

UKAIG and HSE meeting – Sector Led Licensing Scheme

Meeting minutes & action points

Meeting date: 11am on the 27th June – HSE Offices - 1st Floor, Mercantile Chambers, 53 Bothwell Street, Glasgow, G2 6TS

Present: Adrian Clarke, John Hamilton, Matt Healey – UKAIG
Frances Kelly, Cameron Adam - HSE

Next meeting: TBC based on developments

I. Meeting summary

The initial meeting of the UKAIG working group produced a series of next steps and outcomes that were taken to the meeting with HSE by three of the group members with a series of questions on next steps and also with the intention of updating HSE on the progress made by the sector.

This will break into three phases – Phase 1, leading up to a formal representation by the sector to HSE, Phase 2, the formal consultation in January/February on the options presented to the board of the HSE. This phase is to be completed by the end of March 2018 and Phase 3, implementation of the final outcome proposed for September 2018 when the decision about a retender with TQS will need to be made for renewal 2019.

II. Meeting notes

HSE Timelines

- HSE committed to putting together a milestones document for all parties in order to measure work streams against. Working back from a point at September 2018 when legislation changes, regulatory developments or a process of retendering would be orchestrated.
- The initial proposal from UKAIG would be required in the first week of November 2017 in order to go through due process for presentation to the HSE Board early in December 2018
- The HSE Board will consider 3 proposals at this time:
 - Sector Led Scheme presented by UKAIG
 - No Change (with regulatory changes effecting cost of license to users)
 - AALA 'Plus' (Development of current provision to include upgraded legislation and regulation relating to scope, cost, and reach)
- The UKAIG proposal will be designed within the 8 points of reference below:
 - Is underpinned by the requirements of the Health and Safety at Work Act 1974

- Meets the aspirations of stakeholders and has broad support
 - Maintains current standards
 - Provides sufficient levels of reassurance to parents and teachers
 - Reduces the burden of red tape on business
 - Provides better value for money for the public purse
 - Allows mutual recognition across other comparable existing national governing body schemes
 - Is recognized and branded as the industry standard
- HSE will provide UKAIG with links to comparative sectors whom have undertaken a similar process (Fairgrounds, Play Inspectors, TQS etc)
 - HSE will provide UKAIG details of the format in which any proposal should be made to include areas such as:
 - Core Principles (as above)
 - Terms of reference and governance (UKAIG initially and beyond) linking to existing regulations (Current Licensing Regulations to be shared for reference) and deputy representatives from UKAIG if required.
 - Ownership and Publishing of Industry Standards
 - Registration Body
 - Competence and registering of Inspectors of Inspectors and ongoing auditing and Quality Assurance
 - Register of Accredited Providers
 - Owns Inspection Guidance (Current AALA Guidance notes to be shared by HSE to UKAIG)
 - Governance of inspection process (Registration, Complaints, Discipline and Appeals).
 - Not for profit
 - Provides A – Health and Safety and B – Quality mechanisms (Which should cover child protection, accommodation, food safety etc).
 - Funding and costs analysis and economic impact study (based on proposed user profiles)
 - HSE also suggested further membership of UKAIG from sector representatives, although their constituencies may already be represented these will be fed into the initial stakeholder map being devised by UKAIG.
 - HSE also urged UKAIG to consider areas pertinent to the design of a future scheme from the perspective of:
 - Fee Structure (Fairness and flexibility)
 - License type (Duration and type of provision)
 - Membership
 - Added Value

- HSE will accept a project plan from UKAIG to demonstrate the need for financial support in Phase one, and further costs should be identified in the proposal before going to phase 2 in early 2018. Initially £20k was proposed by UKAIG for 30 days to be used in the mapping, consultation and production of the sector led proposal.
- HSE will provide UKAIG with the conditions of funding required by UKAIG ASAP, so that this process can be carried out quickly along with details of the rationale of any economic impact study used to validate the effectiveness of the proposal.

UKAIG

- Provide and initial project plan to HSE for the development of a proposal at the end of Phase one (Nov 2017)
- Start a process of tendering for potential consultants that may be able to support the sector in the development of this proposal.
- Commit (with HSE) to regular communication post significant developments (Phone or Skype)
- Review current accreditation schemes and review stakeholder contributions and consultations
- Develop a proposal in line with the specification suggested by HSE for inclusion in the HSE Board Meeting in December (submission by early November to HSE)
- Maintain a broad, pan national approach for inclusion in a well-designed scheme that meets all nations needs and stakeholders

Next Mtg

TBC Post August (FK on leave until August but CA is in supporting position)

Mtg Closed at 1400hrs