

PLANT SECTOR REPRESENTATIVE ORGANISATION

TERMS OF REFERENCE

A: PRINCIPLES

The Plant Sector Representative Organisation (PSRO)* is an employer-led body comprising of representatives from construction-focussed employers and their Federations, Associations and other bodies that have a valid interest including from allied sectors.

Note – The term “employer” is used to include those who have significant and direct control over the work activity of a relevant worker [as per HSWA] and the term ‘certification body’ includes card schemes and awarding organisations.

The following is a statement of intent for an outcome of all PSRO aims, objectives and initiatives:

- *Supports the planning and actioning for a sufficient supply of plant operatives and associated occupations; that possess a level of competence that optimises risk management and total cost; who are trained and assessed against an agreed PRSO-devised competency framework that is well defined and understood by employers; which has been arrived at in the most efficient and sustainable way.*

The principal aim of the PSRO is to act as the Sector Representative Organisation (SRO) for the construction plant sector and advise industry, relevant authoritative bodies including the Construction Leadership Council (CLC) and other relevant parties over the necessary standards required for plant occupational-related training, assessment and certification activities.

1. The objectives of the PSRO is to:

- 1.1 Identify employer needs against plant-based operational practices defined in the scope of item 4 including any barriers relating to certification, delivery and skills identification;
- 1.2 Make recommendations over industry requirements for training, assessment and certification to the CLC and relevant Standard Setting Bodies (SSB);
- 1.3 Define, in liaison with standard setting bodies and others, frameworks for competency that relate to plant occupation-based standards and certification, including apprenticeships;
- 1.4 Determine the impact on employers of certification body delivery activities against Government and construction industry initiatives, legislative and national requirements;
- 1.5 Review and report on certification body and national training and assessment standards against construction industry operational and safety initiatives, legislative requirements, new equipment and changed working methods;
- 1.6 Provide industry-agreed competency frameworks to guide the development of certification body standards and delivery methods including apprenticeships;
- 1.7 Advise relevant standard setting bodies and funding agencies on grant and payment support strategy policies for plant-related training, assessment and apprenticeship activities;
- 1.8 Provide guidance and advice in the event of any compliance issues arising around certification bodies interpretation of PRSO-derived competency frameworks and the practices and standards contained within.



2. In fulfilling the role, the PSRO will:

- 2.1. Form a Board comprising of representatives encompassing major stakeholders as listed in item 4.1;
- 2.2. Specify Stakeholder Groups with corresponding interests or activities as listed in item 5.1 and arrange and host both permanent standing and ad-hoc sub-groups to allow meetings of these stakeholders where required through industry initiatives and changes;
- 2.3. Consider feedback through various methods from employers, employer representative bodies and other relevant organisations listed in paragraph 5.1 to ensure that industry needs are identified. *Note: the list is for guidance purposes only and cannot be considered exhaustive.*
- 2.4. Review and map all applicable information including but not restricted to relevant legislation, regulations, official guidance, industry best practice and relevant qualifications, ensuring that specific conditions for the plant and related sectors are identified and checked against relevant PSRO competency frameworks, assessment strategy criteria and other applicable standard-defining material;
- 2.5. Make recommendations to the CLC, SSBs and others, where relevant, over compliance with PSRO competency frameworks in relation to certification body activities, delivery methods and standards;
- 2.6. Liaise with the CLC, SSBs and other industry-led working groups to identify, inform, harmonise and seek future improvements on construction industry plant training standards, assessment criteria and certification requirements.

B. SCOPE

3. The activities within item 2 will be confined to:
 - 3.1 Operation of construction-based plant, equipment and accessories;
 - 3.2 Lifting Operations within the context of construction;
 - 3.3 Installation, maintenance, examination and inspection operations for activities within items 3.1 and 3.2;
 - 3.4 Other relevant hire and supply activities that relate to the safe and efficient use of plant;
 - 3.5 Supporting occupations including but not restricted to:
 - Slings/signalling;
 - Plant/vehicle marshalling;
 - Commissioning, erecting and dismantling of plant;
 - Loading, unloading and transporting of plant;
 - Planning and supervision of plant activities (as a defined role);
 - Directly supporting plant operations e.g. rig attendant, second-person (as a defined role);
 - Other roles where considered relevant.

C. COMPOSITION

4. The Membership of the PSRO Board will ensure a balanced composition for the representation of both SME and large employers but be limited to major associations or federations representing construction-linked employers directly involved in the activities listed in item 3 and will comprise of:



4.1. One or more Members representing the following employer associations and federations with voting rights:

- Build UK - (2)
- Civil Engineering Contractors Association (CECA) – (2)
- Construction Plant-hire Association (CPA) – (2)
- Federation Piling Specialists (FPS) – (1)
- Home Builders Federation (HBF) – (2)
- National Federation Demolition Contractors (NFDC) – (1)
- Scottish Plant Owners Association (SPOA) – (1)

Note; Consideration will be given to any relevant employer representative organisation who encompass the scope as in item 3 and wishing to become a member of the PSRO Board. Key considerations will include size of representation of employers; commitment to taking an active part in all activities; being prepared to contribute to PSRO running costs.

