

# Large Business Forum (LBF) – Terms of Reference (ToR) V2.00 – December 2017

## 1.0 Purpose

- 1.1 The purpose of the Large Business Forum (LBF) is to promote a gas safe environment for all with improved training, guidance and clarity to drive up Quality, Knowledge and Performance working within the regulatory framework applying a 'common sense approach'. Although, by definition, its primary perspective is from that of a large business the output of the LBF should benefit the whole industry.
- 1.2 The LBF deal only with technical, safety and legislative matters regarding gas safety and matters associated with gas installations and their use which may affect gas operatives and consumers. The LBF will robustly promote industry standard and 'Best Practice' across the industry.
- 1.3 The members of the LBF agrees the following principles, which support and underpin participation on the Forum;
  - 1.3.1 Members of the LBF will be free of politics and commercial gain of individuals or individual organisations.
  - 1.3.2 The LBF will at all times be mindful of the Competition Law (The laws which prevent anti-competitive behaviour) and apply this at all meetings, debates and discussions both formal and informal.
  - 1.3.3 The LBF will maintain autonomy while being transparent in its ethics and activities; and be inclusive with integrity.
  - 1.3.4 The LBF will at all times remain independent from outside influences and exercise a 'common sense approach' to all issues which is core to its existence.

## 2.0 LBF Composition and Quorum

- 2.1 To ensure that the LBF is effective, manageable and has the necessary expertise to promote industry standards, best practice and guidance for consumers; the minimum number of LBF members shall be six and the maximum number shall be thirty.
- 2.2 The LBF shall predominately comprise of large downstream gas Service & Installation employers (consideration will be given to gas businesses employing a large number of sub-contractors):
- 2.3 Composition:
  - 2.3.1 Chairperson;
  - 2.3.2 Secretariat;
  - 2.3.3 Members with voting rights comprising of but not exhaustive:
    - 2.3.3.1 Service and Installations Contracting organisations
    - 2.3.3.2 Service and Installations employers
  - 2.3.4 Permanently Invited Guests (PIG):
    - 2.3.4.1 Health and Safety Executive
    - 2.3.4.2 Association of Plumbing and Heating Contactors

#### 2.3.4.3 Heating and Hotwater Industry Council

*Note: Members with 'Voting Rights' will decide by consensus who should be invited to the LBF as Permanently Invited Guests (PIG) and the reviewing period.*

2.3.5 Deputies are encouraged who have decision making abilities for the organisation they are representing.

### 3.0 Chairperson

- 3.1 A Chairperson will be appointed by the LBF through nomination and consensus. Representatives from HSE will not be eligible to undertake the role of Chair. The Chair will be appointed annually (April each Calendar year).
- 3.2 A Deputy Chairperson will be appointed by the LBF through nomination and consensus. Representatives from HSE will not be eligible to undertake the role of Deputy Chair. The Deputy Chair will be appointed annually (April each Calendar year).

### 4.0 Membership of the LBF

- 4.1 Membership appointments and PIG invitations to the LBF shall be subject to continuous review by the LBF to ensure the scope and representation is current, proportionate and appropriate.
- 4.2 All members of the LBF shall be designated 'LBF IGEM Members' and encouraged to use the IGEM logo and designation within IGEM membership rules.
- 4.3 When the status of a Member changes (e.g. changing employment, gas sector representation etc.), the Member shall notify the LBF and its affect, if any, shall be considered by the LBF utilising the criteria of 4.6 below.
- 4.4 Applications for membership of the LBF shall be sought and considered on an individual basis by consensus of the Forum.
- 4.5 Applications for membership shall be by submission of a resumé detailing the size of organisation; applicant's expertise and gas industry area which they wish to represent.
- 4.6 Appointment shall be based on:
  - Number of employees working in the gas industry.
  - The expertise (i.e. qualifications, knowledge and experience) the applicant offers to the LBF;
  - Maintaining balanced across gas industry representation;
  - Ensuring the LBF is effective and manageable.
- 4.7 As a member of the LBF members commit to attending meetings where reasonably practical and being an active participant of the LBF.
- 4.8 The charge for membership of the LBF is reviewed annually.
- 4.9 After cost membership fees are reviewed by the LBF and spent to promote the core aims of the LBF.
- 4.10 Where changes to legislation, technology or working practice arise which require additional specialist knowledge, but which does not constitute a requirement for full LBF membership, the LBF may request participation of a specialist as a 'Guest'.

## **5.0 The Scope of LBF**

- 5.1 Act as a representative body of large businesses working in the downstream gas industry to provide legislative and technical advice and support to industry regulators, including the Health and Safety Executive, Gas Safe Register, Standards Setting Body, BEIS and OFGEM.
- 5.2 The LBF will meet six times per year and will consider technical, safety and legislative matters regarding gas safety installations and use which may affect gas operatives and consumers.
- 5.3 Provide support to the annual Gas Utilisation Conference of IGEM including, presentation topics and design.

## **6.0 Documentation**

- 6.1 Secretariat responsibilities in support of the LBF are:
  - 6.1.1 arrange all the meetings and book meeting rooms
  - 6.1.2 the point of contact for all correspondence in relationship to the work of that group
  - 6.1.3 arrange refreshments and catering
  - 6.1.4 attend all the meetings and take the Minutes or Notes
  - 6.1.5 coordinate and facilitate the completion of agreed actions of the forum
  - 6.1.6 take all necessary steps to expedite the work of the forum
  - 6.1.7 coordinate with the Communications team on the work of the forum to enable dialogue with IGEM membership and community through the Flame and Journal
  - 6.1.8 coordinate with the Events team for seminars and events as the result of work by the forum
  - 6.1.9 Minutes and Notes of forum meetings shall preferably be issued within two (2) weeks of any meeting and in any event, as soon as reasonably practicable.
  - 6.1.10 Maintain LBF webpage information on the IGEM web.

## **7.0 Actions**

- 7.1 An Action List, arising from all LBF meetings, shall be kept and updated after every meeting and included in relevant meeting notes.

## **8.0 Ownership and Liability for the LBF**

- 8.1 The LBF is formally under the ownership IGEM. The views and opinions are developed through the collective participation of the LBF with the intent of ensuring best-practice guidance to the industry with a common-sense approach.
- 8.2 The LBF will use its best efforts in the production of the information, but makes no warranty about the content and will not be held liable under any circumstances for any direct or indirect damages resulting from the use of this information.
- 8.3 IGEM accepts legal ownership and any liability for the content of IGEM owned documents. The copyright and intellectual property of any content shall be solely owned by IGEM except where material donated by another party is acknowledged as solely owned by that other party or jointly owned by that party and IGEM.