

# POLICY ADVISORY FORUM

## Terms of Reference

### 1. Preamble

- 1.1 The Company's Articles of Association require the Directors to establish an advisory committee: "the purpose of which will be to ensure that the Directors are aware of the views of interested parties on policy issues affecting the Company's activities, including the development, interpretation and application of national, European and international Standards, guidelines, procedures, regulations, practices and agreements applicable to accreditation bodies and conformity assessment bodies."
- 1.2 ISO/IEC 17011:2017 'Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies' requires, at paragraph 4.4.5, that an accreditation body 'shall document and implement a process to provide opportunity for effective involvement by interested parties for safeguarding impartiality. The accreditation body shall ensure a balanced representation of interested parties with no single party predominating.'
- 1.3 The members of the Company at the Extraordinary General Meeting on 6 October 1995 agreed that members of the committee should be nominated by parties who have a direct interest in the Company's activities as defined within its Memorandum of Association. They further stated that the members of the committee should articulate the views of the party which nominated them, and that attainment of consensus should not be at the expense of registering the views of nominating parties.
- 1.4 Following agreement of nominating parties representing a balance of stakeholder interests, the Policy Advisory Committee first met on 19 April 1996 and has since met three times a year. In addition to the issues described above, the Policy Advisory Committee has also provided advice to UKAS on strategy planning, policy direction (including the development of new areas of accreditation), the international and awareness programmes, agreements with related bodies, use of the national accreditation symbols, the legal framework for accreditation and revisions to the UKAS/Government Memorandum of Understanding.
- 1.5 Following a review of the UKAS Policy Advisory Committee undertaken in 2009, it was decided to introduce a two-tier advisory structure in order to respond to the increasing number of stakeholders with an interest in contributing to UKAS' policy formulation process.
- 1.6 The Policy Advisory Forum was established in March 2011, supported by a smaller core group, the Policy Advisory Council.
- 1.7 Council members are required to disclose any potential conflict of interest whenever it may arise.

## **2. Terms of Reference**

2.1 The Policy Advisory Forum is required:

2.1.1 To advise the Board of Directors on general policy matters concerned with the development and operation of UKAS activities as set out in the Company's Memorandum and Articles of Association. This advice will usually be communicated by the UKAS Chief Executive or other UKAS Director attending the Forum meetings.

2.1.2 To communicate to UKAS the views of the UKAS stakeholders on general policy matters.

2.1.3 To raise general policy issues for consideration by the UKAS Board and Executive.

2.1.4 To respond to the requirements of the Board and Executive of UKAS for advice on general policy issues.

## **3. Constitution**

3.1 The Policy Advisory Forum shall be constituted from the nominated representatives of parties with an interest in the operation of UKAS. Members of the Company will ex-officio be nominating parties. Each party may nominate up to two representatives to attend Forum meetings.

3.2 The Chief Executive of UKAS will ex-officio be a member of the Forum. The members of the Company shall have the opportunity to approve the founding list of nominating parties. Nominating parties will be requested to reaffirm their representation before each meeting. Nominating parties may be added or removed from the list as proposed by UKAS and agreed by the Policy Advisory Council.

3.3 At the invitation of the Chief Executive, other members of the UKAS Board and UKAS employees may attend meetings of the Policy Advisory Forum. On such occasions, the affiliation to UKAS of such attendees must be clearly stated in the reports of the meeting.

## **4. Chair**

4.1 The Chair of the Policy Advisory Forum shall be elected from the membership of the Forum, excluding the Chief Executive of UKAS. The Chair of the Policy Advisory Forum will be appointed by a straight majority of the members of the Forum attending the meeting at which the election is held and at which the duration of his/her tenure of the chair will also be agreed. The maximum continuous period of tenure is three years. The appointment of the Chair is to be approved by the UKAS Board at the earliest opportunity, but the newly-elected Chair can in the meantime commence their duties with immediate effect.

## **5. Secretariat**

- 5.1 A Secretary of the Policy Advisory Forum will be appointed by the Chief Executive of UKAS.

## **6. Procedures**

- 6.1 There shall be no votes on the issues discussed by the Policy Advisory Forum, except on matters concerning its own internal procedures and appointments. In such cases, votes shall be decided by a straight majority of those present.
- 6.2 The Chief Executive of UKAS will discuss the agenda for forthcoming meetings with the Chair of the Forum before the agenda and papers are distributed to members. He will enable the Secretary to circulate the agenda and papers to Forum members at least four weeks before meetings to permit time for consultation with their nominating parties.
- 6.3 Papers for Forum meetings shall not be public documents. They will be circulated in advance and may be copied with discretion by members in order to consult with their constituencies, unless specifically described as confidential.
- 6.4 The Secretary will provide to members of the Forum draft summary reports of the proceedings of the Forum within two weeks of each meeting and provide opportunity for the members of the Forum to comment.

## **7. Frequency**

- 7.1 The Policy Advisory Forum will usually meet once per year at a time and location to be agreed by members.

