilities required.

##### 3.2 ISO 9001:2015 transition (Item 6.1)

Paul Stennett reported that the dispute over methods of assessment has been addressed at international level and the UKAS approach was supported by the majority of participants. The guidance produced for accreditation would be circulated with the minutes. The UKAS programme for early adopters is progressing against the guidelines agreed as is the training programme for UKAS staff. Eight certification bodies are on the programme with the first accreditations expected by mid-October. The FDIS is expected to be published on the day of the meeting.

Stefan Kukula expressed concern that procurers, particularly in the USA, will write the new standard into contracts before UK companies are ready. He recognised UKAS' efforts to agree an assessment methodology but suggested that the delay in reaching agreement has not reflected well on the international accreditation community. Paul Stennett suggested that users should contact UKAS if problems arise. Mike Pearson commented that he is advising small businesses to delay taking up ISO 9001 pending availability of accredited certification to the 2015 edition

Chris Elliott noted the efforts made by UKAS to restore confidence in the process and expressed disappointment that the IAF has not supported UKAS' approach. John Mortimer endorsed these comments.

Malcolm Hynd advised that UKAS' plans for transition have been communicated via the website and a webinar for certification body customers is planned for later in July.

#### **4- Members Issues**

##### **4.1 Better Regulation Strategy Group – Sarah Veale**

Sarah Veale reported that the Better Regulation Strategy Group is not due to meet until the autumn but outlined a number of important developments since the election. The new Government is committed to finding savings of £10bn from deregulatory measures and there will be statutory monitoring against this target with the Secretary of State being required to report annually to Parliament. The Deregulation Act introduces a business impact target to replace 'one in two out' but it has not yet been decided how this will be calculated. A closer watch will be kept on gold plating of EU legislation including further consideration of the 'copy out' approach. The Chairman remarked on his previous experience of this minimalist transposition process which failed because business preferred more regulatory certainty. The new Government also wants to look more closely at tax legislation, which has been excluded up to now, leading to a debate about how to monetise social benefits. The Government also needs to appoint an independent monitoring body. This is most likely to be the Regulatory Policy Committee (RPC) but the appointment has not yet been confirmed.

Secretary's note: It has since been confirmed that the RPC has been appointed as the independent body that will verify the costs and savings achieved by legal changes effected by Government that impact on businesses.

Sarah Veale also reported that the RPC is very interested in alternatives to regulation. The presentation on accreditation by Lord Lindsay, Paul Stennett and Malcolm Hynd in May was very well received and the Committee is now more interested in standards and accreditation.

Stefan Kukula commented that it is difficult for businesses to differentiate between regulation, guidance, standards etc. Business generally welcomes better regulation but standards based systems also need informed Government support to be effective.

The Chairman suggested that the Better Regulation Delivery Office (BRDO) is becoming more influential, including oversight of local authority as well as national regulators by reference to primary authority application and regulators code requirements.

Kevin Walkin commented that the Deregulation Act also covers regulators, such as HSE, and has a greater emphasis on a sectoral approach.

In response to a question from Paul Stennett, Sarah Veale confirmed that health regulation is being raised by RPC and there is growing interest in covering more of the health sector eg CQC.

Mike Pearson asked about communication between the different organisations and committees such as RPC, BRSB, Better Regulation Executive, BRDO etc. Sarah Veale said that they have distinct roles but agreed that communication between them could be improved.

## 4.2 Economic benefits of standards – Daniel Mansfield

Daniel Mansfield reported on the results of a recent study into the economic benefits of standards. BSI commissioned the Centre for Economics and Business Research (CEBR) to update initial work undertaken 10 years ago. CEBR has reviewed data back to 1922 and included company level data from a survey of 527 companies. The report concludes that standards add £8.2bn to the economy each year. Sectoral results vary with food and drink showing the biggest added value. The report confirms that there are clear business benefits from using standards.

Paul Stennett commented that the report contains some very useful findings and impressive figures. Although not specifically stated, there is clear read-across to accreditation. He would consider whether more work could be done to link the results to accreditation.

Secretary's note: Further information about the report is available from <http://www.bsigroup.com/standards/benefits-of-using-standards/research-reports/>.

## 5- UKAS Issues

### 5.1 Addition to list of management systems – Sustainable Forestry Management Systems – for confirmation PAC/07/15

This Chairman confirmed that this paper has already been agreed by correspondence so is tabled for confirmation only.

### 5.2 Agreement with related body – Amusement Device Inspection Procedures Scheme (ADIPS) PAC/09/15

Malcolm Hynd introduced the paper, tabled for advice on any potential for conflict of interest that might arise from the proposed project which is the first output of UKAS' work to develop accreditation models for small customers.

Chris Elliott supported the project as described but advised that the level of rigour in the accreditation process must be maintained despite the welcome efforts to help small organisations.

Kevin Walkin supported accreditation in this area given recent high profile difficulties and was also supportive of the programme to help small conformity assessment bodies.

John Mortimer confirmed his support for the project.

The Chairman concluded that there was support for the project and the agreement as proposed.

### 5.3 Acceptance of new Conformity Assessment Schemes PAC/10/15

Malcolm Hynd introduced the paper which was intended to inform members of proposals for UKAS to recognise conformity assessment schemes that are considered to be suitable to support accredited conformity assessment. Currently this process is carried out only as part of an assessment for accreditation but there may be benefit, in certain circumstances, for both UKAS and its customers, for the assessment of the scheme to be carried out in advance. UKAS recognises that it must take care to ensure that any such recognition is not mistaken for accreditation but will build safeguards into the process to make sure this does not happen.

