

APPENDIX A:

Terms of Reference SEWH Board May 2017 V1

Introduction

The SEWH Board has been established to ensure governance, and provide leadership for the operation of the Framework Agreement SEWH, which is managed by Cardiff Council's Commissioning and Procurement team.

The Board will ensure both Participating Authorities and Contractors work within the principles of the Framework:

- To work together with framework stakeholders in good faith and in a spirit of mutual trust and co-operation.
- to act in a co-operative and collaborative manner so as to achieve and advance the efficiency and effectiveness of the relevant Civils / Highways Project;
- to share information honestly and openly; and
- to highlight any difficulties at the earliest possible opportunity

These principles promote good working practices with all stakeholders across the South East and Mid Wales Regions, to deliver value for money, to improve sustainability and to deliver added value through community benefits, all through an efficient procurement process.

The purpose and role of the Board is to:

- Provide strategic direction and support to the Framework Management Team
- Ensure that the SEWH framework is an effective vehicle to deliver Highways and Civils Construction projects that provide value for money

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to the Participating Authorities

The responsibilities of the Board are to:

- Actively champion the Framework and influence all stakeholders to work in a constructive and positive manner in relation to the agreed areas of collaboration;
- Agree, on an annual basis, the use of the received commission/fee from contractors to benefit the framework overall

Membership of the Board

The membership of the Board is taken from both client users and contractor representatives, and is included in the table below.

This membership can be reviewed at anytime, and any persons requesting to become a member will have their request considered by the Board.

Contractors are represented by CECA (Civil Engineering Contractors Association) in Wales, and can feed in comments or issues to be raised at Board.

Name of Person	Organisation Representing
TBC	Chair of SEWH Board and XXX Council.
Chris Mclellan	Cardiff Council
Ed Evans	CECA Director Wales
Rob Williams	Powys County Council
Chris Squires	Powys County Council
Gary Brown	Cardiff Council

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Shaun Reville	Cardiff Council
Neil Pugh	Cardiff Council
Andrew Williams	Torfaen County Borough Council
Rob Davies	Monmouthshire County Council
Ian Fishguard	Newport County Council
Andrew Brookes	Newport County Council
Andrew Stone	Rhondda Cynon Taf County Borough Council
TBC	Bridgend County Borough Council / Vale of Glamorgan County Council

Key Roles of the Board

The SEWH Board will:

- Represent users and contractors of the framework
- Ensure alignment of the framework and its operation to Local and National policy agendas
- Reasonably challenge alternative procurement routes undertaken by those who have signed the Access Agreement
- Provide an escalation route for poor performance and other framework issues
- Ensure the framework management by CCC C&P is in the best interest of Participating Authorities and Contractors
- Represent the Participating Authorities and Contractors on the framework in their best interest, and make decisions based on sound judgement
- Establish and monitor contractor and client forums and task and finish groups



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- Undertake an annual health check on overall performance of the framework
- Monitor use of the framework to improve consistency across clients

The Chair

The Chair of the Board will be nominated at the first SEWSCAP Board meeting and shall hold their chairship for 12 months, when a vote shall be taken again to change the chair.

These Terms of Reference shall be reviewed twelve monthly from commencement of the Board.

Minutes

Minutes shall be taken at each meeting and distributed to the contractors and clients of the framework.

Membership of the Board

The Board will have members representing both the construction sector and Participating Authorities.

The Chair of the Board may also choose to invite additional independent members to provide expert advice, or specialist knowledge. Such members would not be entitled to be involved in decision making.

Frequency

The Board will meet quarterly.



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Board members will be invited to the Board. Additional members can be taken in at anytime with approval of the Chair and Board.

Client and Contractor Operational Group

The CCOG will meet quarterly, and will have membership of all client users and contractors engaged in the framework. Matters from the CCOG will be reported to the Board.

Technical Forums

Various technical forums, to share best practice, and other roles as appropriate, and as Task and Finish Groups will be established and will report into the CCOG.

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Annex 1: Governance of SEWH Framework

