UKAS

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.

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com
Registered in England as a company. Limited by Guarantee No. 3076190
CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **1** of **11**

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, as listed in Annex 1. 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.

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **2** of **11**

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 after 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 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,

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **3** of **11**

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 ex-officio a member of the Council will be. Each constituency grouping within the Forum, as shown in Annex 1, shall decide upon and nominate three 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

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **4** of **11**

- 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

The members of the Policy Advisory Council are listed in Annex 2.

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   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.

11.5   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

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **5** of **11**

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 and 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 after each meeting. These minutes will be submitted to the following meeting for approval. Draft Minutes of meetings may contain "Afternotes" 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.

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **6** of **11**

UKAS Policy Advisory Forum – Nominating parties and Representatives

2024

Constituency *	Nominating parties	Representatives
4	Academy of Medical Royal Colleges	Prof. Michael Osborn
2	ADS Group	Paul Oxley Lee Bruce
2	AMDEA	Paul Hide
3	Animal and Plant Health Agency	David Galsworthy Janice Simm
1	Association of British Certification Bodies	James Gibb Steve Russell
1	Association of Clinical Pathologists	Rachel Eustace
1	Association of Forensic Science Providers	Kim Holt
1	Association of Independent Research and Technology Organisations	Dr Jane Gate Bruce Napier
2	British Electrotechnical & Allied Manufacturers' Association	Raj Vagdia Chris Stammers
1	British Measurement & Testing Association	Greg Ward Tony Smith
4	British Standards Institution	Daniel Mansfield Steve Brunige
4	Chartered Institute of Environmental Health	Dr Philip James Kate Thompson
4	Chartered Quality Institute	Vince Desmond Alex Woods
4	Chartered Trading Standards Institute	Duncan Stephenson John Herriman
3	Civil Aviation Authority	Neil Williams
4	Competition and Markets Authority	Anne Leith Phil Starks
2	Confederation of British Industry	John Foster
2	Construction Industry Council	Graham Watts Matt Mahony

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024) Page **7** of **11**

Constituency *	Nominating parties	Representatives
2	Construction Products Association	Peter Caplehorn Mark Wilkinson
3	Department for Business and Trade	Craig Watson Roy Manders Rachel Bealey Connor O'Shea Leon Wilson Jake Lloyd James Lowrie Maritta Angeli Chelvi Leonard John Cockaday Chris Carr
3	Department for Science, Innovation and Technology	Veena Dholiwar James Deacon Warda Hassan Antonia Shann
3	Department for Energy Security and Net Zero	Jonathan Hoare Phillip Walker
3	Department for Environment Food and Rural Affairs	Josh Bunce Justine Bejta
3	Department of Health and social Care	Steven Jones David Bartlett
3	Ministry of Housing, Communities and Local Government	Lindsey Lewis Kara Kashemsanta
4	Electrical Safety First	Lesley Rudd Wayne Mackay
1	EMC Test Labs Association	Steve Hayes
2	Engineering Council	Katy Turff Paul Bailey
2	Engineering Equipment and Materials Users Association	Dr Stefan Kukula
3	Environment Agency	Gillian Pratt Naomi Walker
1	Federation of Certification Bodies	Gary Jones Lee Horlock
2	Federation of Small Businesses	Ian O'Donnell
3	Food Standards Agency	David Franklin Rick Mumford Bhavna Parmar Rashmi Seneviratne

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **8** of **11**

Constituency *	Nominating parties	Representatives
3	Forensic Science Regulator	Dr Gary Pugh Simon Iveson
2	Gambica	Andy Evans
1	Gauge and Toolmakers Association	Alan Arthur
3	Health and Safety Executive	Helen Baker-Latham Jeremy Bevan
3	Her Majesty's Revenue and Customs	Mark McGuire
1	Independent International Organisation for Certification	Marcus Long Carl Rogers
3	Information Commissioner's Office	Sarah Carr Christine Eckerseley
2	Industry Competence Committee	Jon Vanstone
3	Innovate UK	David Wilkes Ian Brotherstone
1	Institute of Biomedical Science	Matthew Smith David Wells Nadine Rulliere Jennifer Collins
3	Institute of Environmental Management and Assessment	Martin Baxter
4	Institute of Materials, Minerals and Mining	David Arthur
3	Intellectual Property Office	Guy Robinson
1	Laboratory and Testing Organisation	Matt Carmell Ben Courtney
2	Make UK	Ben Fletcher Richard Rumbelow
3	Medicines and Healthcare Products Regulatory Agency	Christine Gray
3	Ministry of Defence	Keith Hayhurst Tim Pearce
4	National Physical Laboratory	Richard Brown Alex Connor Amal Lavender Pablo Diaz Chao
2	Rail Safety and Standards Board	Mark Oakley Tom Lee

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com
Registered in England as a company. Limited by Guarantee No. 3076190
CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **9** of **11**

Constituency *	Nominating parties	Representatives
1	Royal College of Radiologists	Katherine Jakeman Alexandra Lipton Lucy Horder
1	Safety Assessment Federation	Caroline Hamilton (Chair)
4	Science Council	Della Freeth
3	Scottish Government	John Hughes Suzanne Henderson Ian Golightly Pieter van de Graaf
2	Society of Maritime Industries	Tom Chant
2	Society of Motor Manufacturers and Traders	Niall Kealey
2	TechUK	Neil Ross Lewis Walmelsey-Browne
4	Trades Union Congress	Janet Williamson
3	UK Health and Security Agency	Anna Garrido Katrina Barlow
1	United Kingdom Organic Certifiers Group	Julian Wade
3	Welsh Government	Catherine Lawton Ben Wong
	UKAS	Matt Gantley (Chief Executive)
	UKAS	Ryan Pratt (Secretary)

*Key to constituencies

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

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com
Registered in England as a company. Limited by Guarantee No. 3076190
CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **10** of **11**

UKAS Policy Advisory Council - Members

Term beginning 2024

Constituency*	Nominating Party	Representative
1	Association of British Certification Bodies	TBC
2	British Electrotechnical and Allied Manufactures Association	Raj Vagida
1	British Measurement and Testing Association	Tony Smith
4	British Standards Institution	Daniel Mansfield
4	Chartered Quality Institute	Vince Desmond
4	Chartered Trading Standards Institute	Duncan Stephenson
3	Department for Business and Trade	Craig Watson
4	Electrical Safety First	Wayne Mackay
2	Engineering Equipment and Materials Users' Association	Dr Stefan Kukula
2	Federation of Small Businesses	Ian O'Donnell
2	GAMBICA	Andy Evans
3	Health and Safety Executive	Helen Baker Latham
3	Ministry of Defence	Tim Pearce
4	National Physical Laboratory	Amal Lavender
1	Safety Assessment Federation	Caroline Hamilton (Chair)
3	UK Health and Security Agency	Anna Garrido
	UKAS	Matt Gantley (CEO)
	UKAS	Sarah Veale (Non-Executive Director)
	UKAS	Ryan Pratt (Secretary)

w: www.ukas.com | t: +44(0)1784 429000 | e: info@ukas.com

Registered in England as a company. Limited by Guarantee No. 3076190

CPM 1050 Issue No: 27 (Annex 1 & 2 amended September 2024)   Page **11** of **11**