



Governance

NOPS

November 2020 V8

Copyright 2020

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means whatsoever without prior written permission from the copyright holder.

© Smart Awards Limited

Beechwood House | Tanners Lane | Berkswell | Coventry | CV7 7DA

T: 02476 421125

E: info@smartawards.co.uk

W: www.smartawards.co.uk

Company Number 9079735 | VAT Number 216 7632 08

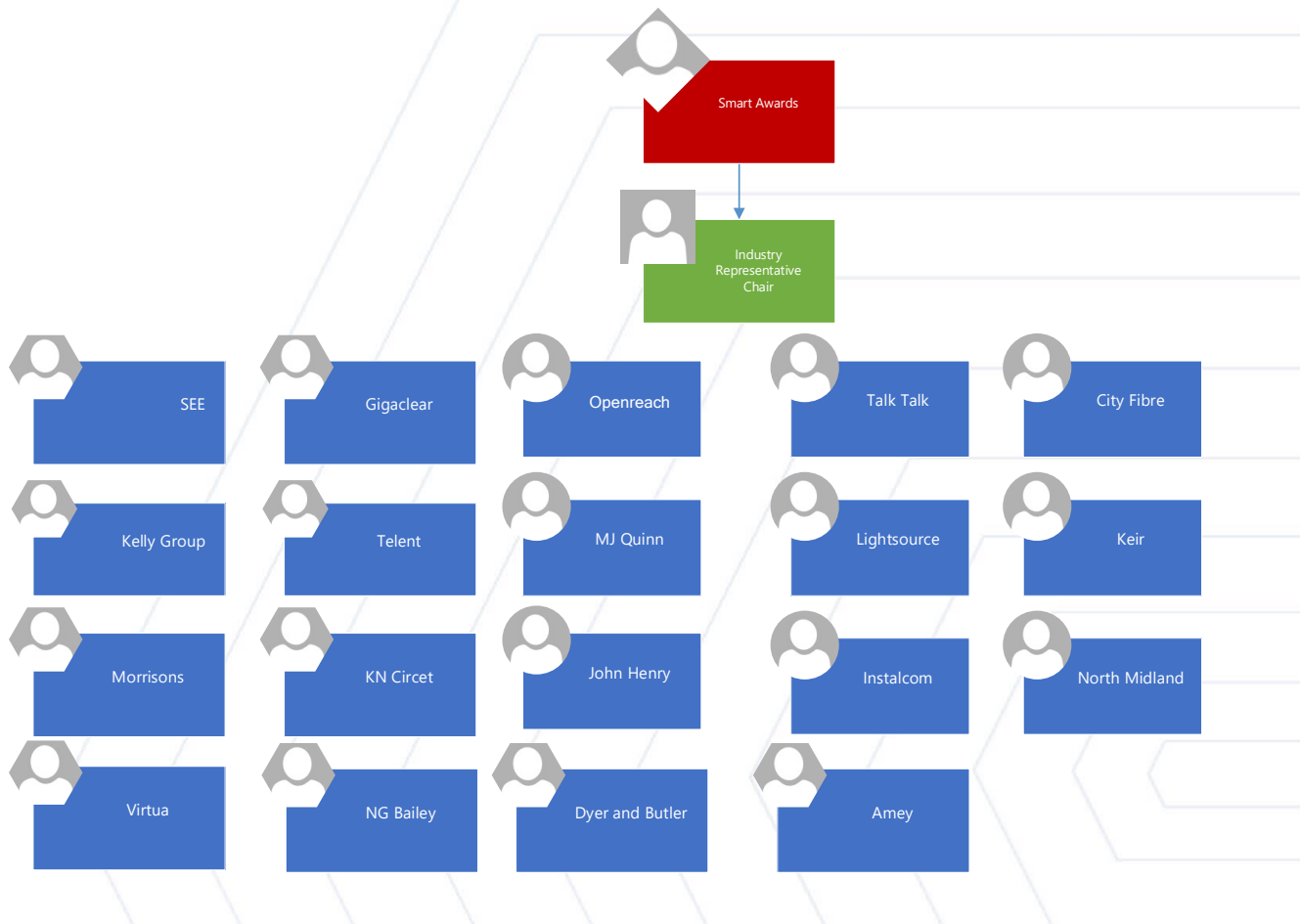
INTRODUCTION

1. Smart Awards Ltd is a private company limited by shares and was incorporated 10th June 2014 (registration number 9079735) and (VAT registration number 216 7632 08). Smart Awards Ltd owns the Smart Awards Network Operative Passport Scheme (NOPS) and consults with the Smart Awards Industry Board which considers the views of Industry.
2. Smart Awards Ltd owns the NOPS activities and on-going compliance with regulatory criteria through clear and structured work plans, standing agenda items for meetings, management reports, and clear processes that are integrated into Smart Awards Ltd policies.
3. Smart Awards Ltd is responsible as the owning body of the NOPS for reviewing and signing any associated action plans to ensure the compliance of the Network Operative Passport Scheme. Smart Awards Industry Board seeks feedback from industry/employers who give an opinion on the scheme functionality and standards and make recommendations to for enhancements and to keep the scheme current.