## **8. Focus and Steering Groups**

- 8.1 The Policy Advisory Forum may establish focus groups to advise UKAS on general strategic direction or specific sectoral issues as required. Part of the Forum meeting may be given over to meetings of these focus groups. The membership and working methods of the focus groups shall be decided on a case by case basis.
- 8.2 A steering group for accreditation of healthcare diagnostics and scientific services has been established to provide strategic advice to UKAS on the effective and efficient delivery of accreditation in diagnostics and scientific services including harmonisation across all the UKAS schemes in this area (pathology, diagnostic imaging, physiological measurement and medical physics and engineering in medicine). Any broad policy points that need to be brought to the attention of the Forum shall be done so via the Policy Advisory Council.

## **9. Policy Advisory Council**

9.1 In order to enable it to fulfil the requirements set out in paragraph 2, the Policy Advisory Forum shall establish a smaller group, the Policy Advisory Council. The Policy Advisory Council will, within the broad policy direction set by the Policy Advisory Forum, advise the UKAS Board on the more detailed aspects of policy, particularly on questions relating to the safeguarding of impartiality. The Policy Advisory Council may advise the UKAS Board on such matters of policy directly, without reference back to the Policy Advisory Forum, but the Policy Advisory Forum will be kept informed of Policy Advisory Council discussions and decisions by timely circulation of meeting minutes.

## **10. Terms of Reference**

10.1 The Policy Advisory Council is required:

10.1.2 To advise the Board of Directors on more detailed policy matters concerned with the development and operation of UKAS activities as set out in the Company's Memorandum and Articles of Association. This advice will usually be communicated by the UKAS Chief Executive or other UKAS Director attending the Council meetings.

10.1.3 To communicate to UKAS the views of the UKAS stakeholder interest, including the wider Policy Advisory Forum membership. If considered desirable by the Council such reporting may be through the attendance of the Council Chair at a UKAS Board meeting. The Council Chair should attend at least one Board meeting during the year.

10.1.4 To raise issues for consideration by the Council and the Policy Advisory Forum and, subsequently, the UKAS Board and Executive.

10.1.5 To respond to the requirements of the Board and Executive of UKAS for advice on specific issues, including the identification, analysis and documentation of relationships between UKAS and any related body in accordance with ISO/IEC 17011.

10.1.6 To advise UKAS on the running and management of the Policy Advisory Forum.

## **11. Constitution**

11.1 The Policy Advisory Council shall consist of no more than 16 members nominated by the Policy Advisory Forum plus the Chief Executive of UKAS who acts ex-officio as a member of the Council. Each constituency grouping within the Forum shall decide upon and nominate representatives to be members of the Council as follows:

- Direct customers
  - Laboratories
  - Certification/Inspection bodies

- Health sector
  - Indirect customers
    - Manufacturing industry
    - Service industry
    - Small businesses
  - Government departments and agencies
    - Department for Business and Trade,
    - A policy department or agency
    - A procuring department or agency
  - Consumers, end users and other members
    - Consumers
    - Medical/clinical end users
    - Other end users
- 11.2 If more than 16 nominations are received, the Chair of the Policy Advisory Forum, in consultation with the Chief Executive of UKAS, shall decide on membership, taking into account the need for a balanced representation of all interested parties.
- 11.3 The members of the Policy Advisory Council shall consult with the wider membership of their constituencies in the Policy Advisory Forum so that they can represent the views of the other members of their constituency to UKAS.
- 11.4 Each member of the Policy Advisory Council shall formally nominate a deputy to represent their organisation in the event that the primary member is unable to attend a meeting. Only the appointed member or their named deputy shall be eligible to attend meetings of the Policy Advisory Council on behalf of their organisation. The nominated deputy must be from the same organisation as the primary member and be confirmed in writing to the Secretary.
- 11.5 Members of the relevant constituency groupings within the Forum will be given the opportunity to nominate Council members whenever vacancies occur and at least every three years. Changes to the membership of the Council shall be ratified by the Policy Advisory Forum at its annual meetings.
- 11.6 If a member, not the Chair, resigns mid-term, their successor at their organisation can apply to the UKAS Chief Executive to replace them. Subject to approval by the Chief Executive, the new member will be appointed on an interim basis until the nominations are open at the end of that term.
- 11.7 At the invitation of the Chief Executive, other members of the UKAS Board, Executive and UKAS employees may attend meetings of the Policy Advisory Council. On such occasions, the affiliation to UKAS of such attendees must be clearly stated in the minutes.

## **12. Chair**

- 12.1 The Chair of the Policy Advisory Forum shall ex-officio be Chair of the Policy Advisory Council.

## **13. Secretariat**

- 13.1 A Secretary of the Policy Advisory Council will be appointed by the Chief Executive of UKAS.

