

Considerate Constructors Scheme

Ultra Site Terms of Reference



Introduction

An Ultra Site is a site that demonstrates and promotes the highest standards of 'considerate construction' and actively seeks to improve not only its own performance but that of the wider construction industry through its supply chain.

The primary aim of the Ultra Site initiative is to create sites that become beacons of best practice in the industry and a catalyst for exceptional leadership, collaboration and innovation. In order to deliver the highest standards of considerate construction, a collaborative working model will be established where those subcontractors ⁽¹⁾ and suppliers ⁽²⁾ on Ultra Sites are also registered with the Scheme to encourage whole site working practices. The collaborative working model will recognise the importance of excellent client relations and involvement.

By requiring that the supply chain register individually with the Scheme, the contractor is not only looking to raise standards on their own site but also influence the performance and behaviour of these companies in their activities, thus improving the overall image of the industry. In support of this, the Considerate Constructors Scheme will deliver an advisory service to sites that result in projects performing to a much higher standard against the Scheme's Code and Checklist.

An Ultra Site must initially be registered under 'normal' site registration. Where it is felt that the site will meet the Ultra Site criteria as set out in this document, it will be necessary to make a formal commitment online and in doing so an additional Ultra Site fee will become payable. The Scheme reserves the right not to accept a site as an Ultra Site in which case it will remain registered under 'normal' site registration. Where required, reasons for not accepting a site will be provided in writing.

To qualify as an Ultra Site the following criteria must be met:

Registration requirements

- The Site will only be accepted if it is registered pre-start.
- The Site would normally be expected to have a duration of at least a year and must commit to register for the whole duration of the project.
- The Site will be managed by a contractor that would normally be a Partner.
- An appropriate representative from the contractor will be asked to sign a Memorandum of Understanding to confirm commitment to and build engagement with the Ultra Site initiative.

However, beyond simply meeting set criteria in order to qualify for Ultra Site status, the contractor must understand the level of commitment required as detailed below.

Supply chain engagement

- A high proportion of its subcontractors and suppliers are to be separately registered as Company or Supplier Registrations with the Scheme. (Partners also acceptable). These should include companies working on enabling and establishment works (including demolition, infrastructure and ground works). Ultra Sites should include in all tender documents, or other documentation issued to contractors, the following suggested wording:

Allow for appropriate registration with the Considerate Constructors Scheme, including paying the appropriate fee, and ensure at least compliance with the Scheme's Code of Considerate Practice.

- Upon registration the Ultra Site must provide a list of trade packages for the project and an indication of the number of subcontractors and suppliers that will be expected to be separately registered as Company or Supplier Registrations with the Scheme, and anticipated timescales for registrations.
- The site should proactively work with the supply chain to share information, promote the requirements of the Scheme's Code, raise standards and share best practice.
- The site should collate, review and summarise Monitor reports from the supply chain, highlighting areas for improvement, and conduct regular review meetings with the supply chain companies to discuss how and where standards might be raised.
- The site should look to recognise, promote and possibly reward high levels of subcontractor and supplier performance, and where appropriate, share best practice across the supply chain.
- Following completion of the project, the site should look to bring together representatives from the supply chain to celebrate the successful completion of the project in a collaborative manner.

Scheme engagement

- The site will support the Scheme in developing and publishing best practice case studies about the site, its involvement with the supply chain and how the highest levels of performance have been achieved.
- The site will help develop new initiatives with the Scheme and will introduce any new Scheme expectations, endeavouring to address these to the highest possible standards at all times.
- The site will work with the Scheme to develop and improve the Ultra Site proposition.
- Where appropriate, the site should take part in relevant Scheme initiatives, e.g. attending the Image of Construction event, Ivor Goodsite's Hoarding Competition, Honor's Big Build Competition, contributing to the Scheme's Best Practice Hub, taking the e-learning modules, etc.

Raising standards

- The Site agrees to be a focal point to demonstrate leading practices for the construction industry externally, and also commits to ensuring that high standards are communicated within the supply chain, reaching back through their tiers of subcontractors and suppliers.
- The Site must be prepared to hold an 'open day' at least once during each registration period, taking on board any guidance produced by the Scheme.
- The site should take part in appropriate industry initiatives, e.g. Go Construct, Construction Industry Helpline, etc.
- The contractor should be demonstrating the highest standards of road safety at all times, and ideally be promoting and aiming to meet the requirements of the CLOCS Standard.
- The site will use its hoardings to promote the industry in a positive and professional manner.
- Ultra Sites will normally be expected to achieve 'excellent' as a minimum performance standard and must commit to taking immediate action to address any instances of non-compliance⁽³⁾.

