



Memorandum of Understanding (MoU) and Terms of Reference (ToR)

CLOCS - ENSURING THE SAFEST CONSTRUCTION VEHICLE JOURNEYS

The national *CLOCS Standard* aims to eliminate the risk of heavy goods vehicles servicing the construction sector harming people. Its primary goals include zero collisions, fewer journeys, improving air quality and managing reputational risk. It is a voluntary standard that promotes good practice beyond basic legal compliance. It provides a framework with clear roles and responsibilities to protect the wider community, the supply chain and employees.

The CLOCS programme represents a united response to improving road safety across the industry and greater social responsibility that aims to save lives and reduce the negative impact of construction traffic. Importantly, CLOCS is built on collaborative action between key stakeholders to achieve a shared vision. This document sets out the MoU and ToR that underpins that collective undertaking.

Memorandum of Understanding

Memorandum of Understanding between the Construction Logistics and Community Safety (CLOCS) Sponsor and organisations implementing the requirements of the *CLOCS Standard* - 'CLOCS champions'

Since the launch of the *CLOCS Standard* in December 2013, the construction industry has taken ownership of work related road risk beyond legal requirements. A wide range of construction clients, principal contractors and fleet operators have openly committed to implement and adhere to the requirements of the *CLOCS Standard* by signing this Memorandum of Understanding.

A supply chain comprised of CLOCS champions means that clients, principal contractors and vehicle operators are working together to minimise risk to vulnerable road users.

PURPOSE

The purpose of this Memorandum of Understanding (MoU) is to build commitment to the *CLOCS Standard*. It does not create any legally binding obligations for either party but is a statement of each party's current intentions and commitment to improve road safety.

PARTIES TO THE AGREEMENT

The **CLOCS sponsor** is responsible for final decisions in relation to the programme and for agreeing priorities. It provides resource, support and direction for the programme to ensure it achieves its objectives.

The **CLOCS champion** is responsible for actively implementing and ensuring compliance to the requirements within the *CLOCS Standard*. Where it is not possible to actively implement the *CLOCS Standard* straight away, the CLOCS champion is responsible for communicating the organisation's intentions to implement together with related timescales and a dedicated point of contact.

JOINT UNDERTAKINGS

The CLOCS Sponsor and CLOCS champions agree to work together to:

- provide information to support the monitoring, evaluation and implementation of the *CLOCS Standard* and supplementary guidance. This may include submission of information, participation in meetings and other contributions to works in progress.
- inform the future development of the *CLOCS Standard* and supplementary guidance through the CLOCS working groups.
- develop messages to promote the objectives and aims of CLOCS across the industry at meetings, conferences, in the press and other internal and external media.
- share new and existing research that supports and underpins the *CLOCS Standard*, or informs further development, including additions or where a change of direction is required.

The CLOCS sponsor:

- will provide to CLOCS champions information on the progress of the CLOCS programme, and future trends and/or policy developments likely to impact on the business performance of the partners in the context of the CLOCS programme.
- will provide a forum (the CLOCS working group) to discuss the *CLOCS Standard*, issues with and future development of the *CLOCS Standard*.
- will consult with other members of the CLOCS working group before implementing changes to the *CLOCS Standard* – this may include direct dialogue with partners or with their respective trade associations.
- will make sure future policy developments ‘add value’ to MoU signatories. As long as access to the *CLOCS Standard* is open to all, then the requirement to implement the *CLOCS Standard* should be as far-reaching as possible so that those organisations that have made the necessary commitments and investment see some benefit from it.

- will develop information and guidance to support implementation and mechanisms to enable champions to demonstrate compliance.

CLOCS champions:

- will elect and provide details of a dedicated point of contact who will be responsible for managing the organisation's relationship with the CLOCS secretariat.
- will have at least 20% of its sites and/or fleet operating centres compliant to the *CLOCS Standard* (which for a fleet operator is as described as Silver in the FORS Standard).
- will have a clear plan to get the majority of its sites and/or operating centres CLOCS compliant within two years.
- will maintain an account on the champions online portal to:
 - complete the CLOCS Implementation Plan
 - annually review progress against that Implementation Plan
 - update organisation details and add company logo to profile
 - manage internal communication of CLOCS bulletins and alerts
 - provide information to support the monitoring and evaluation of compliance with the *CLOCS Standard*
- clients and principal contractors will ensure at least 20% of their sites are assessed by the CLOCS site monitoring team.
- fleet operators will provide, if requested, a certificate from an independent assessor to show at least 20% of its fleet operating centres are CLOCS compliant.
- will engage in an annual review conversation with the CLOCS secretariat to discuss progress towards 100% compliance and key successes and challenges in order to help inform the development of new CLOCS guidance.
- may submit their logo in support of the *CLOCS Standard* to be featured in CLOCS promotional material e.g. PowerPoint presentations.
- will be entitled to use CLOCS branding in promoting the use of the *CLOCS Standard*, for example on site posters and hoardings, in line with the brand guidelines.
- will promote and enforce the *CLOCS Standard* across their supply chain, within sector groups, trade associations and other suitable channels and include communications plans in their CLOCS Implementation Plan.
- will make the CLOCS secretariat aware of comments on and issues with the *CLOCS Standard* and share information about other initiatives that might complement or contradict the *CLOCS Standard*.

Terms of Reference

ROLES

Transport for London (TfL) is the Sponsor and funding body for the CLOCS programme for 2014/19. TfL provides resource, support and direction for the programme in order to ensure it achieves its objectives. TfL is responsible for final decisions in relation to the programme and its priorities.

The ultimate goal is for an industry-owned model to be agreed and adopted for CLOCS post 2019.

The CLOCS secretariat team

The CLOCS secretariat team is responsible for implementation of the Standard and promoting industry awareness. Their role is also to support CLOCS champions to achieve the goals of their implementation plans. An ongoing programme includes the production of tools and supplementary guidance on a range of topics, including procurement, compliance monitoring and collision reporting.

Led by SECBE, the team includes major organisations that represent key construction stakeholders namely: LHC, The Construction Clients' Leadership Group (CCLG), Build UK and the Considerate Constructors Scheme (CCS) whose team of monitors provide resources for CLOCS site monitoring visits.

The CLOCS working group

The CLOCS working group represents a balanced mix of industry representatives, trade bodies and regulatory and enforcement bodies which are in a position to influence positive change. The CLOCS working group:

- aims to meet three times a year. 'Task and finish' groups may meet more regularly depending on required outputs.
- represents the interests of those who will use the programme outputs and ensures that end user needs are specified correctly.
- is responsible for keeping the *CLOCS Standard* progressive and effective.
- provides a forum to discuss success and challenges to achieving compliance with the *CLOCS Standard* and share good practice.
- recommends and oversees the production of supplementary guidance and tools to support implementation.

CLOCS working group members:

- must be CLOCS champions. Applications to join the working group should be sent directly to the CLOCS secretariat.
- are chosen to ensure balance of key stakeholder representatives.
- attend all meetings or send a representative from their organisation.
- contribute in a constructive way and provide advice and guidance on the direction of the CLOCS programme.
- bring emerging issues to the group and share knowledge, best practice, lessons learned and innovation.
- review relevant outputs from the CLOCS programme, such as research and guidance. participate in 'task and finish' groups as agreed.
- keep their relevant organisations informed on progress and output from the group.
- ensure consistent messaging when communicating about CLOCS and actively promote the programme in their sphere of influence.
- represent the views of CLOCS champions who do not have a seat on the working group.

CLOCS champions:

A CLOCS champion is an organisation committed to actively promoting and implementing the requirements of the national *CLOCS Standard*. Representative of the whole supply chain they include:

Regulators – organisations responsible for setting policies and planning conditions.

Clients – organisations that procure the construction or operation of a site which requires commercial vehicle journeys; will typically employ a principal contractor to manage site operations.

Principal contractors – organisations responsible for all site operations; will typically employ specialist sub-contractors that use commercial vehicles.

Fleet operators – organisations that operate one or more commercial vehicle(s) to deliver procured services.

Vehicle manufacturers/equipment suppliers – organisations responsible for research and innovation to bring safer vehicles and products to market.

Communicators - all CLOCS champions undertake to promote CLOCS across the industry through their own contacts and networks. However, there are some organisations which by the nature of their business or purpose may not be able to actively implement the *CLOCS Standard* but have committed to supporting CLOCS and its purpose. These comprise industry groups such as trade associations, professional institutions, charities and lobby groups.