
Energy Assessor Scheme Operating Board (EASOB)

About EASOB

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Document Control

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I	For information only – no action required.
R	For review – comments to be directed to the Project Manager.
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Energy Assessor Scheme Operating Board (EASOB)

Terminology

For the purposes of this document 'Approved Organisations' and 'Accreditation Schemes' are referred to as 'Schemes'

The 'Scheme Operating Requirements' and 'Framework Documents' are referred to as 'Requirements'.

1.0 What is EASOB

EASOB is a committee that comprises all Schemes and other stakeholders, in order to define and document the requirements, rules and procedures to be followed in the production of energy certificates.

2.0 EASOB Authority

The authority of EASOB differs in the following UK Authorities;

England & Wales

EASOB can draft, approve and implement amendments to the current SORs level 2 document It can provide recommendations to Ministry of Housing Communities & Local Government (MHCLG) about amendments to the current SORs Level 1 document. The documents can be updated to ensure quality Energy Certificates are produced in E&W. The Level 1 document is owned and managed by MHCLG.

MHCLG is the 'key' stakeholder for the Level 2 SORs and have the 'Golden Vote'. This means that Government can stop any proposed amendments they deem inappropriate or unacceptable.

Scotland

EASOB can recommend and propose changes to Building Standards Division (BSD), for example it can make suggestions on improvements to the Framework Document, but the document is owned and managed by BSD.

Northern Ireland

EASOB can recommend and propose changes to Department of Finance (DoF), for example it can make suggestions on improvements to the current 2012 SOR document, but the document is owned and managed by DoF.

ALL UK Authorities

As key stakeholders MHCLG/BSD/DoF are invited to all EASOB meetings and will be party to all correspondence. All proposed changes to any requirements will be clearly flagged and highlighted to appropriate Government Departments and third party auditors. EASOB will apply version control and effective go live dates to any Requirement documents under its control; this is to ensure that all stakeholders are always aware of the latest version.

3.0 Background

The Energy Assessor Scheme Operating Board was formed in c.2017 with an original focus to help create a new version of the Scheme Operating Requirements (SORs) for England and Wales. These SORs set a benchmark for Accreditation Schemes to meet, and follow a common process for all levels of membership across the Industry for energy certificates created in England and Wales. The previous 2012 version was considered out of date by all stakeholders and was needing an update.

Over the same time EASOB has liaised with NI and Scotland to assist in the implementation of their requirements.

4.0 UK Authorities, Energy Certificates and Schemes

Schemes accredit (certify) individual members to create energy certificates. These energy certificates are used across the UK Authorities:

4.1 Scotland:

Schemes are referred to as 'Approved Organisations' and they follow the Scottish Framework Document, which is managed by Building Standards Division (BSD) on behalf of Scottish Government.

4.2 England & Wales:

Schemes are referred to as 'Accreditation Schemes'. They follow the SORs version 2018. The SORs Level 1 is owned by MHCLG and Level 2 is owned by EASOB.

4.3 Northern Ireland:

In Northern Ireland the schemes are referred to as 'Accreditation Schemes'. They follow the SORs version 2012. The management of the Schemes is currently operated by DoF.

5.0 Who are members

All current 'Schemes' are members of EASOB. Currently these are;

1. BACRA
2. CIBSE
3. ECMK
4. Elmhurst Energy
5. Quidos
6. Sterling
7. Stroma

Some Schemes may operate in certain UK authorities only.

6.0 Other Stakeholders

EASOB will be open to third party stakeholders and will engage with them in order to deliver successful requirements, rules and process. Other stakeholders could include the likes of the BRE, third party approved software providers, register providers, third party auditors etc.

7.0 Ownership

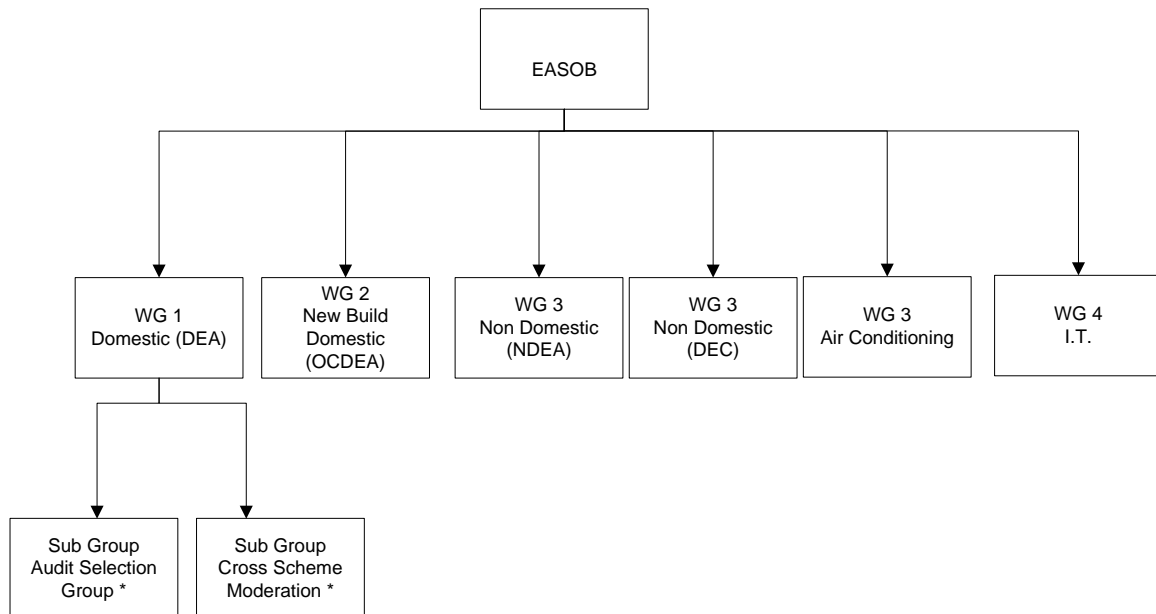
This document is managed on behalf of approved 'Schemes' by the *Energy Assessor Scheme Operating Board (EASOB)*.

Documents	Owner	Sign Off	Key Stakeholders
About EASOB	Energy Assessors Scheme Operating Board (EASOB)	Energy Assessors Scheme Operating Board (EASOB)	MHCLG BSD (Scotland) DoF (NI)

7.1 The Energy Assessor Scheme Operating Board (EASOB)

EASOB will:

- review the requirements (SORs and the Framework) documents and consider any updates that may be required,
- be made up of all Schemes and will have an elected chair and,
- manage Working Groups (WGs), which will be tasked to look after specific elements of the industry, or areas of concern.
- EASOB will operate the appropriate number of Working Groups (WGs) to ensure good requirements, rules and governance procedures exist throughout the regions and strands.



*The Sub Groups are for illustrative purposes only and each WG can utilise Sub Groups as they see fit.

WG3 may meet together, but may have separate chairs for the different strands

7.2 Working Groups

Working Groups (WGs) will:

- be used to continuously improve the industry (energy certificates),
- be represented by appropriate 'Schemes' who operate within that strand,
- have an elected chair,
- have Terms of Reference which set out the rules the WG should operate by and
- if required, set tasks to be undertaken by Sub Groups. Examples are shown above, such as Audit Selection and Cross Scheme Moderation. The WGs will manage these to provide oversight.

Appendix 1: Energy Assessor Scheme Operating Board (EASOB) - Terms of Reference

1. INTRODUCTION

1.1 The Energy Assessor Operating Board came into being in 2017.

1.2 EASOB exists to set benchmarks for all Schemes to meet and follow common processes across the Industry, thus driving standards and consistency in Energy Certificates throughout England, Wales, Northern Ireland and Scotland through defining and documenting the requirements, rules and procedures to be followed in the production of energy certificates; It supports all Government departments that are charged with implementing Energy Certificates.