As part of the Ultra Site registration the Scheme will offer assistance and/or advice in helping the site, and its subcontractors and suppliers, to meet the highest expectations of the Scheme.

How is Ultra Site registration different to normal site registration?

- Ultra Sites will receive appropriate branded posters, banners and other Scheme materials.
- Ultra Sites will be listed on a separate section of the Scheme's website.
- Ultra Sites will separately be recognised at an awards ceremony.
- Ultra Sites will receive appropriate additional support and guidance from the Scheme to assist Ultra Sites in meeting the highest standards. This may include free on-site workshops for registered subcontractors and suppliers, provided by the Scheme.
- Ultra Sites will have the ability for the main contractors to see the reports of the subcontractors and suppliers registered through their influence and to benchmark their performance against the Scheme.

Initial meeting

Before a site will be awarded Ultra Site status, an initial 'investigatory' meeting to the company's office will be held between the company requesting Ultra Site registration and the Scheme. This meeting would ordinarily take place before the project has commenced.

The purpose of this meeting is to discuss the requirements of being an Ultra Site, the commitment required, and agree that the site would be suitable as an Ultra Site. At this meeting the Monitor will confirm proposals for subcontractor packages for the project and an indication of the number of subcontractors and suppliers so that the Scheme can monitor these registrations. The Monitor will also discuss the Scheme's requirements for the display of subcontractor/supplier signage and branding.

The Monitor can recommend that the site is not suitable and the Ultra Site additional fee will be refunded, although an element of the Ultra Site fee may be retained to cover any costs incurred (the site will still be registered as a 'standard' site).

The site will not receive an initial meeting on re-registration.

Pre-start meeting

A pre-start meeting will take place to advise the set-up of the site. There may be instances where this meeting and the initial meeting could be merged.

Monitoring and Reports

The site will receive an advisory meeting before the first scored site visit and will be entitled to receive a further advisory meeting before the second scored site visit. The number of advisory meetings will be determined in discussion with the Ultra Site management. An unscored report focusing on recommendations for improvements will be produced following each advisory meeting.

Normally, the same Monitor that is assigned the advisory meeting will also carry out the scored site visits and will aim to complete the normal site visit 4-6 weeks after the advisory meeting takes place. A normal site visit report will be produced following the site visits. All reports and compliance certificates will have Ultra Site branding.

The site will be sent copies of reports completed on those subcontractors and suppliers who have registered with the Scheme.

Products

Scheme products will not be sent to the site until the Memorandum of Understanding has been signed and received by the Scheme.

Products will be Ultra Site branded and Ultra Sites will receive additional products compared to a standard registration but will not receive normal Scheme branded products, to avoid a clash of Scheme branding.

All Ultra Sites will be issued with a 5 star rating poster which reflects the commitment being made to reach and maintain the very highest standards of considerate construction across all sections of the Scheme's Code of Considerate Practice.

Fees

The fee to become an Ultra Site is payable annually in addition to the site registration fee and will also be due on re-registration.

Full details of Ultra Site registration fees are detailed on the Scheme's website.

Notes

- (1) *The definition of subcontractors is all tiers of trade/subcontractors who are employed on the Site, and those who would otherwise not themselves register with the Scheme. Where trade/subcontractors are themselves Partners of the Scheme, Company Registration will not be required, although all Partners will be expected to assist by ensuring their subcontractors achieve Company Registration membership.*
- (2) *Suppliers who make regular deliveries to the site (e.g. builders' merchants) should also be required to achieve appropriate registration with the Scheme.*
- (3) *If the site does not achieve an 'excellent' score at the second visit, Ultra Site status may be revoked.*
- (4) *The Scheme reserves the right to suspend the Ultra Site status of a registered site should there be an incident or occurrence which could potentially bring into disrepute, create reputational damage to, or otherwise negatively impact on the image of the Considerate Constructors Scheme, the Ultra Site initiative or those other companies involved with the initiative. A full consultation would take place with the appropriate contractor before any formal decision is made.*