

Terms of Reference

The Construction Leaders Procurement Group

1.0 Introduction

The aim of this document is to outline the constitution of the Construction Senior Leaders Procurement Group (CSLG) and the terms of reference in order to give the group clear focus, relevance, and responsibility for the improvement of procurement practices and professionalism across the industry. The group's primary remit is people development, sharing of good practice on topical issues and to develop and improve professional standards in the Construction Industry.

The group is not a commercial body.

Mission – 'Driving excellence and professionalism in procurement and supply capability for the construction sector.'

Vision – 'To be the catalyst for skills development and professional standards in the context of the construction sector while sharing topical good practices.'

The CSLG will proactively share information and ideas, as they are developed, which adopts a respectful and professional approach with the shared objective of achieving mutually beneficial efficiencies. All sharing of information will follow Competition Law and protect commercial sensitivities where agreed.

2.0 Group Purpose

The CSLG, we believe, is the only group within the sector, and it allows us to move quickly when the need arises. A great example of this was the speed in pulling together and coordinating supply and engagement with suppliers during the Pandemic. It has shown strong leadership and commitment to people capability development and standards over recent times and is influential with key stakeholders and wider sector initiatives.

The CSLG operates on the understanding that it must seek to ensure that the work it does and the discussions it has, is undertaken in a 'non-commercial' and 'non-competitive' way, providing a forum for senior procurement executives to improve professionalism, develop capability, standards and practices as defined below. The CSLG purpose is to:

- Collaboratively drive the procurement and supply management capability of the sector, through the Main Contractors and Clients but also through the multi-tiers in the supply chain, working collectively through initiatives to bring this about.

- Work together to influence the scope and delivery of programmes within the Construction sector and promote the standards and best practice within each of the organisations and those of peers and sub-tiers.
- Collectively discuss key and common topical issues and initiatives that are current and relevant to the sector and where appropriate agree an understanding and position that can be used as part of a representation by individual companies.
- Influence and address areas of national interest, standards and practice; to include but not exclusive to: Cyber Security; Sustainable Procurement; ESG; Risk and Resilience; Modern Slavery; NZC; New Legislation including the Building safety Act and Procurement Bill; Improving Productivity; Social Value; Building skills and capability.
- Advice and guidance on the production of CIPS products and service.
- To act as advocates of CIPS and promoting the procurement profession.

What the CSLG is not:

- A government lobbying group
- A collective decision-making body on behalf of the sector

3.0 CIPS role in the CSLG

Where possible, CIPS will provide the following:

- Driving CSLG initiatives and sub-group activities (if any) and provide resource to manage and move forward agenda.
- Provide access to key professionals in expert areas of interest to the group to share best practice in procurement and supply.
- Through its networks introduce the CSLG to key individuals and organisations that may be able to assist or influence key initiatives e.g., UK Government.
- Promote the work of the CSLG and its role in driving professional standards and capability within the Sector through its website, LinkedIn, literature and events, raising the profile of the sector and its influence and achievement.
- Work with the CSLG to enable its agenda for professionalism, capability building and development of standards.

- Define standards and practices on behalf of the CSLG for the benefit of the sector.
- Build professionalism in procurement and supply and promote it through the sector in conjunction with the CSLG.
- Keep the CSLG abreast of new initiatives, new opportunities and new products/services that might enhance or further enable individuals, organisations and sectors as a whole.

4.0 Group Construction

The group is constructed primarily of senior procurement executives and leaders representing the construction sector, reflecting a cross section of Main Contractor and Client organisations. In agreement with the CSLG, it is possible that other bodies and suppliers can be invited to attend the CSLG and if there is collective agreement, to attend regularly or for the life of an associated initiative/programme/project. A representative from the relevant sector trade bodies may also be included from time to time. CIPS representation on the group includes a CIPS Director and/or a chosen representation, and any other member of CIPS staff required to support Construction Sector Leaders Group projects / activities. An academic representative may also be invited to the CSLG and will be engaged by CIPS but in consultation with the group.

4.1 Membership of the CSLG

The intent is that each organisation is represented by the Procurement/Supply Chain Director primarily but can be supported by a deputy when required to ensure continuity and attendance. Attendees should be notified to the CIPS Chair of the group in advance of meetings /events where possible to ensure appropriate logistics and security provisions are in place.

As individuals are invited to the CSLG on behalf of their organisation, where an individual is no longer employed by that company the CSLG Chairman and the CSLG member will agree on a suggested replacement representative from that organisation.

Members who take up a similar post with another company in the construction sector maybe nominated by the CSLG Chairman to continue on the CSLG as the representative of the new company. There will be no more than one consultant member of the CSLG.

Membership will normally be reviewed annually (or individually if required) and maintained by the CSLG Chair with input from the wider group, if required

4.2 Quorum

The CSLG will be quorate when, in addition to the CIPS staff, there are at least 7 member organisations represented at the meeting. Where attendance is less than seven members no votes will be cast on behalf of the CSLG group.

4.3 Time served on the group

To ensure continuity members are expected to serve for minimum of 12 months, The group will meet every two months and will endeavor to meet face to face twice during the year with dial in Teams options to be made available. Proposed changes of membership will be advised to group for agreement. Any objections to a proposed member change must be supported by reason and explanation. Any such objection will be considered by the CSLG group.

4.4 Chairmanship

The Chairman is a member of the CSLG and should be a full member of CIPS (MCIPS) or is a CIPS Fellow (FCIPS) and will be proposed and nominated by CIPS and approved by the CSLG. The Chairmanship will be held for a period of 1 year and then subject to a second year if the chair wishes to continue, however the decision will be subject to a vote by the CSLG membership. The CSLG has one deputy who will take on the chairmanship if the Chair is unable to attend. The tenure will be consistent with the CSLG Chair. The deputy chair will also be nominated by CIPS. Members are expected to attend meetings, provide input to papers and discussion. The CSLG will be most successful if members share their experiences and where possible their procurement tools and case studies with a view to improving capability and professionalism across the sector.

Current Chair – Clare Jones (commenced January 2023)

5.0 CSLG Governance

Governance process associated with the CSLG are set out below; additional processes will be developed as necessary to ensure the efficient running of the group.

5.1 Decision Making

Decision making will be made at the meetings, and it should be acknowledged that members will make decisions at the meeting as long as quorum is present. Decisions will not be deferred unless a quorum doesn't exist or the group determines that further time is required. On occasions it may be necessary to make decisions ex-committee, in such cases the quorum rule be adhered to.