

## Assessment Panel – Terms of Reference

### Purpose

The Assessment Panel is responsible for auditing information from Recognised Assessment Bodies and Prospective Recognised Assessment Bodies for the Common Assessment Standard and for making recommendations to the Interim Cross Industry Body on whether or not they meet the Criteria for Recognised Assessment Bodies.

### Scope

The Assessment Panel will:

- Review applications from Prospective Recognised Assessment Bodies against the Criteria for Recognised Assessment Bodies
- Conduct annual reviews of Recognised Assessment Bodies against the Criteria for Recognised Assessment Bodies
- Make recommendations to the Interim Cross Industry Body on whether Prospective Recognised Assessment Bodies and Recognised Assessment Bodies meet the Criteria for Recognised Assessment Bodies, including any suggested corrective or remediation actions
- Identify any changes which may be required to the Criteria for Recognised Assessment Bodies or the application or annual review processes for consideration by the Interim Cross Industry Body
- Be an advocate for the Common Assessment Standard within Build UK and CECA membership and the wider industry.

### Authority

The Assessment Panel will make recommendations on whether Recognised Assessment Bodies and Prospective Recognised Assessment Bodies meet the Criteria for Recognised Assessment Bodies.

The Assessment Panel reports to the Interim Cross Industry Body which will set out its views regarding the approval of Recognised Assessment Bodies to Build UK. Build UK will make all final decisions regarding Recognised Assessment Bodies.

### Membership and Chair

Members of the Assessment Panel will have knowledge and experience of business and quality management systems, auditing, and/or supply chain management.

The Assessment Panel will comprise a minimum of five members, including the Chair, one Contractor and one Trade Association representative.

The Assessment Panel will be chaired by Anne Smales (Bouygues UK) in her capacity as a member of the Interim Cross Industry Body. Secretariat support will be provided by Build UK with the assistance of CECA.

A member's position on the Assessment Panel may be withdrawn if:

- They are no longer employed by a relevant organisation
- Their employer organisation resigns from Build UK or CECA membership.

Any vacancy on the Assessment Panel will be advertised and filled at the Secretariat's discretion.

## **Commitment**

Members are expected to:

- Engage with the Assessment Panel on an impartial basis to the benefit of the industry and be fair and objective when auditing information from Recognised Assessment Bodies and making recommendations to the Interim Cross Industry Body
- Declare any conflict of interest with any Recognised Assessment Body or Prospective Recognised Assessment Body, which will be recorded in the minutes. The Chair will have final discretion on whether to exclude a particular member from being involved in the auditing of information
- Attend and actively participate in meetings and provide feedback between meetings as required.

All discussions and recommendations made by the Assessment Panel will be undertaken strictly in accordance with applicable competition laws.

## **Working Methods**

The Assessment Panel will normally meet in central London, with the frequency and timings of meetings determined by the annual review process and receipt of applications.

Meetings of the Assessment Panel will be chaired by the Chair. In the absence of the Chair, a nominated member may chair the meeting.

All papers provided in connection with meetings will be treated as confidential. Papers will be circulated at least two weeks prior to each meeting, so far as is reasonably practicable.

Minutes of each meeting will be produced and published no later than two weeks after the meeting. Minutes will record the recommendations agreed by the Assessment Panel and the reasons for them.

## **Review**

These terms of reference will be reviewed every 12 months.