

**Minutes of the 42<sup>nd</sup> WIRS Provider Forum**  
**LRQA, Remote meeting via MS Teams on the 21<sup>st</sup> February 2024**

**Venue:** Remote meeting via MS Teams.  
**Time:** 10.00am

<b>Attendees:</b>	<b>Apologies:</b>
Mark Whitehouse (MW) Chair LRQA	Ben Brownbill (BB) – IGL Ltd
Andrew Carter (ACar) LRQA	Jim Bugg (JB) – Independent Water TA
Sarah Pick (SP) - EUIAS	Alistair Cameron (ACam) – MUUK Ltd.
Andy Bunten (AB) – TUC Ltd	Lee Crabtree (LC) – HVSS Ltd.
James Caldwell (JC) – IGL Ltd	Andrew Cunningham (ACun)
John Cooper (JCo) – Balfour Beatty	John Walsh (JW) – Energetiucs D&B Ltd
Andrew Currie (ACur) – DT Civils Ltd	Peter Fowle (PF) ) - UKPS
Katie Yates (KY) – Fulcrum Ltd.	Tom Overfield (TO) - Fulcrum
Paul Duke (PD) – Connect IT Ltd.	Jo Parker (JP) - Independent Water TA
Jed Garside (JG) – Independent Water TA	Ray Pateman (RP) - Keir
Kylie Hackett (KH)	Shane Rendell (SR) – TriConnex Ltd
Lee Hewett (LH) – Natta Building Ltd	Claudia Roslyn (CR) – EUSR
Bill Jones (BJ) – BGS Utilities Ltd.	Matthew Sexton (MSe) -
Denise McGlynn (DmCG) – EUSR	Andrew Stephenson (AS) – Morrison Water Services Ltd.
Steve Morris (SM) – J. Murphy Group	Phil Truran (PT) – Keir
Steve Owen (SO) – J. Murphy Group	Peter Vaughan (PV) – Independent Water TA
Chad Paget (CP) – UKPS Ltd.	
Rapinda Sandhu (RS)	
Michael Spray (MSp) – Waterco	
Craig J Smith (CJS) – Energy Assets Utilities Ltd.	
Paul Tester (PT) - UKPS	
Hamdan Wahaish (HW) – Aptus Ltd.	
Ben Walltop (BW)	
Simon Watts (SW) – Water Hygiene Solutions	
Kevin Wilkinson (KW) – Independent Water TA	
Lee Windsor (LW) - Fulcrum	
Matt Larham – Carey Group	
Ben Walters - Skanska	

Action list

Action	Date	Status	Action
12	19/10/21	Open  With Water UK	DMex and their breakdown i.e., SLO's/Developer's/Customers. Assurance of the data by Water UK? MW has emailed David Strang to find out who is succeeding him at Water UK regarding the data and data assurance. <b>NCC forum working on the response to Ofwat, hopefully feedback from WIRSAP meeting. New Water UK Chair/representative is Valmai Barclay.</b>
14	08/03/22	Open  With WIRSAP	MW to prepare performance info from the Developer dashboard metrics to review at the next WIRSAP meeting. Not yet progressed. Subgroup volunteer list formed (see WIRSAP minutes). IAuditor used by LRQA. Keep action open to be progressed. <b>Awaiting WIRSAP guidance.</b>
15	06/07/22	Open  With WIRSAP	Action 11 WIRSAP–Standards for pressure testing and chlorination DMcG to progress this action. <b>Action with WIRSAP (TSJ) to update on way forward.</b> <b>DMcG meeting with Graham Morley this week, will provide feedback. See Jo Parker agenda item.</b>
17	15/11/22	Open  With WIRSAP	Action – Raise the issue of Reg 31/BSI 'Materials in Contact' at the WIRSAP meeting for their comment and action (BB). What levels of communication should be in place for this issue to be applied? <b>Awaiting WIRSAP guidance.</b>
18	16/03/22	Open  With WIRSAP	MW to contact TSJ for feedback from the NCC panel for review at the next WIRSAP meeting (04/04/23). <b>Awaiting NCC feedback via WIRSAP.</b>
22	16/03/23	Open With WIRSAP	MW to table the CRUPC specialist contractor issue and requirements at the next WIRSAP for guidance. <b>Awaiting WIRSAP guidance.</b>
23	16/03/23	Open  With EUSR	City and Guild's qualifications and experience in main laying over the years, EUSR are not accepting these as minimum requirements to convert to NVQ/NCO (W) qualifications, and this may mean that many operatives will be in a similar position. DMcG to comment/present on the way forward at the next WIRS UCP meeting. <b>Agenda item. Keep open for consecutive agenda item re update.</b> <b>DMcG working with BJ, maybe additional steps, feedback at next meeting or interim.</b>

