

Considerate Constructors Scheme

Ultra Site Timeline



The normal process for the registration and monitoring of an Ultra Site is detailed below but the Scheme understands and acknowledges that there will be instances where it may be necessary to deviate from this prescribed process. Each project will be looked at individually and bespoke arrangements discussed and agreed at an appropriate level.

Application and registration

Stage	Description
Registration	<p>The site should be registered online in the normal way. As part of the process, the site may select the Ultra Site option and pay the appropriate additional fee. They will confirm that they have read and understood the Ultra Site Terms of Reference, Memorandum of Understanding and Timeline (all available to view on the Scheme website). It will be made clear that the application may be rejected and that the Scheme may retain an element of the Ultra Site fee to cover any costs incurred.</p> <p>Contractors will also be provided with appropriate wording to be used in tender documentation which requires the subcontractor to register with the Scheme.</p> <p>Where the site is a Partner site, the appropriate Partner contact will be informed that an Ultra Site application has been received and updated as the application progresses.</p>
Assign Lead Monitor	<p>An appropriate Lead Monitor will also be selected based on geography but also on Scheme experience and knowledge.</p> <p>The Lead Monitor will oversee the monitoring of the site and will also offer to carry out guidance presentations, tool box talks or workshops to the registered sub-contractors/supplier on site.</p>
Initial contact	<p>The Lead Monitor will contact the Site Manager to arrange the initial meeting.</p> <p>The call should also be used to ensure they fully understand and appreciate the commitment required of an Ultra Site, and assess likely suitability, to avoid wasted meetings where there has been a misunderstanding of what is involved.</p> <p>Where the initial contact establishes that the application should not proceed, the Scheme's administration office will be informed. Reasons may include applications made in error, the site not having a full understanding of the commitment required, or the Lead Monitor establishing that the project is not suitable for Ultra Site status.</p>
Initial meeting	<p>An initial meeting will take place with the Lead Monitor to discuss Ultra Site requirements, review the Terms of Reference and establish the contractor's commitment to meet the requirements.</p> <p>Where appropriate, the Lead Monitor may elect to undertake the pre-start meeting (see next section) at this point but must inform the Scheme's administration office.</p> <p>If the initial meeting results in the application being rejected, the Scheme will refund the Ultra Site fee but will retain a small amount to cover administration costs incurred in processing the application and attending the initial meeting.</p>
Update Partner contact	<p>Where appropriate, the Partner contact will be updated with the result of the initial application and registration process.</p>
Sign Memorandum of Understanding	<p>Subject to a satisfactory initial meeting and the Lead Monitor's approval to proceed, the Scheme's administration office will send the site a Memorandum of Understanding to be signed by an appropriate person at Director level.</p>
Complete registration	<p>The site will be issued with appropriate branded signage including posters, banners and a five star poster.</p>

Initial engagement

Stage	Description
Certificate of Commitment	The administration office to produce a Certificate of Commitment and send a framed copy to the Ultra Site.
Pre-start meeting	If not covered at the initial meeting, the Lead Monitor will meet with the Site Manager to establish how the site will be set up and to provide appropriate guidance. There will also be a discussion about the nature and extent of the additional support and guidance that the Scheme can provide, particularly in creating the collaborative working model sought. This might include workshops with key members of the supply chain.
Contractor to engage with supply chain	A high proportion of sub-contractors and suppliers are to be separately registered as Company or Supplier Registrations with the Considerate Constructors Scheme. At this stage the contractor will discuss the nature and extent of the additional support and guidance that the Scheme might provide. The site will be provided with appropriate Scheme branded materials to distribute to the supply chain to explain what is required and the contribution they can make to the Ultra Site.
Additional support and guidance	Commencement of workshops etc. as determined in discussion with the supply chain and as agreed with the Scheme.

Monitoring

Stage	Description
First advisory meeting	Approximately one month before the first scored site visit, the Lead Monitor will visit the site and prepare an unscored report detailing where the site is performing well and where there are areas for development.
First scored visit	Approximately one quarter of the way through the registration, the Lead Monitor will conduct the first scored site visit, establishing the site's performance against the Scheme's Code and that areas for development highlighted in the advisory meeting have been addressed to a high standard.
Second advisory meeting	Approximately one month before the second scored site visit. This meeting will focus on the findings of the first report and on areas where further improvements could be considered.
Second scored visit	Approximately two thirds of the way through the registration, the Lead Monitor will conduct the second scored site visit, establishing the site's performance against the Scheme's Code and that areas for development highlighted in the previous visits and meetings have been addressed to the highest standard.
Site re-registers	Longer duration projects that span across multiple registration periods will continue to receive advisory meetings before each of the scored visits, as well as further support and guidance as appropriate.
Site completes	End of phase/registration for the project.

Recognition

Stage	Description
Supply chain recognition	Ultra Sites should consider how best to recognise and reward high levels of supply chain performance against the Scheme's Code of Considerate Practice. Ideally, the site should look to bring together representatives from the supply chain to celebrate the successful completion of the project in a collaborative manner.
Close out meeting	A close out meeting will be arranged by the Lead Monitor to review the Ultra Site performance, discuss feedback from the contractor and associated supply chain, identify what worked and what didn't work, and discuss recommendations for improvements and any lessons learnt.
Ultra Site recognition	All Ultra Sites will be invited to attend one of the Scheme's National Site Awards ceremonies where they will be recognised for their commitment to the Ultra Site initiative.
Ultra Site Awards	A separate Ultra Site awards ceremony will be held annually where Ultra Sites will be recognised for their achievements in selected categories.