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**Health and Safety Executive**

**Interim Industry Competence Committee**

**Information Pack for Expressions of Interest**

April 2021

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**Interim Industry Competence Committee**

**About the Interim Committee for Industry Competence**

1. The Statutory Industry Competency Committee is one of three advisory Committees provided for in the draft Building Safety Bill. It is intended to provide advice to the Building Safety Regulator (BSR) and industry on competence related matters. This Committee will be established, at the earliest, in October 2022. In the intervening period, the Interim Industry Competence Committee (IICC) is being established and will provide advice to the shadow BSR on development of the new higher risk building (HRB) regime and will aim to provide strategic leadership and oversight of industry’s work to facilitate improvement of competence in the built environment industry.
2. The remit of the IICC will include:
3. To advise on the strategic direction to improve, monitor and encourage industry competence, building on the work of the Competence Steering Group (CSG), to provide alignment with the developing regulatory framework and avoid dilution and duplication of effort.
4. To provide advice to the shadow BSR on the development and delivery of products set out in scope of the Building Safety Programme (in particular, competence related standards, guidance and processes).
5. To lay the groundwork for establishing the formal committee (and understand the necessary links to other forums and committees)
6. **See Annex 1** for further information on the proposed work of the IICC.

**Background Information for candidates**

1. Following the Grenfell Tower fire in West London in June 2017, Dame Judith Hackitt carried out an independent review of building regulations and fire safety to understand the causes of the fire. The review concluded that the whole system needed major reform and that residents’ safety needed to be a greater priority through the entire life cycle of a building – from design and construction, through to when people are living in their homes ([Building a Safer Future: Final Report).](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707785/Building_a_Safer_Future_-_web.pdf)
2. The Government accepted the review’s recommendations ([Government response](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877628/A_reformed_building_safety_regulatory_system_-_gvt_response_to_the_Building_a_Safer_Future_consultation.pdf)) and brought forward fundamental changes in the draft Building Safety Bill, that will improve building and fire safety, so that people will be, and will feel, safer in their homes ([Draft Building safety Bill](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906737/Draft_Building_Safety_Bill_Web_Accessible.pdf)).
3. The Government has asked HSE to establish a new building safety regulator. The regulator will have 3 main functions:
   1. to oversee the safety and standard of all buildings,
   2. directly assure the safety of higher-risk buildings; and
   3. improve the competence of people responsible for managing and overseeing building work.
4. The IICC is intended to facilitate improving the competence of individuals in the built environment industry and professions.
5. Industry has also responded by establishing the Competence Steering Group, at the request of the Industry Response Group to tackle competence shortcomings identified in the Building a Safer Future report. The work of the CSG and its working groups has been captured in their report ([Setting the Bar](https://cic.org.uk/admin/resources/setting-the-bar-9-final-1.pdf)).

**About the Roles**

1. The IICC will advise the shadow BSR on relevant policy and technical matters related to industry competence. It will provide leadership and direction to the wider built environment industry, promoting industry culture change and work to support the capability and capacity of industry roles critical to the new regulatory regime.
2. Members will be appointed on an independent basis and their selection will be through an open process and will be dependent on the individual's expertise and experience, rather than as a representative.

**Committee Chair**

1. Those interested in this role will need to assume a strong and influential leadership position as Chair of the IICC. The role will require a level of independence, transparency and neutrality regarding the built environment industry, therefore, candidates from outside the built environment industry are highly encouraged to apply.
2. The individual will need to drive and lead a programme of work to increase competence of key professionals and facilitate improved competence across the wider industry, contributing to behavioural and cultural change. Candidates that have experience and success in doing this in their organisation or the wider sector are welcome to apply.

**Committee Member**

1. The committee will have a Chair and 14 member positions. The Secretariat will be provided by the shadow BSR.
2. Those interested in becoming a Member should be at a senior level in their organisation and have successfully led initiatives to improve and encourage individual or organisation competency. We are interested in hearing from applicants from both within, as well as outside, the built environment industry. It is desirable that those interested should have current professional knowledge and interest in the wider competence landscape; and be able to draw upon knowledge and experience of the built environment industry. We would be interested in those with experience of developing competence and educational standards and frameworks. Experience of working in high-hazard, safety critical industries would also be encouraged.

**Criteria for the Roles**

1. **Essential Criteria**: All candidates for either position of Member or Chair must be able to demonstrate the following:
2. Evidence of the relevant skills, knowledge, experience and behaviours, from a relevant sector/industry (particularly in high hazard, safety critical industries) such as:

* Procurement
* Design
* Construction
* Inspection
* Building Management
* Building Maintenance
* Nuclear
* Offshore Oil and Gas
* Manufacturing
* Transport, including Rail and Aviation
* Medical Management
* Research
* Utilities

1. Excellent communication and influencing skills at a senior level, together with a proven ability to build strong relationships within and outside the built environment industry.
2. Evidence of sound judgement and decision-making.
3. A proven ability to provide evidence-based advice clearly and impartially.
4. **Desirable Criteria**: A demonstrated understanding and expertise in two or three of the following areas:
   * + Development of competence or educational standards/frameworks/ management systems
     + Independent certification and accreditation
     + Identifying and managing risks from fire and structural safety (eg structural engineers, fire safety engineers)
     + Safety management systems
     + Developing and leading a safety culture
     + Resident engagement
     + Understanding of enforcement and regulation
     + Creating digital systems and records
5. **Chair - Additional Criteria**: The Chair is selected for their experience in managing complex discussions and should be a skilled communicator with experience of dealing sympathetically and accessibly with the media, public and stakeholders. The Chair provides leadership and direction for the Committee and ensures that it delivers the work expected, to a high standard. The Chair should have experience and success of leading behavioural and cultural change in their organisation or wider sector.

