

## Home Builders Federation

### Health and Safety Committee - Structure & 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 Overview

The HSC intends to act as the voice of the homebuilding sector on health and safety issues.

Representatives from all 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 house 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.

#### 3.0 Meeting Structure

The frequency of meetings and attendees is as follows:

Meeting	Frequency	Attendees	Other Info
H&S Committee	3 Monthly	Members of HBF	Held at Lea Marston Hotel, Lea Marston
Steering Group	6 weekly	Members appointed by the HSC	Held at HBF offices, London and, or Lea Marston Hotel
Action Plan Working Groups	As necessary	Action Plan Working Group members	

#### 4.0 Steering Group

The HSC has formed a 'Steering Group'. The intention of forming this group was 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.

The members of the Steering Group are as follows:

Name	Company	Other Info
Stuart Hosegood	CALA	Chairperson
Darren Shattock	Redrow Homes	Deputy Chairperson
Barry Oliver	Berkeley	
Michelle Dearsley	Countryside Properties	
David Hickman	Miller Homes	
Also in attendance will be:-		
Kieran Walker	HBF	
Sara Cartin	HBF	

Members of the Steering Group will be voted for by the H&S Committee members every two years.

The role of Chairperson and Deputy Chairperson will also be voted for by the members of the Steering Committee every two years. Provided they remain on the Steering Group the Deputy Chairperson will assume the role of Chairperson at this time.

## 5.0 H&S Committee

An expectation of membership of the HSC is that the main requirements of guidance and other H&S documentation produced is incorporated 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.

H&S Committee members shall also be required to be a signatory to the HBF H&S Charter and shall submit the required incident data to HBF each quarter.

HBF will email a meeting invite to all HSC members, at least two weeks prior to the meeting date. Members shall wherever possible confirm attendance by return so that numbers of attendees are known.

HBF will email the meeting agenda to all HSC members at least one week prior to the meeting date.

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.

The HSC shall have a sponsor who shall be the point of contact between the HSC and the HBF Board and 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 by the latest copy of the HSC Action Plan, 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.

## **6.0 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 a written update to the Steering Group before each HSC meeting and then will also provide an update on progress at the HSC meeting.

Upon adoption the proposed outputs will be forward to the H&S Committee Sponsor who will table the outputs for approval at the Major Developers Group at its next meeting. Comments made by the Major Developers Group will be fed back and considered by the respective Action Plan Working Group and where appropriate tabled at the next HSC meeting for further discussion.

It has been agreed with the Major Developers Group that they will represent the wider interests of HBF when commenting on outputs.

The Action Plan Working Groups will invite industry/subject matter specialists to participate as required.

## 7.0 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 / Sara Cartin
<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 / Sara Cartin
<b>Step 7</b>	Discussed and adopted as agenda item at H&S Committee	Action Plan Working Group Chairperson / Sara Cartin
<b>Step 8</b>	Forwarded to H&S Committee Sponsor for discussion, comment and approval at next available Major Developers Group meeting	Sara Cartin
<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	Sara Cartin
<b>Step 11</b>	Members to consider and implement outputs within their own organisations as applicable.	H&S Committee members

## 8.0 Relationships & Information Flow

As shown in the diagram below, the Action Plan Working Groups report into the Steering Group (quarterly), which in turn reports to the H&S Committee at each meeting (quarterly).

