

THE CONTRACTORS HEALTH AND SAFETY (CHAS) ASSESSMENT SCHEME CONSTITUTION

1. Aims

CHAS will support its members to reach the highest standards in health, safety and welfare within the principles of public service. It will be achieved by:

- (a) Enabling its members to fulfil their legal duty to carry out their undertaking in a way that avoids, minimises and controls risks, specifically through using contractors (providers of goods and services) who are able to demonstrate they have:
 - acceptable systems for managing health and safety
 - suitable procedures for carrying out and reviewing risk assessments
 - suitable systems to vet and select their own sub-contractors for health and safety performance
- (b) Assists members to achieve best value by:
 - avoiding duplication of effort in vetting contractors/suppliers
 - using those contractors who do not incur losses for members through poor health and safety management
- (c) Provide confidence in the vetting process by giving a consistent, reliable, and quality-controlled standard of vetting.
- (d) Speed up information retrieval for its members by providing accurate data on contractors, through a user-friendly electronic database which is regularly updated and easily accessible online.
- (e) Provide contractor questionnaires and other documents that are user-friendly, appropriate and in plain English, so that:
 - accurate information can be gathered from contractors, and
 - the minimum amount of time is spent by CHAS members involved in evaluating the contractors' responses
- (f) Ensure CHAS reflects changes in legislation and health and safety best practice and contractor management.
- (g) To develop and market the scheme in the best interest of its members.

2. National Management Group Membership

Membership of this group will consist of:

- A regional representative (an officer from the safety profession) elected or nominated from the following regions.

The North West	The North East
North Wales	London
South Wales	
East Midlands	West Midlands
Scotland North	Scotland South
The South East	The South West
Yorkshire	East Anglia

- A Chair (The CHAS Scheme Administrator)
- A legal Adviser
- Two contracts management/procurement advisers
- Two Construction Industry representatives.
- Two Trades Unions representatives.
- Two non-construction industry representatives.

A representative shall be deemed appointed when the Chair has received written/e-mail notification of the appointment from the Chair of the regional group or organisation. The regions shall be responsible for determining the process or procedure for electing their representative.

3. Voting rights.

Each representative shall have one vote. Where necessary, the Chair shall have the casting vote. In his/her absence, the representative acting as Chair shall have the casting vote. In the event a representative does not attend a meeting, their vote may be passed to another member to be cast as a proxy. In the absence of a proxy, the chair will cast on their behalf. A proxy vote may only be cast on agenda items

4. Quorum

For the purposes of agreeing business a Quorum is half the total membership vote plus one.

5. Regional Representatives

Regional Rep's make decisions on behalf of the region electing/delegating them. It is the responsibility of the regional group to manage the representative they select. This includes recalling them if necessary.

6. Co-opted Membership

Membership of the Group may be offered to other expert interested parties or organisations that have a role to play in promoting, improving or enhancing health and safety through the CHAS scheme. Their membership will be sanctioned by a majority vote of the Management Group.

Co-opted members will not have voting rights.

7. Working Groups

The Management Group has the right to establish working groups to undertake work on their behalf. The groups will be chaired by a group or co-opted member and will work within agreed terms of reference and, where possible, within a pre-agreed time-scale. The working group will be made up from Members and co-opted members only.

8. Group Officers

Chair

This is a permanent position held by the CHAS Scheme Manager

Minute Secretary

A volunteer from the national membership may hold the position of minute secretary. This non-elected position does not have voting rights.

Contracts or Procurement Adviser

These two positions will be appointed from volunteers from the regions and elected by the National Management group. They each have full voting rights.

9. Payment for Services

CHAS must be self-financing. As soon as it is financially prudent to do so, group members or their employers will be reimbursed their reasonable travel, subsistence and accommodation costs for all work or attendance required as part of their National Management Group work.

The voluntary work undertaken by the minute secretary will be recognised by way of an honorarium of £250 per annum. All reasonable travel, subsistence, accommodation and administrative costs incurred in the execution of CHAS business will be paid by CHAS.

10. Terms of Reference

- To promulgate and encourage the exchange of information which serves to enhance and improve health and safety awareness and procedures amongst members of the scheme.

- To provide exchange of information relating to the health and safety assessment of contractors via the CHAS database
- To promote positive public relations image for CHAS and enhance the credibility of health and safety in the public sector.
- To promote and encourage membership of the CHAS scheme.
- To preserve, promote and enhance the reputation of the CHAS scheme.
- To encourage and enhance the standards of health and safety within the public sector nationally.
- To promote and encourage "best value" practices in the management and procurement of contractors.
- To develop, enhance and maintain a central database that can be accessed by members.
- To work with like minded bodies to further the principles of CHAS in procurement

11. Meetings & Venue

- Meetings will be held six monthly on dates agreed at the beginning of each financial year. The venue for meetings will be offices of regional representatives.
- The Chair is responsible for calling meetings.
- Where necessary to promote, enhance or facilitate the work of the Scheme, special or extraordinary meetings of the National Management Group may be called with the specific agreement of the Chair.
- Commercially sensitive notes of meetings will be distributed to regional officers, by e-mail, at their last reported business address. It will be the responsibility of individual representatives to inform the secretary of changes of e-mail addresses.
- Notes of meetings will be promulgated for all members via the public page of the CHAS web site.
- Group representatives may request the minute secretary place an item on the agenda of the next meeting. Complex issues must be accompanied by a supporting paper or other relevant documents to enable members to appraise and inform themselves prior to the meeting.
- The minute secretary will remind members of the closing date for agenda items. Only items pre-agreed with the Chair or vice-chair will be taken under any other business.

12. Limitations

The Management Group shall make recommendations regarding the day-to-day management and standards of the CHAS scheme. Once these are agreed they must be accepted and implemented by all Members.

Whenever practicable, a reasonable period of time will be given for regional groups to review and discuss proposed changes before the Management Group meet.

13. Political Considerations

The CHAS group is not, and will not be affiliated to any political party or group. It will not make decisions that have the potential for political embarrassment to either the scheme or its members.

The CHAS group will not have any political affiliations or membership. All group decisions will be based upon the aims outlined above, not any political considerations.