24	21/02/24	<b>New</b> With WIRSAP	<b>MW to add Branch connection rules (processes and Procedures) regarding pressure testing/Chlorination/bacti test and commissioning. Where should this be documented?</b>
25	21/02/24	<b>New</b> With WIRSAP	<b>Action MW to raise WIAPS self-certification at the next WIRSAP as an agenda item. i.e. DCS documentation on the process and procedure.</b>
26	21/02/24	<b>New</b> With WIRSUCP	<b>NCO (W) EUIAS EUSR qualification update : Action for SP to take away and feedback at the next WIRS UCP meeting. Action – MW to distribute the EUIAS information at the beginning of March regarding website etc.</b>
27	21/02/24	<b>New</b> With WIRSUCP	<b>CRMC process: Action – MW and DMcG to meet and clarify the process flow for CRMC qualifications so that it can be documented and understood by all. Report back to the next WIRS UCP meeting.</b>

## Minutes of the Meeting

1. Welcome, introductions and apologies including any matters to be raised by WIRS Providers.

MW welcomed everybody to the meeting and presented a PowerPoint presentation for the agenda (via TEAMS).

2. Review of minutes from the last WIRS Providers forum (13<sup>th</sup> July 2023).

### 2.1. Action review (by MW).

#### **Action 12 – DMEX / Assurance of the data by Water UK?**

Table the question at the next WIRSAP meeting. MW has emailed David Strang to find out who is succeeding him at Water UK regarding the data and data assurance.

**NCC forum working on the response to Ofwat, hopefully feedback from WIRSAP meeting. New Water UK Chair/representative is Valmai Barclay.**

#### **Action 14 – Developer dashboard metrics.**

No progress. Subgroup volunteer list formed (see WIRSAP minutes). IA Auditor used by LRQA in the interim. AIMS system from LRQA but not yet progressed regarding metrics. Keep action open to be progressed. **Awaiting WIRSAP guidance.**

#### **Action 15 - Standards for pressure testing and chlorination.**

Action 11 WIRSAP – Tim St. John to progress this from WIRSAP to NCC forum and feedback. Action outstanding. Action with WIRSAP (TSJ) to update on way forward.

**DMcG meeting with Graham Morley this week, will provide feedback. See Jo Parker agenda item.**

**Action 17 - Raise the issue of Reg 31/BSI 'Materials in Contact' at the WIRSAP meeting. No progress, awaiting WIRSAP response. Awaiting WIRSAP guidance.**

**Action 18 - TSJ for feedback from the NCC panel for review at the next WIRSAP meeting. Awaiting NCC feedback via WIRSAP.**

**Action 22 - CRUPC specialist contractor issue. Awaiting WIRSAP guidance.**

**Action 23 - NVQ/NCO (W) qualifications and City and Guilds. Agenda item. Keep open for consecutive agenda item re update. DMcG working with BJ, maybe additional steps, feedback at next meeting or interim.**

**Actions 24 & 25 - Statements – Close.**

The minutes of the meeting held on the 13<sup>th</sup> of July 2023 were accepted as true and accurate by the WIRS UCP forum attendees.

3. Review of minutes from the last WIRSAP forum held on the 23<sup>rd</sup> of November 2023.

### 3.1. Actions reviewed (by MW).

4. WIRSAP vacancies

MW stated that for the WIRSAP forum, the forum shall be populated by five representatives from the Water Companies and five representatives from the Self Lay Industry. Two vacancies now exist from SLP's, and MW asked for volunteers.

JG stated that he would like to be nominated and so did SM. The forum agreed that that Jad Garside and Steve Morris would complete the SLP representation at the WIRSAP meetings (next meeting 13/03/2024).

## 5. UKWIR Leakage Project (JP update)

MW gave an update that JP could not attend this meeting. MW therefore displayed and read through the PowerPoint presentation provided by JP on the subject and update. MW stated that the report findings had yet to be published and the report would be sent out when available by MW to all members.

