

## Terms of Reference

### CLC Task Force Group

#### Purpose

The role of the CLC Task Force Group is to lead and co-ordinate the industry activities identified in the 1<sup>st</sup> June 2020 Roadmap to Recovery – the Industry Recover Plan for the Construction Sector and the deliverables established by the respective Working Group and Workstreams. The Task Force Group is responsible for day to day matters of the CLC and supports all activities and issues relating to short and medium-term needs as the convening and representation group for the CLC and the wider industry.

#### Membership

The group will be chaired by the Industry Co-Chair of the CLC or a member of the Steering Co-ordination Group and consist of the following people;

Mark Reynolds – Mace  
Richard Robinson – Atkins UK & Europe  
Fergus Harradence - BEIS  
Simon Rawlinson – Arcadis  
Ann Bentley - RLB  
Hannah Vickers – Mace  
Suzannah Nichol – Build UK  
Alasdair Reisner – CECA  
Brian Berry – FMB  
Tim Balcon - CITB  
Richard Beresford - NFB  
Steve Bratt - ECA  
James Butcher - NFB  
Peter Caplehorn - CPA  
Vince Clancy – Turner and Townsend  
Stephen Dance - IPA  
Mark Enzer – Mott MacDonald  
Guto Davies – ACE  
Stephen Marcos-Jones – ACE  
Sarah Jardine - HSE  
Nirmal Kotecha - UKPN  
John Newcomb - BMF  
David Pinder – Executive Chairman, Mixergy / Chair, Green Construction Board  
John Slaughter - HBF  
Keith Waller - CIH  
Graham Watts -CIC  
Ian Fletcher - BPF  
Stuart Young - BEIS

Secretariat – Fergus Harradence – BEIS

The Membership will be drawn from Government departments, Industry and Trade Associations who are able to represent the industry overall. Selection is by invitation from the Industry Co-Chair. However, Council members are able to offer suitable candidates to represent them if they are unable to attend meetings or events from their groups or companies, providing there is no conflict

of interest.

Where the Industry Co-Chair is unable to attend, he/she will elect a member of the group to act as Chair.

To be quorate at least ten members must be present at the meeting, two from Government Department and eight from industry and Trade Associations.

### **Frequency of Meetings**

Meetings twice weekly until further notice.

### **Attendance at Meetings**

Members they are expected to attend a minimum of 50% of meetings in any year.

The Steering Co-ordination members are also members of the Task Force and are expected to attend the Task Force meetings when possible.

The Task Force members will be required to attend the CLC meetings with the Strategic Advisors Group.

Other parties may be invited to attend the meetings to offer advice and guidance to the Group.

### **Roles & Responsibilities**

- Assist and contribute to the strategy for the CLC and future direction for the industry
- Provide support and resources to the CLC and assist with communications with Government and Ministers
- Undertake a convening role for the construction industry and endeavour to address concerns and issues on strategic and operational matters
- Lead, manage and co-ordinate the Working Group and Worksteam Activities, report progress to the other Council members
- Review, monitor and co-ordinate intersections between the Working Groups and Workstreams to avoid duplication or conflict
- Review future trends, risks and opportunities and advise actions to be considered and taken
- Action, review and monitor the strategy to ensure it is aligned to the delivery of the 2025 and other targets
- Assist with development of key measures, monitor and report progress regularly
- Engage with the wider industry, represent the CLC at industry conferences and forums
- Monitor succession planning and talent management within the various working groups ensuring there is diversity throughout the groups
- Support communications and lead on activities agreed by the Council members

### **Terms of appointment**

The effectiveness of the Task Force Group will be reviewed after 12 months, including the terms of reference and membership/composition.