

Health and 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 and Safety Committee

The HSC intends to act as the voice of the home building sector on health and safety issues. Representatives from all home builder 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 home builders.

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 has a Sponsor who is the point of contact between the HSC and the Major Developers Group.

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

When appropriate and when invited to do so the Chairperson of the HSC will attend a Major Developers Group meeting.

2.2 Chairperson and Deputy Chairperson

The Chairperson and Deputy Chairperson are the same for both the HCS and the HSSG.

The role of Chairperson and Deputy Chairperson will be voted for by the members of the HSC every two years or sooner should circumstances dictate. The voting process is outlined in section 4.0.

The Deputy Chairperson will assume the role of Chairperson at the end of each two-year cycle or where the Chairperson resigns before their tenure is completed. Where the Deputy Chairperson resigns, the voting process outlined in in section 4.0 will be applied.

The responsibilities of the Chairperson include:

- Providing leadership for HSC members and enabling the HSSG to act strategically to drive a positive health and safety culture within the home building industry.
- Chairing HSSG and HSC meetings.
- Reviewing meeting notes and liaising closely with HBF about dates, arrangements, and agendas for committee meetings.
- Monitoring decisions and actions agreed at meetings and ensuring they are implemented.
- Keeping under review the Action Plan subgroups' progress.

The Deputy Chairperson will deputise the Chairperson whenever they are unavailable.

2.3 Health and Safety Steering Group

The HSSG provides strategic focus and support on the progress of the Charter and Action Plan over and above discussions held in the main HSC meetings. The HSSG also agree the agenda for the HSC.

Membership of the HSSG will be reviewed every two years. Whenever a member resigns the HBF Administration support will contact HSC members requesting one or more nominees. Final decision on nominees becoming HSSG members rests with the Chairperson and Deputy Chairperson.

Current HSSG membership is set out in the table below:

Name	Company	Role
Dean Finch	Persimmon Homes	Executive Sponsor
Paul Dyster	Hill Group	Chairperson
Abigail Bainbridge	Persimmon Homes	Deputy Chairperson
Dave Appleby	Miller Homes	Member
Barry Oliver	Berkeley Group	Member
Stuart Hosegood	CALA Homes	Member

Chris Ball	Dandara	Member
Nick Martens	Keepmoat Homes	Member
David Bolton	Morris Homes	Member
Darren Shattock	Barratt Redrow Homes	Member
Martyn Price	Home Builders Federation retained H&S Consultant	Member
Rhodri Williams	Home Builders Federation	Member
Steph Calder	Home Builders Federation	Member

2.4 Health and Safety Committee Members

HSC members adhere to the following responsibilities:

- Incorporate applicable guidance and outputs produced by Action Plan subgroups into their safety management system.
- Be a signatory to the HBF Health and Safety Charter and submit the required accident and incident data to HBF each quarter.

HSC members shall normally be the person with responsibility for health and safety within their respective organisation. This enables meaningful discussions to take place with due consideration being given to legal, industry or corporate implications. Where the person representing a HSC member is unable to attend then a deputy can 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 Subgroups

Each specific section of the HSC Action Plan has been assigned to a subgroup tasked with delivery of the stated actions. The members of the HSSG will support and liaise with the Action Plan subgroup chairpersons.

All applicable outputs from the Action Plan subgroups will be tabled as agenda items for adoption at the HSC meeting. Accordingly, all HBF members have the opportunity to comment via their representative.

Each Action Plan subgroup chairperson will provide an update to the HSSG before each HSC meeting and provide an update on progress at the HSC meeting. The Action Plan subgroups may invite industry or 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 and 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	As necessary	Volunteer action plan group members	

4.0 Voting

Nominations for the Chairperson and Deputy Chairperson roles will be requested at the applicable HSC meeting, only HSC members can be considered and ‘Nominees’ and must nominate themselves within 10 working days. The HBF Administration support will open the voting and HSC members will then vote for their person of choice. Votes are limited to one per HSC member organisation.

4.1 Deputy Chairperson

When the Deputy Chairperson is promoted to Chairperson after two years in the role, a new Deputy Chairperson 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 subgroups

Each Action Plan subgroup finalises their outputs and submits them to the HSSG for consultation and approval. Once approved by the HSSG they are included on the applicable HSC agenda for implementation launch at the next HSC meeting.

HBF Administration support upload applicable Action Plan outputs to the HBF website and email all HSC members making them aware of the outputs and where they are located on the HBF website.

6.0 Relationships and Information Flow

