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Minutes of BGA Management Meeting

Attended By: Peter Atchison (PA) Kevin Mitchel (KM) Peter Henderson (PH) Neil Davies (ND) Gerald Kelly (GK) Simon Scott (SS) Dave Raw (DR) Mathew Spiller (MS) Val Pociunas (VP)	Representing: PAGeoContracting Butek Landline Structureseal Ltd NAUE Geosynthetics BGA Solmax Geosynthetics Group TWI A.Proctor Group Geoshield	Date & Location of Meeting: Arden Hotel & Leisure Club 22 nd March 2022 10.00am. BGA Officers Kevin Mitchell – Chairman Peter Henderson – Vice Chairman Peter Atchison – Treasurer Neil Davies – General Secretary
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Minutes of Meeting Prepared By: ND	Date of Draft:
Attachments:	23.03.22

Item No.	Description of Discussion	Action by	Date by
1	<p>Introduction and Apologies for Absence</p> <p>KM opened the meeting. KM had hoped for a bigger attendance and there were many apologies from: Simon Jones (Genap BV), Andy Collins (Prestigeair), Stephen McConnell (ACS Lining Ltd), Darren Bland (CQA International Ltd), Barrie Ackroyd (MTS Ltd), Patrick Flood (Juta), Paul Gaskell (Enviroseal), Kevin Dodds (Delta Membranes), Sean Carr (Sean Carr Lining Technology), Pamela Howat (A. Proctor), Dave Cook (Cook Group).</p>		
2	<p>Minutes of last meeting</p> <p>Minutes from 13th December 2021 were accepted with 1 comment from PA about Item 2 – Has there been any progress with BGA/PCA joint venture? This should have read collaboration, not JV. PA commented PCA gas sector hasn't progressed and has stalled a bit.</p> <p>KM – Might be good for both parties to collaborate.</p> <p>PA – Will look into this.</p> <p>KM – Ciria 801 document is out – not a massive impact on installers.</p> <p>PA – Ciria 801 supposed to be aimed at site managers – shambles of a document. Badly scoped and badly managed.</p> <p>KM – None of us involved with it. Ciria keep on making money and bringing out poorly managed documents. Have to work around it.</p> <p>KM – At last meeting there was a lot of discussion about the Landfill accreditation Scheme.</p> <p>DR – Apologised for not being able to join the last meeting via Zoom due to technical problems at the meeting end. DR made the following comments :</p> <ul style="list-style-type: none"> • Item 2; comment 7 – EA monitor scheme and request clarification of an installation company's accreditation status. They do not have access to any audit scoring documents or correspondence or information forwarded by the individual companies to the auditor (point out CQA companies have had to register no compliances when filing Validation reports due to installers not being accredited or asked for accreditation prior to site works). • Item 2; comment 8 – The current scheme does not accommodate prefabricated PVC type 		

	<p>lining systems, no representatives from this type of supplier / site installers were available when this scheme was developed. This does not mean they cannot be included, however it would be up to this sector to bring forward proposals meeting the same standards of criteria for review by the Audit administrator, BGA and EA approval, however I would point out that the costs of these reviews would have to be covered either by the sponsoring companies / the BGA or other interested party.</p> <ul style="list-style-type: none"> Item 6; comment 2 – Site visits not been refused access to any project during Covid (except HS 2 but these were not Covid related). Yes, office audits have been hard to arrange, but all proactive companies have accommodated and made special arrangement to alleviate the practical issues around covid guidelines. The EA has been undertaking site visits although at a reduced but targeted nature. A number of operators tried in the early stages of covid to refuse entry but they basically self-added themselves to the list of targeted sites for visits. Item 6; comment 7 – DR did not approach the EA with this scheme, it was originally proposed by a number of installer members of the BGA and at the same time the EA asked industry/BGA to propose actions to improve standards within the industry. The scheme was put together by a working group assisted by the TWI and SLR and reported/presented on numerous occasions to the management meetings. The scheme was launched/run for 2 to 3 years under observation by EA/BGA and then adopted into EA guidelines exactly as per the original scheme in the late 1990s. Item 6; comment 9 – it’s in the current guidelines, certificates for both welding techs and company should be included in CQA plans and validation reports. However some CQA companies are still not doing this, an area where EA needs to tighten up (which we are seeing signs of this happening and a number have had to lodge non-compliances). <p>I do note that the EA is somewhat frustrated when hearing negative comments against the scheme and even more so when said comments are originating from long and established members of the BGA. It does not give a good impression of the BGA.</p> <p>PA – When will EA enforce it? DR – With EA last week. Not dealing with 1 group here, EA is group of many offices drastically understaffed. KM – Can we do Teams call with all EA offices? DR – Trying to do. Days put aside for discussion of geomembrane and geosynthetic installation on site for new starters at EA. DR has been running training course for 10 years, a real mishmash across country at the moment and covid hasn’t helped. KM – Is there anything BGA can do to help? DR- Installers don’t get asked for accreditation certificate until work is already done. PA – BGA should be encouraging appropriate accreditation. Only real way we can drive this as an association, need to move towards this sooner rather than later. BGA can then go to EA with 1 voice. PA – Parallels with gas sector. Technician accreditation through verification. BGA should be promoting accreditation. KM – Need 2 statements: 1 to BGA members what we expect to happen; other on BGA website and sent to EA what we intend to do. PH – Are these landfills only, not ponds. KM – Landfill only, should apply in Scotland. DR – Lots of companies split into 2 groups, 1 group working hard to meet requirements, the other not. PA – 2 things we can do, could say you cannot renew BGA membership next year unless registered, could also say in a year on the same would apply for gas accreditation. Propose this at AGM. DR – DR has another auditor in place, previously just DR. PA – Put forward as motion for AGM. KM – Agree to adopt gas accreditation scheme at AGM.</p>		
<p>3</p>	<p>BGA Representatives Reports</p> <p>ND – Ground Forum – Government has committed to achieving Net Zero Carbon emissions by 2050. CIC and CLC have both issued strategy documents on the path to net zero. CIC has issued a document that sets out framework for institutions and organisations to use for carbon reduction, and CLC has set a framework to drive down carbon through a mixture of industry action, legislative</p>		

