

CONIAC - Revised Terms of Reference from the 2023 reconstitution exercise

Purpose

1. HSE has decided to establish a committee to be known as the Construction Industry Advisory Committee (“CONIAC”). CONIAC shall:
 - (a) consider and advise HSE on:
 - (i) the protection from hazards and the control of risk to health and safety of those at work in the building, civil engineering and engineering construction industry and the protection of the public from related hazards;
 - (ii) operational or other policy as it may be relevant to securing the health and safety of persons at work in the building, civil engineering, and engineering construction industry, and of members of the public who may be affected by such activity;
 - (iii) associated matters as referred to it by HSE; and
 - (b) seek to stimulate action aimed at securing better health and safety outcomes in the industry in accordance with the goals of HSE’s Strategy.

Term of office

2. CONIAC shall be established for a term of office of three years beginning on 1st January 2024 and ending on 31st December 2026. Before the end of the term of office a reconstitution exercise shall be carried out.

Membership of CONIAC

3. CONIAC shall consist of a Chair (who shall be a senior official of the Health and Safety Executive) and Members appointed by HSE. Before appointing Members, the HSE shall seek nominations from such organisations and individuals representing employers, workers and others identified as likely to be able to assist with CONIAC’s purpose and are reasonably representative of the construction industry. In making appointments HSE shall seek to ensure adequate representation of the views of employers, workers, and other relevant stakeholders, to ensure the tripartite nature of the committee is maintained.
4. Members may be appointed for the full term of office of CONIAC or for a shorter period as determined by HSE.
5. Members are required to submit information for inclusion in a Register of Members’ Interests as set out in the Annex.
6. Where a Member is unable to attend a meeting of CONIAC he/she shall be expected to arrange for a suitable substitute to attend in his/her place to ensure their organisation is represented. If a Member fails to attend, or send a substitute, for two consecutive CONIAC meetings it shall be open to the Chair to contact the member organisation concerned to establish whether the organisation wishes to continue as a member. Where non-attendance is identified as an issue, the Chair in consultation with CONIAC may agree termination of

membership, and the member organisation will be informed accordingly. In such circumstances, HSE may seek to appoint a replacement and will follow the appointment process described in the terms of reference.

7. In exceptional circumstances, the Chair may grant an exemption to the attendance rules stipulated in paragraph 6.

8. When assessing requests to join CONIAC, or offering organisations the opportunity to attain membership status, the Chair, Committee and Secretariat will apply the criteria set out in the appointment letter held by Secretariat. Membership is reviewed to assess the organisation against the following criteria:

- **Representative** – drawing from all sections/demographics of the industry;
- Have sufficient **Reach** – produce outputs that directly affect the working lives of people across the construction industry;
- Have appropriate **Respect** – be an impartial and authoritative body that has sufficient status, is well established, and held in high regard by industry;
- Contain **Relevant expertise** – have members who have the necessary skills, knowledge or experience relevant to the work in hand;
- Suitably **Resourced** – have the capability to help discharge CONIAC's work plan.

9. Members shall be entitled to reimbursement of reasonable travel and subsistence expenses as set out in the Annex.

Terms of Reference, Work Plan and relationship to Health and Safety Executive Board

10. The CONIAC Secretariat shall prepare terms of reference and a code of conduct for CONIAC members which shall be normally adopted subject to the agreement of CONIAC.

11. CONIAC shall develop, agree, and carry forward a Work Plan that will support the HSE's People and Places strategy and where it is determined appropriate by CONIAC, other wider government strategies for the Construction industry. Reaching and engaging with small & medium employers (SMEs) that make up most of the construction industry will be a key part of CONIAC activities.

12. Members may request the Chair brings any matters to the attention of the HSE Board as they see fit. The Chair shall have full discretion to decide his/her response to such requests but if a request is refused, he/she shall provide the reasons for this to CONIAC.

CONIAC Meetings

13. CONIAC shall meet at least three times in each calendar year. The meetings shall be known as CONIAC meetings. Meetings may be held face-to-face or virtually. All meetings are open to the public under terms determined and administered by the Secretariat. Exceptionally, the Chair shall have discretion to vary the dates of the meetings, to increase or decrease their number and to exclude the public from all or part of any meeting. Where meeting dates are changed at short notice due consideration will be given to Members who

are not able to attend and are not able to provide a suitable substitute as required under paragraph 6.

Working Groups

14. Subject to the agreement of CONIAC, the Chair of CONIAC may establish Working Groups. Such Working Groups shall be the principal means for delivering practical outcomes in support of CONIAC's purposes and Work Plan. Subject to the agreement of CONIAC, the Chair of CONIAC may terminate the existence of a Working Group at any time.