It will manage the Working Groups below, which will be tasked to look after specific elements of the Requirements.

There will be one for*:

- DEA – Domestic Energy Assessment (Existing Dwellings),
- OCDEA – On Construction Domestic Energy Assessment (New Build Dwellings),
- NDEA – Non-Domestic Energy Assessment (Levels 3, 4 and 5),
- DEC EA– Display Energy Assessment (Public Buildings), and
- ACEA – Air Conditioning Energy Assessment.
- IT – Information Technology

*A working group may choose to have responsibility for more than one strand where it is practicable to do so.

The IT Working Group will cover specific IT requirements that Schemes are required to implement e.g. linking to national registers, web-services, security etc.

2. RESPONSIBILITIES AND DUTIES OF THE EASOB

2.1 To own and manage the Requirements and appendices Level 2 SORs. (E&W only)

2.1.1 To review, update Requirements as required. (E&W only)

2.1.2 To circulate updated Requirements to members and stakeholders prior to publication. (E&W only)

2.1.3 To publish final versions of Requirements. (E&W only)

2.2 Make proposals and recommendation to MHCLG for Level 1 SORs, and BSD and DoF for their requirements documents.

2.3 To manage working groups. (All UK Authorities)

2.3.1 To review and endorse working groups' proposals. (All UK Authorities)

3. CONSTITUTION OF THE EASOB

3.1 The structure of the EASOB is such that all members are given the opportunity to contribute to the decision-making process. The EASOB shall usually consist of not less than one member per Scheme:

- a. it will be made up of representatives from all Schemes and
- b. it will have an elected chair and a secretariat.

3.2 At no time shall the membership be structured in such a way that any single interest predominates.

3.3 Schemes are only allowed one vote irrespective of the number of people representing the Scheme at the EASOB. Members can send a replacement from the same Scheme to represent them at the meeting if they cannot attend.

3.4 Individual members shall be competent to represent their scheme concerning matters of certification. Such members will be able to demonstrate knowledge of the energy performance of buildings industry, the certification process and the current Requirements.

3.5 Membership of the EASOB may be rescinded at the request of the individual through formal communication to the Chair. This may occur, for example, due to a conflict of interest that the EASOB member finds him/herself in. Such a withdrawal would require the formal ratification of the Chair.

3.6 On an annual basis the following will occur:

- a) the Chair and Secretariat of the EASOB shall be elected and
- b) these Terms of Reference will be confirmed as accurately describing role of the EASOB and that these are reflective of the requirements of any appropriate accreditation criteria.

3.7 MHCLG/BSD/DoF are the 'key' stakeholders for their own Requirement Documents

3.7.1 MHCLG has the 'Golden Vote'. This means that they can stop any proposed amendments/suggestion to Level 2 SORs considered inappropriate or unacceptable.

3.7.2 As key stakeholders MHCLG/BSD/DoF are invited to all EASOB meetings and will be party to all correspondence. All proposed changes to Requirements will be clearly flagged and highlighted to MHCLG/BSD/DoF and third party auditors.

4. MEETINGS

4.1 The EASOB will meet four times a year as a minimum. Further meetings may be called at the request of 50% of the EASOB members.

4.2 The venue will be rotated as often as possible. Where this not considered feasible the members must be in agreement about the proposed venue.

4.3 EASOB will consist of a representative from every Scheme together with one or more representatives from MHCLG/BSD/DoF.

4.4 Each meeting will have a chair and a note taker. The chair will manage the meeting and ensure the terms of reference are adhered to. A note taker may also be a member of the group, however where a note taker is present with the sole role of writing the minutes, then they shall have no voting rights.

4.5 Guests may be invited as and when deemed appropriate, providing there is agreement from the membership.

4.6 A Quorum shall exist where a minimum of 50% of the Scheme representatives are present at the meeting. Attendance can be achieved by telephone, Skype or by way of other communications equipment, provided that attendance is continuous for the item(s) being discussed.