	<p>change and tax changes. PA - Build UK report fairly short. Build UK moving focus towards Quality, Grenfell, possibly Net Zero and supply chain concerns. Main concerns are supply chains and fluctuation clauses in contracts (GK circulated memo earlier). CAS being adopted by more and more contractors. Not universal yet but heading there. Lost 2 years due to Covid. Build UK very good use of members' funds.</p> <p>B/553 – PA – 1 meeting since last time we met. Lots of work stalled in Europe, starting again. Europeans have said they're keen for UK to remain part of process in Europe. Standard for GT classification not being widely used yet. Standard for Geosynthetic Barrier design currently a Technical Report which cannot be changed. When it becomes a Technical Standard PA would like this group to have an input. It's a guide for designers which will impact Installers. ISO meeting to be held in October this year. By then standard will have been published and PA will make available. PA can provide precis of the standard.</p>		
4	<p>Update on progress to change the association to company by guarantee</p> <p>PA – 2 meetings ago PA charged with moving BGA to Company limited by guarantee. Nearly all Trade Associations are limited by guarantee. PA has done this despite hitting immediate roadblock of not being allowed to call itself “British” Geomembrane Association. PA and TWI wrote to Companies House and everything was stalled until yesterday, and British Geomembrane Association now exists. Sign off at end of meeting. PA suggests that we put proposal to AGM that assets are transferred. Only asset that BGA has is its bank account. Need date for AGM. Company number is 13985823 and BGA Ltd is incorporated on 18th March 2022. Articles of Association should go out with the minutes and will be voted on at the AGM. KM – Thanks to Liz for all the work done on this. PA – Also have financial statements for last year and would like this meeting's permission to sign these on behalf of BGA. Next year we might need to increase membership fees. Corporation tax return of £ 0.38 for last year (minuted). Submit accounts and Corporation tax to Companies House (passed with no objections). Only 2 aged debtors and will send 1 final reminder to these companies. DR – Can PA forward list of paid-up companies' members. KM – Thanks to PA's team.</p>	GK	
5	<p>Gas Membrane Accreditation scheme</p> <p>KM – It's a good idea. DR has done some work on this and suggested amendments. DR- The SLR document Accreditation scheme for BGA lays out basis and introduction of scheme. About to go on BGA website and is 16 pages long. If scheme goes ahead it will get updated again fairly soon. PA – BGA may need to pay SLR fee for changes. DR – Original document written for containment (landfill sector). Added clarification on landfill side. PA – Elsewhere in document refers to Waterproofing – change Waterproofing to Dampproofing. DR to amend and send for inclusion with minutes. PA – Happy with document - less is more. DR – On containment side everything is well-documented. DR – See checklist for Gas Company Accreditation Scheme Audit: Page 3 Item 1 - ask for “Design Drawings and Installation specification.” Do these make sense?. PA - Page 3 Item 6 – “Installed materials protected from damage.” Not always possible due to following-on trades e.g. steelfixers with hobnailed boots.</p>	DR/GK	

	<p>DR – Page 3 Item 8 – “Site overview assessment” is very open to interpretation.</p> <p>DR - Can refer people with questions to BGA website. Put document on website, can be updated as needed</p> <p>PA – Members area or general public? Agreed it should be general public.</p> <p>GK – Can put on website. DR to send information to GK.</p> <p>DR document to be sent with minutes and request for comments 2 weeks prior to AGM.</p> <p>Date for AGM is Tuesday 17th May. Management meeting first, followed by AGM.</p>	<p>DR</p> <p>GK</p>	
<p>6</p>	<p>AOB</p> <p>DR – Item brought up by TWI – the cost of administering and putting together these documents not covered by revenue. Same for DR, not a charity. Either fees have to go up or BGA pays for administration. There is a 3rd option where BGA pays for half and other half is on fees. Scott Andrews of TWI feels it is going to be £7,500 or slightly higher if other anomalies creep in. There has been a sizeable income from CSWIT over the years, in a good year £4,000 to £4,500. The BGA has received this income beforehand.</p> <p>PA – BGA paid for the SLR document. TWI invested to get things so far. If we’re going to have a system BGA should pay for it.</p> <p>PA – Some members complain about audit fees. In time of inflation audit fees should go up. DR to write to BGA proposing this.</p> <p>PA – BGA asking TWI to invest in the future. PA comfortable with £5,000 and if increase in cost of audit covers the rest. Need to put this to members meeting, not AGM. If quorate, are empowered to make those decisions.</p> <p>DR – Comfortable with this. PA suggested 10 to 12% increase in audit cost. Company accreditation fee is £1,750 (plus travel costs), actually £2,000 and members get £250 discount.</p> <p>PH – Does DR have list of companies looking to be accredited?</p> <p>DR – 3 companies working towards, 4 existing.</p> <p>PA – There are roughly 16 gas installers in BGA.</p> <p>PA – Landfill containment driven by legislation (Environment Agency).</p> <p>MS – A. Proctor Group would like to upgrade to Corporate level (currently Associate).</p>	<p>DR</p>	
<p>7</p>	<p>Date of next meeting</p> <p>Tuesday 17th May</p>		