**Terms of Appointment**

1. **Period of appointment.** This appointment will be from June 2021until the Statutory Industry Competence Committee is established, at the earliest, in October 2022. Although Members are expected to commit to contribute to the work of IICC annually, they are free to terminate their involvement at any time according to personal circumstances. HSE may also terminate an appointment in certain circumstances, for example if experts fail to perform as expected of them.
2. **Time requirements**. Members will be expected to participate fully in the Committee’s business and will be expected to attend each meeting of the IICC. It is expected that the Committee will meet monthly for the 1st three months and thereafter every two months. In addition to the main meetings, there will be preparatory and follow up work with the secretariat and possibly input into working groups (approximately 10 days per annum in total).
3. **Remuneration**. These are non-salaried appointments but the HSE will pay reasonable travel expenses, in accordance with our travel policy, that are incurred when attending meetings, including working groups and other Committee business. It is anticipated that the meetings will be held virtually for the foreseeable future.
4. **Conflict of interest**. It is a requirement for the independent member not to have, or acquire, any financial or other personal interest that may, or may be perceived to, influence their performance on the Committee for the duration of the appointment.
5. **HSE Equal Opportunities Policy statement**. HSE wants its workforce to represent modern Britain in all of its diversity. We want all our employees to feel that they can be themselves at work and to know that they are valued for the distinct perspective and experience that they bring.

**We take** the broadest possible view of equality, diversity and inclusion

**We value** the qualities that make you who you are

**We believe** that every member of the community has the right to work safely

**We commit** to nurturing and empowering our staff, so that they can progress their career as far as their talent takes them

**We welcome** applications from anyone who holds these same values and meets our personal specification for skills. We look forward to hearing from you.

1. **Standards in public life**. As a Member or Chair of the IICC, you will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. **See Annex 2** for further information.
2. **Confidentiality**. Where possible the documents and papers associated with the meetings will aim to be open. However, confidential information may arise during your work with the IICC. The general principle of the common law duty of confidentiality will apply, except in cases where the information was provided under legislation which deals specifically with disclosure and non-disclosure. Papers, which are deemed to be confidential, will be marked appropriately by the Secretariat and their contents should not be disclosed beyond the individual Members. Questions or approaches from the media should be directed to the secretariat.

**How to Apply**

1. Expressions of interest are invited to be sent to [buildingsafety@hse.gov.uk](mailto:buildingsafety@hse.gov.uk) by midnight on **Sunday 23 May 2021**.
2. Please include in the subject box **‘Expression of Interest IICC – Chair or Member or both (delete as appropriate)’**. The expression of interest should include:
3. *Curriculum Vitae* - including educational and employment history, including any professional qualifications and significant achievements (max. 2 A4 pages)
4. Cover Letter - explaining how, using specific examples, you meet the criteria for the roles (max. 2 A4 pages).
5. Please indicate at the top of the covering letter if you are applying for the role of Chair or Committee member. If you are applying for both roles please indicate this and ensure that your cover letter addresses the additional criteria listed.
6. Expressions of interest for Members will be considered based on the essential and desirable criteria for the roles but also in the context of achieving a suitable and appropriate balance of expertise and disciplines on the committee as a whole, so the IICC can deliver its functions effectively.
7. For the appointment of Committee Chair we will invite shortlisted applicants to attend a short interview. Interviews will take place week commencing 31 May 2021

**Application and appointment timetable**

1. Closing Date: **Midnight, Sunday 23 May 2021**
2. Interview dates for Chair:w/c 31 May 2021
3. Appointment invitations sent: w/c 7 June 2021
4. Induction/Onboarding:June 2021, date to be confirmed
5. Date of first meeting: June 2021,date to be confirmed

**Annex 1: Further details on the proposed work of the IICC**

1. The IICC is advisory, providing advice and guidance, to the BSR and industry, to help ensure readiness for the new regime. It will not have the functions of the Statutory Industry Competence Committee hence does not have any authority or decision-making or approval functions. The IICC is primarily aimed at supporting the shadow BSR transition to the new regulatory regime and lay the foundations for the Statutory Industry Competence Committee.
2. It is envisaged that the work of the committee will focus on three main areas:
3. To assist with the development and delivery of products aimed at supporting the new building safety regime – for example:

* Providing input on the British Standards Institution led suite of competence standards, to make sure they are fit for purpose from an industry user perspective and meet the needs of the BSR from a regulatory perspective.
* Help to identify capacity and capability gaps that could pose a challenge in commencing the legislation and make recommendations to overcome these where appropriate.
* Assist with drafting and provide feedback to MHCLG/shadow BSR on operational and industry guidance to make sure it is fit for purpose; and flag issues or problems that need to be addressed as well as help advise on solutions.

1. To advise on the strategic direction to improve, monitor and oversee industry competence – for example:

* Helping the shadow BSR to develop its strategy and function in relation to increasing competence of key professionals and facilitating improved competence across the wider industry.
* Advise on the role for independent oversight of those assessing the competence of those working on higher risk buildings; consider equivalence of third-party accreditation standards across the industry; and proportionality of the approach.

1. To lay the groundwork for establishing the statutory committee when the legislation comes into force and understanding the links that need to be made with the other relevant committees – for example:

* Using lessons learned from the IICC to assist the shadow BSR to decide the role, remit, functions, membership, performance and governance of the Statutory Industry Competence Committee.
* Advise on how to ensure a joined-up and consistent approach between different stakeholder committees that share an interest in competence in the built environment.

**Annex 2: The Seven Principles of Public Life**

**Selflessness** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or organisations.

**Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

**Leadership** Holders of public office should promote and support these principles by leadership and example.