4.7 Each meeting will have as a minimum, an agenda and minutes recording the persons attending, decisions made and the actions taken at the meeting. The secretariat must circulate an agenda no later than 48 hours prior to meetings and the minutes to all members within a week of the meeting.

5. DECISIONS

5.1 Members who have any vested interest in items being discussed at a meeting, should declare this.

5.2 Where the Board does not reach unanimous agreement a decision should be reached by voting. In the case of such a vote all Schemes must only have one vote irrespective of the number of representatives that attend.

5.3 Where it is the case that the vote is tied the vote will be retaken. If the outcome of the second vote is still tied, the chair should approach MHCLG/BSD/DoF for their input to facilitate a resolution.

5.4 Decisions may be made without a meeting with the written consent of members if there is clear agreement.

5.5 Schemes are excluded from voting on decisions that apply only to a UK authority that they are not approved for

6. ACCOUNTABILITY

6.1. The Board members will share information and resources via the most appropriate means. This may include, but is not limited to, electronic communications, such as e-mail and drop box for example.

6.2. Board members will where appropriate share information with their organisations and members.

Annex 1:

EASOB Members:

Elmhurst Energy Systems Ltd.

Stroma Certification Ltd.

Ecmk Ltd.

Quidos Ltd.

Sterling Accreditation Ltd.

CIBSE Certification Ltd.

BACRA

Appendix 2: Working Group Terms of Reference

1. INTRODUCTION

1.1 Working Groups will be set up by EASOB to perform functions in order to facilitate the implementation and ongoing maintenance of the Requirements, their appendices and rules and procedures.

1.2 Each Working Group will cover specific elements like each strand (domestic existing, new build domestic, non-domestic etc.) and IT, however there may be occasions when it is appropriate for a group to cover more than one strand.

2. RESPONSIBILITIES AND DUTIES OF THE WORKING GROUP

2.1 To carry out duties as determined by the Working Group.

2.2 To send suggested Requirement amendments, rules and procedures to EASOB for approval and sign-off.

3. CONSTITUTION OF THE WORKING GROUP

3.1 The structure is such that all members are given the opportunity to contribute to the decision making process without any single interest being predominant.

- a. The Working Group shall consist of not less than one member per Scheme.
- b. It will have an elected chair and a note taker.

3.2 At no time shall the membership be structured in such a way that any single interest predominates.

3.3 Schemes are only allowed one vote irrespective of the number of people representing the Scheme at the Working Group. Members can send a replacement from the same Scheme to represent them at the meeting if they cannot attend.

3.4 Individual members shall be competent to represent their scheme concerning matters of certification, in particular technical matters appropriate to the Working Group strand. Such members will be able to demonstrate knowledge of the energy performance of buildings industry, the certification process and the current Requirements.

3.5 Membership of the group may be rescinded at the request of the individual through formal communication to the Chair.

3.6 On an annual basis the following will occur:

- a) the Chair of the group shall be elected and
- b) these Terms of Reference will be confirmed as accurately describing role of the group and that these are reflective of the requirements of any appropriate accreditation criteria.

4. MEETINGS

- 4.1 The Working Group will meet at a frequency determined by EASOB and/or the Working Group.
- 4.2 The venue will be rotated as often as possible; members should agree on the proposed venue.
- 4.3 Each meeting will have a chair and a note taker. The chair will manage the meeting and ensure the terms of reference are adhered to. A note taker may also be a member of the group, however where a note taker is present with the sole role of writing the minutes, then they shall have no voting rights.
- 4.5 Guests may be invited as and when deemed appropriate, providing there is agreement from the membership.
- 4.6 A Quorum shall exist where a minimum of 50% of the Scheme representatives for that strand are present at the meeting. Attendance can be achieved by telephone, Skype or by way of other communications equipment, provided that attendance is continuous for the item(s) being discussed.
- 4.7 Each meeting will have as a minimum, an agenda and minutes recording the persons attending, the decisions made and the actions taken at the meeting. The chair or note taker must circulate an agenda no later than 48 hours prior to meetings and the minutes to all members within a week of the meeting.

