

Minutes of the Management Committee Meeting
on
Thursday 6th August 2020, commencing 14.00
Online Meeting

Members present:

Steve Russell (Chair)	NQA
Mike Tims	British Assessment Bureau
Wayne Thomas	SIRA-CSA
James Gibb (via web)	Advanced Certification
Nonn Reynolds	BSI

In attendance:

Wayne Terry	ABCB, Chief Executive
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1.0 Apologies for absence
There were no apologies.

2.0 Minutes of last meeting held on 2nd June 2020
The minutes were agreed as a true record of the meeting.

3.0 Matters arising not covered elsewhere in the agenda

3.1 Business Continuity

Members of the management committee discussed the Business Continuity Plan. The committee endorsed the plan but suggested a few improvements that should be added.

ACTION: Add mobile telephone numbers of directors to the Business Continuity Plan.

WT

ACTION: Consider the implementation of 'Last Pass' to protect passwords.

WT

ACTION: Contact ForeFront Certification to agree to their inclusion within the Business Continuity Plan as a possible alternate office.

WT

4.0 Chief Executive's report

4.1 Management Accounts

WT had previously issued the latest management accounts up to the end of June 2020. Members were pleased with the presentation of a more detailed reports.

MT asked if the subscriptions had been phased in line with the budget. WT explained that the subscriptions were aligned based on the phased payments received in the previous year, but due to

the implementation of the 90 day payment period and quarterly payments for Gold subscriptions (in support of members during the COVID-19 pandemic) it was no longer be a direct comparison.

Furthermore, WT also explained that the COVID impact would have an overall effect on the accounts due to the enforced change in working practices, which should have a beneficial result on expenditure.

4.1.1 Government Bounce Back Loan

Further to the last meeting ABCB had now received the government's Bounce Back Loan. It was reiterated that the loan should only be used to support the association should the outstanding subscriptions not be received. The details of the loan are:

- £14,000 received (approx. 25% 2019 turnover)
- 12 months interest free
- Alternative: 2.5% interest - 60 months at £248.46

4.2 Subscription Update

WT reported that there were approximately £13,500 outstanding subscriptions fees from six members, despite emailing those members when the 90 day payment period was due.

The committee was concerned with the number of late payers but were cognisant of the current economic situation. However, the committee confirmed that all members must be treated equally but non payment could not be allowed to continue throughout the year.

It was agreed that late payments could not ordinarily be allowed to continue beyond six months. However, WT stated that there was nothing within the association's rules covering this issue and it was not clear if there was any procedure previously put in place to cover this type of event.

ACTION: Amend the Rules of the Association to include late payments.

WT

4.3 Membership Update

Current Members: 19

Member Development

- DQS-UK (Application received)
- Alcumus
- CFE Cert
- DEQA
- Competent Persons Forum Members

4.4 Marketing

WT reported he continues to market the association through social media, mainly LinkedIn as well as affiliating through other promotional activities via other channels including UKAS and IAF.

4.5 Business Development

Although this was covered in detail at the Certification Committee, WT stated that currently the most promising opportunity for members is the output of the Hackitt Review – Raising the bar. In particular interest was the publication by UKAS of TPS 69 Accredited Certification of Competence Management Systems (CMS).

4.6 EFAC

WT gave an update on the latest situations with EFAC.

Registration of EFAC in Germany is ongoing but expected to be completed within one month. Application made by VAZ - Association of Accredited Certification Societies (Germany). ABCB will need to provide a document for transfer of assets, liabilities, history, memberships, rights, etc. to be prepared by Dyke Yaxley.

Additionally, WT explained that the current Chair, Ivan Savov, will take a less active role in meeting attendance once the registration has been transferred and a new officer's elected.

6.0 Any other business

6.1 Resignation of Mark Salt – AFNOR UK

Mark Salt had recently left AFNOR UK and therefore was no longer eligible to represent them on the Management Committee and consequently resigned his position.

The committee agreed that the association should seek a replacement, if possible, prior to the next meeting, and that all the membership should be notified of the opportunity. Those who are interested should apply by email with a copy of their CV and a 'one pager' on what they can bring to that role.

ACTION: Notify all members of the opportunity to serve on the management Committee.

WT

6.2 Blended Audits Task Force

This item was covered in detail at the earlier Certification Committee but as two members of the Management Committee were not present at that committee WT gave an overview.

- A new initiative led by ABCB UKAS agreed to set up a new Task force as a subgroup to MSCTAC to develop guidance for auditing post lockdown
- Co-conveners – ABCB & UKAS (Wayne Terry & Kevin Belson)
- Task Force includes industry stakeholders
- First meeting held 13th July
- 4th August - Drafting Group meet
- W/C August 24th – Project Team Meeting
- Update to the MSCTAC – 13th August
- ABCB members will also asked to contribute and comment

6.3 Association Awards

ABCB have an opportunity to be nominated for this year's association Awards. WT pointed out that this was a good opportunity to raise the profile of the association and agreed to progress.

ACTION: Nominate ABCB for the Association Awards

NR & MT

7.0 Date of next meeting

The next meeting will be held at 14.00 online on 12th August2020.

DRAFT