

C4SL Project Phase 2 – Make up, Purpose, Terms of Reference of the Steering Group (SG)

SG Make Up

The SG will be a body of organisations that are representative of industry in the context of those who may be affected by soil conditions on human health. It is to consist of nominated individuals from organisations which have accepted SAGTA's invitation to participate in the project.

SG Chairman

The SG Chairman will be Dr Richard Boyle or, in his absence, a Deputy Chair to be advised by SAGTA.

SG Purpose and Terms of Reference

The Terms of Reference of the SG are to act on behalf of SAGTA as the client as an overseeing and approval / recommendation body when relevant. The scope of the SG's terms of reference in this regard is envisaged to consist of the combined participation of its members to undertake, but be not necessarily limited to, the following project features:

- To agree compounds to be included in this phase of C4SL
- To review and agree the basis of an accepted project framework
- To agree a proposed Project Manager (PM)'s job specification, associated candidate short list and basis of inviting tender submission for the role
- To assess tender submissions with the objective of making recommendation for the appointment of a PM
- To agree with PM project milestones for output deliveries
- To monitor and oversee PM's performance in driving the efficient, consistent and timely delivery of outputs in accordance with such project milestones
- To monitor and review project expenditures in conjunction with project deliveries and to make recommendations to the client in relation to trigger points for project fee payments
- To agree a proposed toxicologists' job specifications and basis of inviting submissions for the application to undertake roles
- To assess toxicologists' submissions with the objective of making recommendation to the client for their appointments as a component of the project team
- To support C4SL output production in line with the developed and accepted project framework (see Annex 1) and policy direction. For the avoidance of doubt it will not be in the SG's remit to alter the basis of how project outputs are produced or enter into considerations over their use or existence.
- To ensure the SG is reasonably represented at such workshops as may be convened by PM as part of the project framework
- To monitor project activities with a view of ensuring that the basis by which project work is undertaken, together with the activities of the SG itself, is open and transparent. In the context of the SG's activities, minutes of its meetings are to be agreed.
- By peer review, track, resolve issues with a view to enabling SG approval to recommend sign-off of provisional C4SLs (pC4SLs) outputs that present the platform to achieve the eventual delivery of finalised C4SLs outputs and their free publication. Acceptance of pC4SL will be via a majority vote on the basis as described in the section below.
- To monitor and oversee the development and performance of the planned website in terms of its coverage and maintenance
- To agree updates to wider industry

The framework referred to above is set down in Annex 1.

SG Decision-Making Protocol

In terms of determining whether recommendations of SG approval or otherwise are appropriate, when full consensus of SG members cannot be achieved, such decisions of the SG will be determined by simple majority vote, subject to at least 50% of the SG being in attendance.

Where there is no majority, the SG Chairman, or Deputy when relevant, will have the casting vote.

Membership of the SG is conditional on acceptance of the formal position of the SG, when views and opinions of individual member organisations are at variance.

Frequency of SG Meetings

SG meeting frequency is provisionally anticipated to be monthly or bi-monthly, subject to initial determination at the first project SG meeting and thereafter reviewed by SG on month-to-month basis depending on level of progress achieved.

Subject to practical adjustment during the project an SG Agenda is:

1. Introductions and apologies
2. Review of previous minutes and update on agreed actions
3. Update by PM on progress
4. Review of pC4SL progress and activities and expenditures
(Project Manager)
5. Resolve issues in pC4SL production
6. Sign-off of pC4SLs
7. Publication of C4SLs
8. Actions and future work
9. Reporting update to wider industry
10. AOB
11. Next meeting

ANNEX 1 C4SL Phase 2 Delivery Process

Proposals for C4SL Phase 2 Delivery Process

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