AIMS AND OBJECTIVES OF THE SCHEME

4. Smart Awards Ltd owns and maintains the register of the NOPS, sets the scheme standards, approves sponsors and awards competency cards on achievement of the NOPS. Smart Awards NOPS was introduced to help Employers comply with regulations and requirements. The scheme aims to apply common standards and compliance for all Network Operators.
5. The scheme assesses an operator's competence to carry out work safely on the network and is designed to:
 - Provide an industry compliance benchmark for training and accreditation
 - Establishing minimum standards
 - Provide and maintain a robust record of all trained and competent operatives
 - Provide a basis for continuous improvement
 - Reduce overall costs for the client and supplier
 - Ensure all qualifications, training and assessment that are undertaken within the scheme are fit for purpose and meet national Health and Safety standards
 - Maintain a network competency register
 - Workforce data accessible via Smartphone and Tablet devices
6. Scheme Objectives
 - To maintain a record of individuals in utilities trades or occupations who achieve or can demonstrate that they have already achieved an accredited qualification/training and to provide such individuals with a suitable means of identification.
 - To promote the use of qualified people to users of the telecommunications and utility sector
7. Scheme Aims: The NOPS cards provide a means to verify individuals who want to work in the telecoms and utility sector have the necessary training and qualifications for the type of work they carry out. The scheme keeps a database of those working on the Network have, or are committed to achieving, a recognise industry standard. For individuals, holding a NOPS card verifies identity and shows employers that the individual has the required qualifications, training and experience to carry out work on the Network.

Smart Awards Network Operative Industry Board (NOPS)



INDUSTRY BOARD TERMS OF REFERENCE

8. The overall objective of NOPS Industry Board is to provide industry views on the standards and Smart Awards quality assurance of the NOPS scheme.
9. NOPS standards that are developed by Smart Awards are owned by Smart Awards Ltd. Industry views may be considered by Smart Awards Ltd, however the overall responsibility for the standard and the intellectual property rights is solely owned by Smart Awards Ltd.
10. Smart Awards may make changes to the standards as a result of industry views and feedback.
11. The composition of the NOPS Industry Board will be jointly established between Smart Awards Ltd and industry representatives and will comprise of single nominated representatives from each organisation within the industry. The NOPS Industry Board will consist of a minimum of six Board members.
12. The Chair will be voted in by members of the industry Board and remain in post for one year. Smart Awards will act as the secretariat and will record the proceedings of the meetings.

13. The NOPS Industry Board may invite other individuals and/or organisations for specific meetings or agenda items. Any third-party attendees will be agreed with the NOPS Industry Board.
14. Meetings will be scheduled as agreed by the NOPS Industry Board but must be a minimum of 4 meetings a year. Notice of meetings shall be given to each NOPS Industry Board member not less than 5 working days before the time of the meeting. Smart Awards will organise all meetings and supporting paperwork in consultation with the Chair.
15. At a meeting of the NOPS Industry Board, a minimum of six Board members shall make up the quorum. Each organisation shall have one vote.
16. It is expected that members of the NOPS Industry Board will actively participate in determining and setting the long and short-term goals and interests of the NOPS.
17. The following is not an exhaustive list but typifies matters generally considered by the NOPS Industry Board in fulfilling its responsibility for the NOPS.
 - Setting and approving the NOPS short and long-term strategy
 - Make suggestions to ongoing improvements to the NOPS
 - Define and approve new and existing standards
 - Approving the holding, location and date of NOPS Industry Board meetings
 - Appointing new members to the NOPS Industry Board and approving terms of reference
 - Matters relating to the decisions of NOPS
18. Exchange of Information: NOPS Industry Board members must never exchange competitively sensitive information on their own or their competitors' commercial strategy or anything which would be considered a business secret. The NOPS Industry Board members will only discuss operational matters and any commercial arrangements shall only be discussed between the parties that are directly involved.