15. Each Working Group shall be either a Task and Finish Group or a Standing Committee. Each Working Group shall have and carry forward a Work Plan. CONIAC shall monitor the activities of the Working Groups and hold them to account for delivery of their Work Plans. Reports from Working Groups shall be a standing agenda item for CONIAC meetings.

16. Task and Finish Groups shall be established for not more than 18 months for the purpose of developing specific deliverables. Each shall develop and agree its own terms of reference and work plan. Each shall agree a Chair from among its members, who need not be an HSE official.

17. Standing Committees shall be established for the consideration of issues in specific subject areas and with a view to supporting and encouraging appropriate action by HSE and/or the industry. Each shall develop and agree its own terms of reference and work plan. Each shall agree a Chair from among its members, who need not be an HSE official. Working groups shall be responsible for the taking of minutes, producing action logs, reports to ATSG or other means of recording outcomes from meetings as appropriate.

18. Working groups are responsible for appointing a Chair; however, it is acceptable for the role to be shared by the appointment of more than one Vice Chairs. In the event of a person resigning from their role of Chair or Vice Chair, notice must be given in writing to CONIAC secretariat as soon as reasonably practicable. The appointment of successors to fulfil any vacant position is a matter for the working group in question to agree. Appointees to the roles of Chair or Vice Chair must be an existing member of the working group. Working Groups may establish their own sub-groups which may be on a permanent or temporary basis.

19. Before appointing the members of a Working Group, the Chair of CONIAC shall seek nominations from CONIAC Members. Exceptionally, in cases where the Chair considers that additional nominations are needed, he/she shall have discretion, after informing CONIAC, to seek nominations from other persons or to appoint persons who have not been nominated. In appointing persons to a Working Group, the Chair of CONIAC shall seek to ensure that they have appropriate expertise and knowledge and that the views of employers, workers and other relevant stakeholders are represented.

20. In the event of non-attendance of members of working groups at working group meetings or failure of such members to participate in working group activities, Chairs may follow the general approach outlined in paragraph 6. In such circumstances, working groups shall seek agreement from CONIAC before notifying the individual and the organisation they represent that termination of the appointment has been agreed.

21. In exceptional circumstances, the Chair of a working group may grant an exemption to the attendance rules stipulated in paragraphs 6 and 18.

22. Subject to CONIAC's agreement, Working Groups established before the commencement of CONIAC's term of office shall continue in existence.

CONIAN

23. CONIAN, (Construction Industry Advisory Network) was established in the 2017 Reconstitution in support of CONIAC's Steering Group and WGs. The network includes any construction-related stakeholder or organisation that has the capability, capacity, and willingness to support and assist in delivering CONIAC's strategic objectives. WG Chairs can use this stakeholder network (and others if relevant) for the formation of their working groups and delivery of their activities. CONIAC shall deliver a minimum of two events each calendar year for CONIAN. Dates, venues, and topics for each event shall be agreed by CONIAC, the Chair and Secretariat.

Secretariat and administration

24. CONIAC shall be administered by a Secretariat provided by HSE. The administrative tasks carried out by the Secretariat shall include, but are not limited to:

- development of CONIAC's annual Work Plan;
- in relation to meetings of CONIAC, the drawing up of agendas, commissioning of papers and presentations, preparation of action notes, provision of rooms and refreshments, and organisation of admission of the public; processing of expenses claims from Members, and other functions as necessary to support the work of the committee.
- governance of the CONIAC website (www.coniac.org.uk)
- administrative arrangements to facilitate the delivery of CONIAN events.

25. All papers and presentations for CONIAC are subject to prior clearance by the Chair.

Relationship with the Construction Leadership Council (CLC)

26. CONIAC will support the work of the Construction Leadership Council (CLC) in the following ways:

- The chair of CONIAC will sit on the CLC Task Force;
- A representative of CLC will be co-opted on to CONIAC to act as a conduit between CLC and CONIAC for the purpose of sharing relevant information between both parties;
- The CONIAC workplan will align with and contribute towards the CLC's health, safety, and well-being strategy;

- Members of CONIAC and CONIAC working groups will, where reasonably practicable, provide advice to assist work being undertaken in CLC's workstreams;
 - CONIAC and CLC health, safety and well-being projects will be advanced on a collaborative basis where possible.
27. Notwithstanding the contents of paragraph 26, CONIAC remains independent of CLC.