5. DECISIONS

- 5.1 Members who have any vested interest in items being discussed at a meeting, beyond that of their usual business, should declare this.
- 5.2 Where the group does not reach unanimous agreement a decision should be reached by voting. In the case of such a vote all Schemes must only have one vote irrespective of the number of representatives that attend.
- 5.3 Where it is the case that the vote is tied the vote will be retaken. If the outcome of the second vote is still tied, the chair may exercise his/her right to a casting vote.
- 5.4 Decisions may be made without a meeting with the written consent of members if there is agreement.
- 5.5 Schemes are excluded from voting on decisions that apply only to a UK authority that they are not approved for

6. ACCOUNTABILITY

- 6.1. The group members will share information and resources via the most appropriate means. This may include, but is not limited to, electronic communications, such as e-mail and drop box for example.
- 6.2. Board members will where appropriate share information with their organisations and members.

Appendix 3: Glossary

Term	Description
ACEA	Air Conditioning Energy Assessor.
Accreditation Scheme (the Scheme)	In England, Wales and Northern Ireland schemes are referred to as Accreditation Schemes. The Schemes accredit energy assessors and oversee their activities of producing and submitting Energy Performance Certificates (EPC), Display Energy Certificates (DEC) and Air Conditioning Inspection Reports (ACIR).
Approved Organisation (the Scheme)	In Scotland schemes are referred to as Approved Organisations. The Schemes accredit energy assessors and oversee their activities of producing and submitting Energy Performance Certificates (EPC), Display Energy Certificates (DEC) and Air Conditioning Inspection Reports (ACIR).
BRE	Building Research Establishment
BSD	Building Standards Division
Energy Performance of Buildings Registers (the Registers)	Energy Certificates are lodged on the domestic and non-domestic registers online and can be viewed and downloaded from the various websites.
MHCLG	Ministry of Housing, Communities and Local Government.
DEA	Domestic Energy Assessor.
DECEA	Display Energy Certificate Energy Assessor.
DoF	Department of Finance for Northern Ireland
EASOB	Energy Assessment Scheme Oversight Board.
EPBR	Energy Performance of Buildings Regulations.
Energy Certificate (s)	A term used for all certificates generated under EPBR, consisting of EPCs, DECs and ACIRs.
Energy Assessment	The process of a member gathering appropriate information and carrying out calculations and/or investigations prior to producing an Energy Certificate.
Energy Assessor	An individual accredited by a scheme to undertake assessment on the appropriate strand.
Framework	The document(s) that all schemes must adhere to in Scotland
Government	The Ministry for Communities and Local Government (E&W), Building Standards Division (Scot) and the Department of Finance (NI)
Guests	Invited Guests to EASOB meetings might be the likes of Register Providers or methodology authors (BRE)

Member	An individual who is an Energy Assessor and belongs to a Scheme.
Membership	The agreement between the Scheme and an Energy Assessor which enables an Energy Assessor to become accredited and lodge Energy Certificates. The member agrees to certain Terms and Conditions and a Code of Conduct when becoming a member.
NDEA	Non Domestic Energy Assessment.
OCDEA	On Construction Domestic Energy Assessor
Requirements	England, Wales, Northern Ireland and Scotland may have different 'Requirement' Documents. Currently E&W, and NI have the 'SORs' and Scotland has the 'Framework' documents. In this document they are universally referred to as the Requirements
Schemes	In E&W and NI schemes are referred to as 'Accreditation Schemes', In Scotland they are referred to as 'Approved Organisations'. In this document they are universally referred to as the 'Schemes'.
SORs	Scheme Operating Requirements that all Schemes must adhere to in E&W and NI.