

# Home Builders Federation

## Health & Safety Committee - Structure and Relationship

### 1.0 Introduction

This document has been produced to provide clarity and understanding of the structure of the Home Builders Federation (HBF) 'Health and Safety Committee' (HSC) and the relationships and lines of communications between the HSC and other relevant areas of the HBF.

### 2.0 Health & Safety Committee

The HSC intends to act as the voice of the homebuilding sector on health and safety issues. Representatives from all housebuilder members of HBF are welcome to attend and as such the HSC exists to represent the interests of all such members and is not limited to the major housebuilders.

Trade associations and other interested parties shall be invited to attend as required. A representative of the Health and Safety Executive shall be invited to attend all HSC meetings.

#### 2.1 Executive Sponsor

The HSC shall have a sponsor who shall be the point of contact between the HSC and the Major Developers Group. The sponsor shall also provide strategic direction on the function and output of the HSC.

The H&S Committee Sponsor will be updated regularly with a briefing note, along with copies of the minutes from the H&S Committee meeting. The H&S Committee chairperson will also keep in regular contact with the H&S Committee Sponsor.

It has also been agreed that when appropriate and when invited to do so the Chairperson of the H&S Committee will attend Major Developers Group meetings.

#### 2.2 Chairperson and Deputy Chairperson

The role of Chairperson and Deputy Chairperson will be voted for by the members of the Health & Safety Committee every two years, as outlined in section 4.0.

Provided they remain on the Steering Group, the Deputy Chairperson will assume the role of Chairperson at this time. In the instance of the Deputy resigning from the Steering Group, the voting process outlined in section 4.0 will be applied.

The responsibilities of the Chairperson will include:

- Providing leadership for the committee members, enabling the steering group to act strategically to drive a positive health and safety culture within the home building industry.
- Chairing steering group and committee meetings.
- Reviewing meeting notes and liaising closely with HBF about dates, arrangements, and

agendas for committee meetings.

- Monitoring that decisions taken at meetings are implemented and subgroups endeavour to follow the action plan for the committee.

The Deputy Chairperson will step into the role of Chairperson when the Chairperson is unavailable.

### 2.3 Steering Group

The HSC has formed a ‘Steering Group’ to introduce additional focus and support on the progress of the Charter and Action Plan over and above discussions held in the main HSC meetings. The Steering Group will also agree the agenda for the HSC.

Members of the Steering Group will be voted for by the H&S Committee members every two years. This voting will take place one year after the Chairperson has been acting as chairperson. The members of the Steering Group are as follows:

Name	Company	Role (if applicable)
Dean Finch	Persimmon Homes	Executive Sponsor
Dave Appleby	Miller Homes	Chairperson
Paul Dyster	Hill Group	Deputy Chairperson
Barry Oliver	Berkeley Group	
Stuart Hosegood	CALA Homes	
Chris Ball	Dandara	
Nick Martens	Keepmoat Homes	
David Bolton	Morris Homes	
Abigail Bainbridge	Persimmon Homes	
Darren Shattock	Redrow Homes	
Martyn Price	mdp safety/ Home Builders Federation	
Rhodri Williams	Home Builders Federation	
Steph Calder	Home Builders Federation	

### 2.4 Health & Safety Committee Members

As members of HBF’s Health & Safety Committee, committee members adhere to the following responsibilities:

- Incorporating the main requirements of guidance and other H&S documentation

produced into the member companies' H&S management system.

- It is acknowledged that the ability and degree of implementation and the timescales of this are the responsibility of the member company.
- Be a signatory to the HBF H&S Charter and shall submit the required incident data to HBF each quarter.

H&S Committee members shall normally be the H&S department head of their respective organisations. This is to enable meaningful discussions to take place with due consideration being given to legal, industry or corporate implications. Where the department head is unable to attend then a deputy should be nominated to attend on their behalf.

Information relating to meetings, including attendees agendas and meeting minutes, will be circulated to members as required.

## 2.5 Action Plan Working Groups

Each specific section of the HSC Action Plan has been assigned to a working group tasked with delivery of the stated actions. The members of the Steering Group will support and liaise with the Action Plan Working Group chairpersons.

All outputs (procedural documents, etc.) from the Action Plan Working Groups will be tabled as agenda items for adoption at the HSC meeting. Accordingly all HBF members have the opportunity to comment via their representative.

The Action Plan Working Group chairperson will provide an update to the Steering Group before each HSC meeting and provide an update on progress at the HSC meeting. The Action Plan Working Groups will invite industry/subject matter specialists to participate as required.

## 3.0 Meeting Frequency

The frequency of meetings and attendees is as follows:

Meeting	Frequency	Attendees	Location
Health & Safety Committee	Quarterly	Full members of HBF and a representative of HSE.	Lea Marston Hotel
Steering Group	Every 6 weeks	Members of the committee appointed by the HSC	Virtually, via Microsoft Teams
Action Plan Subgroups	A necessary	Volunteer action plan group members	

## 4.0 Voting

Nominations will open at committee meetings. Once voting has opened for a role the Nominees must nominate themselves within 10 working days. Committee members will

vote for their person of choice and votes are limited to one vote per organisation.

#### 4.1 Deputy Chairperson

When the Deputy Chairperson is promoted to Chairperson after two years in the role, a new Deputy will need to be voted into the role. This will follow the process outlined in section 4.0.

#### 5.0 Adoption process regarding outputs of the Action Plan Working Groups

All documentation put forward for adoption arising from the Action Plan Working Groups will have been done so in accordance with the process outlined below:

Requirements		Responsibility
<b>Step 1</b>	Action Plan Working Group finalise content	Action Plan Working Group
<b>Step 2</b>	Action Plan Working Group Chairperson tables at Steering Group	Action Plan Working Group Chairperson
<b>Step 3</b>	Steering Group review and if agreed will carry forward to be on agenda of next H&S Committee meeting	Steering Group
<b>Step 4</b>	Distribute to ALL members of H&S Committee for final comment (at least 4 weeks prior to meeting)	Action Plan Working Group Chairperson / HBF
<b>Step 5</b>	ALL members to comment to Chair of Action Plan Working Group within 2 weeks	H&S Committee members
<b>Step 6</b>	Action Plan Working Group amend as appropriate based on comments received and reissue for information prior to meeting	Action Plan Working Group Chairperson / HBF
<b>Step 7</b>	Discussed and adopted as agenda item at H&S Committee	Action Plan Working Group Chairperson / HBF
<b>Step 8</b>	Forwarded to H&S Committee Sponsor for discussion, comment and approval at next available Major Developers Group meeting	HBF
<b>Step 9</b>	Steering Group to consider implementation (inc. monitor and review) as appropriate.	Steering Group
<b>Step 10</b>	Outputs to be emailed to members and posted on the members section of the HBF website	HBF
<b>Step 11</b>	Members to consider and implement outputs within their own organisations as applicable.	H&S Committee members

## 6.0 Relationships & Information Flow

