

Minutes of the Management Committee Meeting
on
Thursday 14th November 2019, commencing 14.00
at
UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon- Thames, TW18 3HR

Members present:

Steve Russell (Chair)	NQA
Nonn Reynolds	BSI
James Gibb	Advanced Certification
Mike Tims	British Assessment Bureau
Mark Salt	AFNOR UK

In attendance:

Wayne Terry	ABCB, Chief Executive
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Extraordinary Item

Further to the meeting held on 15th August 2019, in order to strengthen the effectiveness of the Management Committee, the Chief Executive was actioned to approach Mark Salt, CEO AFNOR UK and Mike Tims, MD British Assessment Bureau to consider becoming members of the Management Committee.

The chair reminded the meeting that under Article 41 of the Articles of Association the ABCB Management Committee are able to make interim appointments that must be agreed at the next elections, which are due in 2020.

Article 41 states: *'The Council shall have power at any time, and from time to time, to co-opt any person to be a member of the Council, either to fill a casual vacancy or as an addition to the existing members of the Council, but so that the total number of members of the Council shall not at any time exceed the number fixed in accordance with these Articles. Any member of the Council so appointed shall hold office only until the next following Annual General Meeting at which elections are held, and shall then be eligible for re-election'.*

As there were no objections Mark Salt, CEO AFNOR UK and Mike Tims, MD British Assessment Bureau were elected as members of the Management Committee.

1.0 Apologies for absence

Wayne Thomas SIRA-CSA

2.0 Minutes of last meeting held on 15th August 2019

The minutes were agreed as a true record of the meeting.

3.0 Matters arising not covered elsewhere in the agenda

There were no matters arising.

4.0 Chief Executive's report

4.1 Management accounts

WT had previously issued the latest management accounts up to the end of September 2019. Members had no questions in regard to the reports.

4.2 2020/21 Budget considerations

WT discussed with the meeting of the following items that will need to be taken into consideration in the preparation of 20/21 budget to be presented at the next meeting.

- Change in membership profile
- Agreed membership fee changes
- Costs Inc. annual salary review
- IAF fee increase 7.4% (2019 = \$3,970 / 2020 = \$4,264) approx. £3,309
- Changes to EFAC (TBC)

4.2 2019/20 Subscriptions

4.3.1 Budget: £59.4k

4.3.2 Subs invoiced: £55.3k

4.3.3 Paid to date: £49.6k variance to DY report £52.5k (BASEC 2018/19 payment)

4.3.4 Awaiting payment: GCL, NMO & QSRMC

4.3.5 Unforeseen losses

- Renegotiated 'in-scope' turnover: £3.7k
 - UK CARES – Down £2.5k
 - SIRA – Down £1.2k
- Resignations: £3.3k
 - Avalon Cert (£0.7k) – Now part of BAB
 - BASEC (£2.6k)

MS stated that he was surprised that BASEC had resigned membership and that he was happy to speak with this contact to try and ascertain why. In addition, MS asked about BM TRADA and added that he would also speak to his contact there about future membership of the association.

ACTION: Contact BASEC & BM TRADA to discuss membership

MS

4.3.6 MT was curious to understand how the subscription model worked. WT explained it was based on 'in-scope' turn. MT felt that a different type of model could be more sustainable and would give it further consideration.

4.4 Membership Update

Total Members: 18

New Members in 2019/20: - 6

- ABAC
- GCL
- BESCA
- ACS Registrars (now part of BAB)*
- EQA (Ireland)*

- Forefront Certification*
*indicates part payment

4.5 Membership Development

- 4.5.1 Membership discussions: CIBSE, Interface-nrm, Certsure, NAPIT and Alcumus.
- 4.5.2 Members support: Promotion/advantages of membership to non members.
- 4.5.3 Use of logo on websites/certificates. JG had now developed the first draft of the Brand Guidelines

ACTION: Finalise the Brand Guidelines and issue to members.

WT

- 4.5.4 Continuing to increase the profile ABCB including the introduction of various LinkedIn posts, some of which getting around 1500 views.
- 4.5.5 WT reported that due to the difficulties of managing the website it had been transferred from Drupal to Word Press to allow greater interaction, control and ability to edit.
- 4.5.6 Although the members of the Management Committee agreed the new format was a great improvement, WT informed the meeting that due to both cost and time, the significant change of concern is that it is now only a single use password to access the members area rather than individual passwords. This of course will cause difficulties when a member resigns.

WT stated he would obtain a cost but as an interim measure the meeting agreed that a statement about restricted circulation should be put in the Members Area of the website.

ACTION: Upload a 'restrictive circulation' statement to the members area.

WT

- 4.5.7 In addition, JG suggested that member benefits could be updated to reflect the following;
 - Access to UKAS outside the assessment environment
 - Independent, impartial support
 - Additional credibility
- 4.5.8 The possibility of using a case study to promote membership benefits were discussed and MT said BAB would be happy to oblige.

ACTION: Liaise with MT to produce a case study.

WT

- 4.5.9 JG suggested that the ABCB website could contain a 'Supporter' section similar to that of SSIP. Possible supporter members could be HSE, UKAS, BIES, SSIP, OGUk

ACTION: Explore the possibility of a Support Member area on website.

WT

4.6 CEO Activities

WT outlined the activities undertaken in the past three months in support of members, that included but not limited to:

- 4.6.1 UKAS PAC
- 4.6.2 UKAS AGM & annual lunch
- 4.6.3 PAS 7050: Strategic Advisory Group – Safe Products to Market
- 4.6.4 PAS 1878: Strategic Advisory Group - Energy Smart Appliances
- 4.6.5 IAF – Frankfurt (21 – 30 October)

4.7 Promoting Accredited Certification

WT outlined and discussed the recent promotion activities to promote and support members:

- 4.7.1 ICO – GDPR
- 4.7.2 OGUK (Oil & Gas UK)
- 4.7.3 The Gazette

5.0 EFAC

WT gave an update on the latest situations with EFAC, including the following;

- 5.1 Further to the ongoing discussions around the lack of stakeholder involvement and the EA position on impartiality, the stakeholder members of EA, including EFAC, had a meeting with the European Commission in September. We await the outcome.
- 5.2 Given the uncertainty around BREXIT EFAC is in the process of transferring its business registration from UK to Germany

6.0 Any other business

There were no other business items.

7.0 Date of next meeting

The next meeting will be held at 14.00 on 27th February 2020 at UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon- Thames, TW18 3HR.