## **14. Procedures**

- 14.1 A quorum of six members shall be required at each meeting. Deputies for nominated Council members who cannot attend a particular meeting may attend provided that they are nominated by the Council member who is unable to attend, they represent the same constituency within the Forum and notification is provided to the Secretary in advance. There shall be no votes on the issues discussed by the Policy Advisory Council, except on matters concerning its own internal procedures and appointments. In such case, votes shall be decided by a straight majority of those present.
- 14.2 The Chief Executive of UKAS will discuss the agenda for forthcoming meetings with the Chair of the Council before the agenda and papers are distributed to members. The Chief Executive will ensure that the Council receives briefing on all matters of substance under current consideration by the UKAS Board which have the potential to affect directly any of its external stakeholders. He will enable the Secretary to circulate such papers to Council members before meetings to permit time for consultation with their nominating parties. Papers for discussion at the Council will also be circulated to members of the Forum so that they can, if they wish, provide comments to members of the Council to raise at the meeting.
- 14.3 Papers for meetings shall not be public documents. They will be circulated in advance to each PAC member and to their nominated deputy, when appropriate. Papers may be copied with discretion by PAC members in order to consult with their constituencies, unless specifically described as confidential.
- 14.4 The Secretary will provide to all members of the Council and Forum draft minutes of the proceedings of the Council. These minutes will be submitted to the following meeting for approval. Draft Minutes of meetings may contain "Aftersnotes" provided they are clearly annotated as such but should not include any new Action points. Where UKAS believes new information may lead to a change in an agreed Action, this should be referred back to the PAC.

## **15 Frequency**

- 15.1 The Policy Advisory Council should expect to meet at least twice a year, at a time and location to be agreed by members, but, where appropriate, may also be requested to provide advice on certain policy issues by correspondence. Where

advice is sought by correspondence, the outcome of such consultation will be reported at the following meeting and recorded in the minutes.

## UKAS Policy Advisory Forum

## Nominating parties

Constituency *	Nominating Party
4	Academy of Medical Royal Colleges
2	ADS Group
2	AMDEA
3	Animal and Plant Agency
1	Association of British Certification Bodies
1	Association of Clinical Pathologists
1	Association of Forensic Science Providers
1	Association of Independent Research and Technology Organisations
2	British Chambers of Commerce
2	British Electrotechnical & Allied Manufacturers' Association
1	British Measurement & Testing Association
2	British Retail Consortium Global Standards
4	British Standards Institution
3	Cabinet Office
2	Care England
4	Chartered Institute of Environmental Health
4	Chartered Quality Institute
4	Chartered Trading Standards Institute
3	Civil Aviation Authority
4	Competition and Markets Authority
2	Confederation of British Industry
2	Construction Industry Council
2	Construction Products Association
3	Department for Business and Trade

<b>Constituency *</b>	<b>Nominating Party</b>
3	Department for Energy Security and Net Zero
3	Department for Environment Food and Rural Affairs
3	Department for Levelling Up, Housing and Communities
3	Department for Science, Innovation and Technology
3	Department of Health and Social Care
4	Electrical Safety First
1	EMC Test Labs Association
2	Engineering and Machinery Alliance
2	Engineering Council
2	Engineering Equipment and Materials Users Association
3	Environment Agency
1	Federation of Certification Bodies
2	Federation of Small Businesses
3	Food Standards Agency
3	Forensic Science Regulator
2	Gambica
1	Gauge and Toolmakers Association
3	Health and Safety Executive
3	Her Majesty's Revenue and Customs
1	Independent International Organisation for Certification
2	Industry Competence Committee
3	Information Commissioner's Office
3	Innovate UK
1	Institute of Biomedical Science
3	Institute of Environmental Management and Assessment

<b>Constituency *</b>	<b>Nominating Party</b>
4	Institute of Materials, Minerals and Mining
3	Intellectual Property Office
1	Laboratory and Testing Organisation
2	Make UK
3	Medicines and Healthcare Products Regulatory Agency
3	Ministry of Defence
4	National Physical Laboratory
2	Rail Safety and Standards Board
1	Royal College of Radiologists
1	Safety Assessment Federation
4	Science Council
3	Scottish Government
2	Society of Maritime Industries
2	Society of Motor Manufacturers and Traders
2	TechUK
4	Trades Union Congress
3	UK Health and Security Agency
1	United Kingdom Organic Certifiers Group
3	Welsh Government
	UKAS
	UKAS

**\*Key to constituencies**

- 1 – Direct customers
- 2 – Indirect customers
- 3 – Government
- 4 – Consumers, end users and other members

**ANNEX 2**

## UKAS Policy Advisory Council

### Members

Constituency*	Nominating Party
1	Association of British Certification Bodies
2	British Electrotechnical and Allied Manufactures Association
1	British Measurement and Testing Association
4	British Standards Institution
4	Chartered Quality Institute
4	Chartered Trading Standards Institute
3	Department for Business and Trade
4	Electrical Safety First
2	Engineering Equipment and Materials Users' Association
2	Federation of Small Businesses
2	GAMBICA
3	Health and Safety Executive
3	Ministry of Defence
4	National Physical Laboratory
1	Safety Assessment Federation
3	UK Health and Security Agency
	UKAS
	UKAS
	UKAS

#### \*Key to constituencies

- 1 – Direct customers
- 2 – Indirect customers
- 3 – Government
- 4 – Consumers, end users and other members