## **INSERT NAME Sector Group – Terms of Reference**

# **Background**

In her report, [Building a Safer Future](https://assets.publishing.service.gov.uk/media/5afc50c840f0b622e4844ab4/Building_a_Safer_Future_-_web.pdf), Dame Judith Hackitt spoke of the industry’s approach to competence as being “fragmented, encompassing a range of disciplines and different competence frameworks even within one discipline and without reference to other interacting disciplines”.

The Building Safety Act 2022, together with supporting secondary legislation, has introduced a new regulatory regime, which requires the engagement of everyone working in the built environment, not just those involved in [Higher-Risk Buildings](https://www.gov.uk/government/collections/guidance-on-the-criteria-for-being-a-higher-risk-building) (HRB).

Regulations define competence as having the appropriate **skills**, **knowledge**, **experience** and **behaviours (SKEB)**, and requires all individuals carrying out any design, construction or refurbishment work to be competent to undertake the role to which they are appointed.

Organisations must also demonstrate that they have the ‘organisational capability’, and it is a legal requirement for anyone appointing an individual or organisation to ensure that they meet the requirements.

In October 2024, the Industry Competence Steering Group (ICSG) was formally [launched](https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2024/12/ICSG-announcement-v7.pdf) as the updated structure to the Competence Steering Group. Made up of 15 different working groups, representing all of Construction and the Built Environment, with the agreed goal of creating competence frameworks. Sector Lead Group 10 in the Industry Competence Steering Group represents Installation and Maintenance and is nicknamed the Super Sector Programme.

For further information on the Regulator, the Regulations, the Industry Competence Steering Group and Sector Lead Group 10, we suggest reviewing the Construction Leadership Council’s Competence Page: [www.constructionleadershipcouncil.co.uk](https://www.constructionleadershipcouncil.co.uk/workstream/people-and-skills/competence/)

Installation and Maintenance is comprised of millions of individuals and the skills structure can be difficult to navigate.  Sector Lead Group 10 is a working group within the ICSG and is the biggest programme of collaboration in the built environment today, bringing together Trade Associations, Sector Skills Bodies, Employers and Representatives from across the installation and maintenance industry, with a focus on improving standards.

# **Purpose**

The [Name] Sector Group sits within Sector Lead Group 10 (SLG10) under the ICSG and is responsible for developing and overseeing implementation of the competence framework for the appropriate occupations within the [Name] sector.

SLG10 members, a Programme Director and Lead Developer are available to support the Sector Group, however, it is acknowledged that the members of the Sector Group are the experienced professionals with relevant expertise and as such, SLG10 looks to the Sector Group to undertake the primary responsibility for framework development.

# **Scope**

The [Name] Sector Group will:

* Confirm their sector’s current position in relation to the elements of the framework as identified within the instruction manual.
* Agree a workplan on how existing competence arrangements should be improved to meet the requirements as identified within the instruction manual
* Where solutions lie within the sector’s own control, implement the solutions necessary to raise competence standards.
* Where solutions lie partly or wholly outside the sector’s control, work with SLG10 and other relevant parties to secure their implementation.
* Be an advocate for the work of SLG10 and the ICSG within their sector and the wider industry.

The [Name] Sector Group will incorporate these and other relevant provisions into their proposed sector-specific competence framework. The [Name] Sector Group will report to the relevant Super Sector Lead, Programme Director and Lead Developer, who will, if relevant, review the proposals ahead of their submission to the ICSG for another level of review.

# **Membership and Chair**

Members of the [Name] Sector Group will have knowledge and experience of qualifications and competence arrangements within the sector.

The [Name] Sector Group will comprise of relevant representative organisations as well as individuals from organisations which carry out work in scope of the [Name] Sector Group. Examples of the types of organisations which might be invited to participate in sector groups, or be consulted by them, are listed in the instruction manual.

The [Name] Sector Group will be chaired by an appropriate individual, with secretariat support. Additional Developer support may be provided if in scope of CITB.

A member’s position on the Sector Group may be withdrawn if:

* They are no longer employed by a relevant organisation
* They wish to relinquish their role
* Their conduct does not comply with these Terms of Reference

Any vacancy on the [Name] Sector Group will be advertised and filled at the Secretariat’s discretion.

# **Commitment**

The silver thread running through this Sector Group and the programme as a whole is one of honesty, integrity and confidentiality and it is imperative that all members of the Sector Group recognise these core principles.

Members are expected to:

* Commit to the principle of improving public safety through improvement of competency.
* Engage with the [Name] Sector Group on an impartial basis to the benefit of the industry and be fair and objective when providing information
* Aim to implement the recommendations set out by SLG10 within the instruction manual
* Declare any conflict of interest
* Attend and actively participate in meetings and provide feedback as required.

Sector groups and their members shall also observe and abide by the Instruction Manual principles and objectives, annexed to these Terms of Reference

All discussions and recommendations made by the [Name] Sector Group will be undertaken strictly in accordance with applicable competition laws and shared confidentiality.

# **Working Methods**

The [Name] Sector Group will normally meet virtually, with the frequency and timings of meetings determined by the Chair as appropriate.

Meetings of the [Name] Sector Group will be chaired by the Chair. In the absence of the Chair, a nominated member may chair the meeting.

All papers provided in connection with meetings will be treated as confidential. Papers will be circulated at least one week prior to each meeting, so far as is reasonably practicable.

Minutes of each meeting will be produced and published no later than two weeks after the meeting. Minutes will record the actions agreed by the [Name] Sector Group and the reasons for them.

# **Review**

These terms of reference will be reviewed every 12 months.

# **Signature**

By signing this document, you acknowledge:

* Your understanding of the purpose of this group and your position within it
* your acceptance of the core principals of this group, honesty, integrity and confidentiality
* your confirmation to engage with the group to the best of your ability and provide assistance in the formation of the framework

Name:

Signature:

Date: