

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

### CLOCS-A - ENSURING THE SAFEST CONSTRUCTION VEHICLE JOURNEYS

The national CLOCS-A 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-A 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-A 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-A) co-investors - 'CLOCS-A Champions'.

Since the launch of the CLOCS-A Standard in December 2023, the construction industry has taken ownership of work-related road risk beyond legal requirements. A wide range of organisations including regulators, construction clients, principal contractors and transport operators have openly committed to implement and adhere to the requirements of the CLOCS-A Standard by signing this Memorandum of Understanding.

A supply chain comprised of CLOCS-A 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-A 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-A Strategy Standards and Governance Board (SSGB) is responsible for final decisions in relation to the programme and for agreeing priorities. It provides support and direction for the programme to ensure it achieves its objectives.

The CLOCS-A Champion has co-invested in the programme and is responsible for actively implementing and ensuring compliance to the requirements within the CLOCS-A Standard. Where it is not possible to actively implement the CLOCS-A Standard straight away, the CLOCS-A 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-A secretariat and CLOCS-A Champions agree to work together to:

- provide information to support the monitoring, evaluation and implementation of the CLOCS-A 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-A Standard and supplementary guidance through the CLOCS-A working groups.
- develop messages to promote the objectives and aims of CLOCS-A 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-A Standard, or informs further development, including additions or where a change of direction is required.

## **The CLOCS-A secretariat**

- will provide to CLOCS-A Champions information on the progress of the CLOCS-A programme, and future trends and/or policy developments likely to impact on the business performance of the partners in the context of the CLOCS-A programme.
- will provide a forum (the CLOCS-A working group) to discuss the CLOCS-A Standard, issues with and future development of the CLOCS-A Standard.
- will consult with other members of the CLOCS-A working group before implementing changes to the CLOCS-A Standard – this may include direct dialogue with partners or with their respective associations.
- will make sure future policy developments 'add value' to MoU signatories. As long as access to the CLOCS-A Standard is open to all, then the requirement to implement the CLOCS-A 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-A 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-A secretariat.
- will commit to having at least 20% of its sites and/or fleet operating centres compliant to the CLOCS-A Standard (which for a transport operator is as described as Silver in the CLOCS-A Standard).
- will have a clear plan to get the majority of its sites and/or operating centres CLOCS-A compliant within two years.
- will maintain an account on the online portal to complete the CLOCS-A Implementation Plan
  - annually review progress against that Implementation Plan
  - update organisation details and add company logo to profile
  - manage internal communication of CLOCS-A bulletins and alerts
  - provide information to support the monitoring and evaluation of compliance with the CLOCS-A Standard
- clients and principal contractors will ensure at least 20% of their sites are assessed by the CLOCS-A audit and site monitoring team.
- transport operators will provide, if requested, a certificate from an independent assessor to show at least 20% of its fleet operating centres are CLOCS-A compliant.
- will engage in an annual review conversation with the CLOCS-A secretariat to discuss progress towards 100% compliance and key successes and challenges in order to help inform the development of new CLOCS-A guidance.
- may submit their logo in support of the CLOCS-A Standard to be featured in CLOCS-A promotional material e.g. PowerPoint presentations.
- will be entitled to use CLOCS-A branding in promoting the use of the CLOCS-A Standard, for example on site posters and hoardings, in line with the brand guidelines.
- will promote and encourage wider awareness implementation of the CLOCS-A Standard across their supply chain, within sector groups, trade associations and other suitable channels and include communications plans in their CLOCS-A Implementation Plan.
- will make the CLOCS-A secretariat aware of comments on and issues with the CLOCS-A Standard and share information about other initiatives that might complement or contradict the CLOCS-A Standard.

## Terms of Reference (ToR)

### ROLES

A number of founding Sponsors and funding bodies contributed to the CLOCS-A programme for 2022/23 and provided resource, support and direction for the programme in order to ensure it achieves its objectives. In 2023 a commercial model was introduced to underwrite future sustainability of the programme.

### CLOCS-A Champions:

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

- **Regulators** – organisations responsible for setting policies and planning conditions.
- **Developers/Construction** – 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.
- **Transport 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-A Champions undertake to promote CLOCS-A 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-A Standard but have committed to supporting CLOCS-A and its purpose as members. These comprise industry groups such as trade associations, professional institutions, charities and lobby groups.

CLOCS-A Champions are co-investors through the contribution of an annual membership fee.

### The CLOCS-A working group

The CLOCS-A technical working group represents a balanced mix of industry representatives, trade bodies and regulatory and enforcement bodies which are able to influence positive change.

The CLOCS-A technical working group:

- aims to meet at least three times a year. ‘Task and finish’ technical working 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-A Standard progressive and effective.
- provides a forum to discuss success and challenges to achieving compliance with the CLOCS-A Standard and share good practice.
- recommends and oversees the production of supplementary guidance and tools to support implementation.

## **CLOCS-A working group members:**

- must be CLOCS-A Champions. (Applications to join the working group should be sent directly to the CLOCS-A 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-A programme.
- bring emerging issues to the group and share knowledge, best practice, lessons learned and innovation.
- review relevant outputs from the CLOCS-A programme, such as research and guidance and 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-A and actively promote the programme in their sphere of influence.
- represent the views of CLOCS-A Champions who do not have a seat on the working group.

## **CLOCS-A Steering Group (SG)**

Composition of the SG purposefully ensures that there is one representative of each technical working group present at each SG meeting, and this includes significant investors. The SG is appointed to:

- Ensure CLOCS-A remains progressive and pragmatic in addressing the shared challenge/ambition of ensuring the safe and efficient movement of construction vehicles.
- Inform, approve and review progress of CLOCS-A strategies, policies and activities to ensure they remain appropriate and adequate to achieve CLOCS-A mission.

- Be a credible and technically competent body to inform and approve significant changes to the CLOCS-A Standard and other CLOCS-A documents, and where necessary provide specific authoritative advice/clarifications to other Champions.
- Maintain the integrity of the CLOCS-A programme, including adjudicating on an organisation's CLOCS-A Champion status or arbitrate on any escalated complaints.
- Oversee all significant procurement by the CLOCS-A programme.

## **The CLOCS-A secretariat team**

The CLOCS-A secretariat team is responsible for implementation of the Standard and promoting industry awareness. Their role is also to support CLOCS-A 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 CILTA, the team includes major organisations that represent key construction stakeholders namely: The Construction Clients' Leadership Group (CLG), Supplier Partner Group (SPG) and the National Heavy Vehicle Regulator (NHVR) whose team of auditors may also provide auditing services for sites applying to be certified CLOCS-A as well as monitoring visits.