In response to questions from members, Malcolm Hynd confirmed that the activity proposed is not consultancy but an assessment of a scheme. It will not undermine Regulation 765/2008 as it is not an accreditation process. There are not expected to be a large number of schemes treated in this way and there are no real precedents across EU partners.

Stefan Kukula expressed some concern about the clarity of the messaging and suggested that the last sentence of para 1 of the draft letter of recognition should be strengthened to make clear that the recognition provided did not constitute accreditation. He also suggested that any such

recognition would need to be carefully monitored for misuse.

In response to a question from Ian Sharp, Paul Stennett confirmed that scheme owners would be required to meet the costs of any assessment carried out.

The Chairman concluded that there was general agreement to the proposal with the caveats expressed.

#### **5.4 UKAS relations with new Government**

Malcolm Hynd explained that UKAS is working hard to build good relationships with the new Government, building on the successes of recent years. The continuity of many in the Ministerial teams is helpful in this respect as is the renewed emphasis on deregulation and public sector efficiency. Contacts with RPC and BRE have increased as a result. He circulated a briefing note that has been sent to Ministers across a broad range of departments (copy circulated with these minutes) and these contacts would be followed up in the coming months. He also advised that UKAS has been asked to feed into the spending review and would be required to justify the support received for the international and awareness programmes. Members confirmed the importance of these programmes to UKAS stakeholders and society in general.

Paul Stennett advised members that a recent initiative has been launched with BSI, the National Physical Laboratory and the National Measurement and Regulation Office to promote the UK Quality Infrastructure. Booklets and other material are available from the [UKQI website](#) which would be used to promote the UKQI overseas, including by UKTI and overseas posts.

In response to a question from the Chairman, Paul Stennett confirmed that UKAS was actively tracking developments in Scotland and on the referendum on UK membership of the EU for impact on UKAS.

#### **5.5 Review of feedback from 2015 PAF meeting**

PAC/11/15

The Chairman introduced the paper which is a summary of the feedback received at the PAF meeting in March, annotated with UKAS' response. He welcomed the opportunity provided at PAF for stakeholder feedback and the comprehensive responses provided by UKAS.

John Mortimer asked if UKAS had made any progress on inward secondments. Paul Stennett said that policy on this is not yet fully developed but UKAS is open to offers. He said that efforts were being made to open up recruitment to a wider audience through open days and better provision of information.

The Chairman asked if UKAS has made any progress in the financial sector. Paul Stennett said that little progress had been made due to existing regulation and a lack of market demand.

The Chairman asked if there were any comments on the draft report of the PAF meeting (circulated as PAF/02/15). There were no comments and the report was agreed.

#### **5.6 Operations reorganisation update**

Paul Stennett reported that the reorganisation is proceeding to plan. All posts have been advertised and the allocation of staff to posts has been completed. Staff will be taking up their new posts from 1 August. From September, customers will see a handover to new Assessment Managers with about half having new AMs.

### **6- Reports**

#### **6.1 UKAS Board Report**

Paul Stennett reported on matters discussed at Board meetings since the last PAC:

- Operations update including the reorganisation
- Accommodation including a possible move to Staines early in the new year

- Health and safety report
- Review of development opportunities
- Review of preliminary results for year showing an increase in turnover partly due to a number of cost savings eg using webinars instead of requiring staff to travel to the office for meetings
- Six monthly quality report including complaints etc.

**6.2 BIS International contract activity reports (2014/2015 Q3/Q4)** **PAC/12/15**  
**PAC/13/15**

Paul Stennett reported that Kevin Belson has been appointed as Chair of the EA Certification Committee and therefore a member of the Executive Committee. The Chairman recorded his congratulations on behalf of PAC.

John Mortimer noted that he would raise a number of questions on the reports by correspondence.

**6.3 Operations Activity Report: Oct 2014 – Feb 2015 – for confirmation** **PAC/06/15**

This Chairman confirmed that this paper was circulated with the minutes of the last meeting and no comments were received.

**6.4 Operations activity report March – April 2015** **PAC/14/15**

John Mortimer asked for more detail on the outcome of the meetings listed in this report and in the report on Development and Technical activity at Item 6.5. He advised that he would raise a number of specific questions by correspondence.

**6.5 Development and Technical activity report January – April 2015** **PAC/15/15**

John Mortimer asked about progress on the work to harmonise diagnostic schemes. Paul Stennett reported that there is some progress but it is slow.

**7- Any Other Business**

**7.1 Pathways to certification – Mike Pearson**

Mike Pearson reported that the work to develop pathways to certification has stalled. Paul Stennett agreed to speak to Trevor Nash about reviving this work.

**7.2 Non-accredited certification – Mike Pearson**

Mike Pearson reported that he is still working to raise awareness of accreditation amongst the small business community. An article has been published in the FSB magazine, First Voice. He noted that the working group set up to discuss this subject has not met for some time and would welcome the revival of this group.

**7.3 New EU Regulation on procurement**

Chris Elliott noted a new EU Regulation on procurement that included a requirement for accredited certification. He agreed to send details to UKAS.

**7.4 Workshops on ISO 15189**

Tony Smith reported on a number of very successful workshops on ISO 15189, organised with UKAS support, which have attracted over 300 attendees.

**7.5 Presentation to Prof Ian Sharp**

Paul Stennett offered a vote of thanks to Ian Sharp, on his retirement following 40 years' service to PHE and its predecessors, for his stalwart support of UKAS as a Member and on PAF/PAC.

**8- Next Meetings**

The Chairman confirmed the next meetings as follows:

PAC	Thursday 12 November 2015 at UKAS, Feltham
PAF/PAC	Wednesday 16 March 2016 at the BIS Conference Centre
PAC	Thursday 7 July 2016 at the Lansdowne Club