Mentioned that it was interesting that water company record keeping was an issue. DMcG stated that it would be interesting to see consistency across all involved. BJ stated that for branch connections and road crossings completed by water companies, that poor standards of work were normally seen with no sampling. SW also added that flushing exercises were also interesting with blue roll being seen, being flushed. SW also added that the qualifications for analysing pressure and bacti test was need within the Developer Services teams for consistency.

MW asked what water company procedures are in place for short lengths to be pressure tested and bacti tested/chlorinated?

SW asked why should each water company have differing standards?

PD added that standardisation is required across all water companies.

BJ added that in an ideal work, all Water Companies should comply with what SLP's have to comply with regarding practices.

JG asked what we would expect for a branch connection against a closed valve. PD stated it should be against a closed valve scenario.

**Action – MW to add Branch connection rules (processes and Procedures) regarding pressure testing/Chlorination/bacti test and commissioning.**

LH stated that pressure testing and chlorination also should apply to four and six port manifolds. Also, Streetworks costs also needed to be taken into account.

## 6. WIAPS Self Certification

BJ raised the issue that there were inconsistencies across all water companies regarding self-certification of service tails and ground worker installations. BJ added that a few water companies were not using the WIAPS system at all anymore and it was down to the SLP to sign-off/obtain the WIAPS certificate and thus take responsibility for it. MW stated that better standardisation was required from all water companies and the process for self-certification should be stated within the DCS document of each water company. **Action MW to raise WIAPS self-certification at the next WIRSAP as an agenda item.**

Sarah Pick (SP), Qualification Development Manager (EUIAS) joined the meeting.

## 7. NCO (W) Qualification update

SP stated that EUIAS now have Mains, Services and Repair and Maintenance (R&M) as three sperate NCO (W) qualifications. Technical experts as well as National Operational Standards have been used to check and reflect. Looked at modules and technical units and also redundancies within each unit/module.

Core units common across Gas and Water including Mandatory units which are transferable. MW asked if these were time bound? SP stated that the answer was no, but guided learning hours required.

Experienced Worker status – prior learning / experience can count towards the learner's training / learning through the EUIAS Recognition of Prior Learning Policy evidence will be required but this means the learner may only need to complete the formal assessment. Portfolio of evidence knowledge /skills based; e certs now being offered physical certificates as an option. Learners can complete individual units rather than the full course.

SP stated that the new EUIAS qualifications would be launched at the end of Feb/start of March on the EUIAS website at: [www.euias.co.uk/qualifications](http://www.euias.co.uk/qualifications).

JG asked about 'Fastrack' EUIS – Will it be cheaper going to EUIAS? Top up price budgeting. Action for SP to take away and feedback at the next WIRS UCP meeting. Action – MW to distribute the EUIAS information at the beginning of March regarding website etc.

SM asked about Streetworks units. SP stated that a mapping exercise had been completed by EUIAS and Streetworks evidence will count towards evidence portfolio.

MW asked about the <180mm diameter and Self-Lay vs. Distribution qualifications status. SP stated that going forwards, just the one qualification and mandatory units will be in place for larger diameter >180mm diameter qualifications.

#### 8. Industry updates

AC gave a brief overview of a site which had used self-clamping George Fischer electrofusion collars and had asked the question as to whether they required clamping. AC stated that he thought that they did not require additional clamping and that the Water TA should investigate further. Jim Bugg then contacted George Fischer and obtained a reply that for fittings up to 63mm diameter, no additional clamping was required assuming that the clamping screws has been utilised.

DMcG asked the forum to provide direct evidence to herself on training provision issues within the market.

#### 9. WIRS Reminders

MW gave the forum a reminder that for surveillance visits, SLP's should provide Competency assessments, Self-Lay Agreement documentation (with three signatures), Pre-start minutes evidence, work notifications information and meter feedback details (where applicable).

Matt Larham joined the meeting,

#### 10. Further issues to be raised at the next WIRSAP meeting (13/03/2024)

Jed Garside and Steve Morris to attend.

#### 11. Dates of next meetings.

10<sup>th</sup> July 2024 & 6<sup>th</sup> November 2024.

#### 12. AOB

JG raised the issue regarding CRMC qualifications for DMcG, i.e. the EUSR card should show SCMS and either/or SCP/CP qualification with the CP nomination only being awarded if the individual had an NCO (W) L2 qualification. A batch form system is being used which is not ideal and also a secondary form for authorised signatory sign-off.

**Action – MW and DMcG to meet and thrash out the process flow for CRMC qualifications so that it can be documented and understood by all. Report back to the next WIRS UCP meeting.**

Meeting concluded at 1200hrs.