

<b>Open Government status:</b> Open	<b>Paper number:</b> CERIAC 02/05
	<b>Type of paper:</b> For discussion
	<b>Meeting date:</b> 28th November 2002

## **CERAMICS INDUSTRY ADVISORY COMMITTEE**

### **Proposal for a successor body to CERIAC A paper by Terry Aston, Secretary CERIAC**

#### **Issues**

1. The formation of a successor committee to the Ceramics Industry Advisory Committee, (CERIAC).

#### **Backgrounds**

2. At its meeting of June 2002 CERIAC discussed the Health and Safety Commission (HSC) paper "Ways of Working" (HSC/01/147). It was agreed to form a working party to prepare proposals for the constitution of a successor body to itself as it appeared unlikely that CERIAC could satisfy the required criteria set out in that paper to continue as a formal Industry Advisory Committee. Members of CERIAC also considered that establishment of a body without formal ties to HSE would afford substantial opportunities in terms of overhead reduction and responsiveness to industry needs. A working party consisting of representatives from the tripartite components of CERIAC has met twice and produced a proposed constitution and terms of reference for the successor body.

#### **Proposals**

3. The proposals are set out at appendix 1 and this meeting is invited to consider these proposals and agree to the formation of such a body.

#### **Timing**

4. It is proposed that the successor body should assume the role of CERIAC with immediate effect, bearing in mind that membership of CERIAC has not been renewed.

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### **Constitution for CHARGE (ceramics, heavy clay, refractories and glass manufacturing industries joint health and safety advisory committee).**

#### **1. NAME**

1.1. The short name of this body shall be the acronym "CHARGE" and the full title shall be the Ceramics, Heavy clay, Refractories and Glass industries joint health and safety advisory committee.

#### **2. ROLE AND TERMS OF REFERENCE**

2.1. The primary role of this body is to provide a forum for member industries to promote improved standards of health and safety and the "Revitalising Agenda" within those industries.

2.2. Further to 2.1 above CHARGE shall have the following role:

- 2.2.1. The establishment of a plan of work.
- 2.2.2. Monitoring the achievements of the plan of work.
- 2.2.3. The identification of issues of significance affecting the member industries.
- 2.2.4. Commissioning research to identify solutions to problems identified in member industries.
- 2.2.5. The provision of guidance to member industries and it's stakeholders.
- 2.2.6. Making recommendations to HSE and other government bodies as appropriate on issues such as policy and legislation

#### **3. SCOPE OF "CHARGE"**

3.1. The committee shall comprise representation of the industries previously covered by CERIAC (The Ceramics Industry Advisory Committee), that is ceramics, heavy clay, refractories and craft potters. The committee will additionally incorporate representation from the glass manufacturing industry (through British Glass).

3.2. The committee shall be tripartite with representation drawn from employers' organisations, trade unions and HSE. Representation is as detailed at annex 1.

3.3. The committee shall consist of 15 members. The committee shall have the authority to expand membership if a need is identified, provided that there is agreement of all three tripartite components.

#### **4. MEMBERSHIP CRITERIA**

4.1. It shall be for each body listed at annex 1 to appoint to the committee as their representative a person whom they consider suitably qualified and appropriate to the needs of the committee.

4.2. Each member so appointed shall have a fixed term of membership of three years. After the expiry of such time it shall be for the nominating organisation to either renew membership of the individual or nominate a replacement.

4.3. Meetings of the committee shall be regarded as quorate for the purposes of making decisions when there is representation present from at least one organisation from every tripartite component of the committee (i.e. at least one employers organisation, at least one trade union, and at least one from HSE).

4.4. Where in the opinion of the committee commitment from any member appears in question the committee is empowered to take action. The nature of any such action shall be subject to prior agreement in the committee after due consideration of the circumstances.

4.5. The committee shall be empowered to establish subcommittees, working parties and ad hoc groups as needs are identified. In setting up any such body the committee should ensure that it is established with clear terms of reference and deliverable objectives. The committee shall be empowered to dissolve such bodies where it deems appropriate.

4.6. HSE shall provide the Chair and Secretariat to the committee.

4.7. The committee shall meet not less than three times each year.

#### **5. PLAN OF WORK**

5.1. The committee shall establish a plan of work, and the plan of work should take suitable account of the "Revitalising Agenda" and existing initiatives in member industries already linked to the "Revitalising Agenda".

5.2. The plan of work will operate on a rolling basis, but will be subject to formal annual review at the final committee meeting in each financial year.

5.3. Items included in the plan of work should have clear, deliverable objectives, the outcome of which can be measured.

5.4. The plan of work may include the production of guidance for member industries. Such guidance need not be produced under the banner of HSE unless the committee identifies a significant need to do so. Production of guidance by the committee will not preclude member organisations producing guidance under their own banner, and guidance produced by the committee shall not be precluded from being reproduced separately by member organisations under their own banner.

5.5. Any guidance produced shall be freely available to non-member organisations. Where practical, guidance should preferably be made available by electronic means and primarily from websites hosted by membership organisations (e.g. The British Ceramics Confederation or British Glass) but availability should not be restricted to membership organisations. Other organisations may be permitted to use hyperlinks to the URL of such guidance.

## **6. POWER TO AMEND CONSTITUTION**

6.1. The committee shall have the power to amend the above constitution and terms of reference.

## **ANNEX ONE**

### **Proposed membership of the New Committee**

Whiteware (representing whiteware, sanitaryware and glazed wall tiles)

Heavy Clay (representing roof tiles and bricks)

'Glass' (representing the glass industry)

Refractories

Technical Ceramics

Material Suppliers

Ceramic Craft Industries (representing SME's and craft potters)

Ceram Research

TU's (possibly 4 representatives)

HSE (3 representatives)