5. The composition of both permanent-standing and ad-hoc task and finish Stakeholder sub-groups to represent the various interests of the construction sector, including certification bodies will comprise of but not be limited to:

5.1. - Certification bodies and card schemes;

- Clients;
- Standard Setting Bodies and Industrial Training Boards;
- Plant Training and Assessment Providers;
- Manufacturers and Importers;
- Specialist interest groups or Federations;
- Standards development groups e.g. Trailblazers.

5.2. There will be one Member representing each organisation on the Sub-groups relevant to their expertise.

6. An administrative body from one of the organisations represented on the Board will be approved by Board Members to manage, advise and guide the Board and Sub- group Members on procedures and protocol, arrange meetings and be a first point of contact for communication with the PSRO. This role will be for a maximum of a two-year period with any application for re-approval to be determined by the Board.
7. The administrative body will establish a schedule of activities for the Board and sub-groups to explore and determine when meetings shall be held and devise agenda items based on feedback to the body via Members, Federations, employers, CLC, SSB or other interested parties and seek suitable expertise to support the function of the PSRO.
8. Persons nominated under the terms of paragraphs 4.1 shall have an up-to-date working knowledge of or involvement with the sector, plant-based certification and/or operational activities within the construction and allied sectors
9. Persons nominated under the terms of paragraphs 5.1 shall have an up-to-date working knowledge of the sector, occupation or activity they represent within the construction and allied sectors, and have an understanding of plant-based training and assessment requirements.
10. A Chair and Vice-Chair will be elected from among the employer members of the Board. These posts being occupied for a maximum term of two years.



11. Chairs, and where necessary Vice-Chairs for permanent standing sub-groups will be nominated by the Members of the Board, with each post being occupied for a maximum term of two years. Ad-hoc task-and-finish groups may nominate a Chair and where necessary, a Vice-Chair at the start of each meeting
12. The Board will invite one or more representatives from each of the stakeholder groups where matters deem such an attendance at each Board meeting.
13. In addition, Members in agreement with the Chair may invite observers to participate in an advisory or observatory role. Members unable to attend a meeting may nominate a substitute to represent their interests providing they meet the criteria as in paragraphs 4.1 and 5.1.

C: Governance

14. Governance of the Plant Sector Representative Body (PSRO) must be conducted with close regard to the risks of financial and non-financial conflicts of interest. Upon joining the PSRO Board or any Sub-group, Members must understand the definition of a conflict of interest and the need to declare such an interest if and when such circumstances arise. It is recommended that the Board and Sub-groups adopt the practice of including a similar statement to the following within each agenda:

‘Members of [Name] will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes or notes of the Committee. If the Chair of the meeting deems it appropriate, the Member shall absent himself or herself from all or part of the Committee’s discussion of the matter.’

15. The Plant Sector Representative Body (PSRO) is a firm supporter of the free market economy. As such, is fully committed to compliance with the national and international requirements of competition law and as such will, at all times, ensure fair and unrestricted competition.

D: PROCEEDINGS OF PSRO DISCUSSIONS AND ACTIVITIES

16. A Chair will preside at meetings of the Board, permanent standing and Ad-hoc task-and-finish Sub-groups at which he or she shall be present. The Vice Chair will preside in the absence of the Chair at the start of the meeting.
17. The Chair will be responsible for ensuring that the business of a meeting is conducted in a courteous and professional manner and will have the right to adjourn a meeting or temporarily exclude any individual or individuals whose conduct falls below acceptable standards.
18. Notes of the proceedings of each meeting and any outcomes will be made by an administrative official from the administrative body or nominated person accordingly and be evidence of the proceedings of the meetings.
19. Organisation and notifications of the meetings, capturing the outcomes of each meeting, relaying member communications and other general administration tasks shall be performed by the nominated administrative body.
20. Members of the Board and Sub-groups are expected to relay their findings and recommendations from and to their respective federations, associations or organisations.
21. The notes of each Board meeting, standing and ad hoc task-and-finish working groups shall be publicly available through a number of methods (to be agreed) to ensure openness and transparency.
22. Open meetings shall be arranged on an as-and-when basis by the administrative body to allow all stakeholders to express their views on training, assessment and certification matters and examine the activities of the PSRO Board, standing groups and ad hoc task-and-finish sub groups.

