

[project name]

## **Terms of Reference for Construction Working Group**

### **Purpose**

The purpose of the group is to provide an open forum between the community, contractors, and the developers to make sure the works are managed with due care and consideration in accordance with the parameters set out in the Construction Management Plan. It is not a decision-making body.

### **Aims**

The CWG aims to:

- Keep residents and the local community informed on a regular basis as to the progress of the works
- Warn in advance of any operations that are likely to have an impact on those living close to the site boundary and explain any mitigating measures
- Provide an immediate point of contact for residents and local businesses, should any issues arise as a result of the works; for example, construction vehicles blocking the streets, site alarms going off or non- safety lighting left on over the weekend.

### **Duration**

The Construction Working Group shall continue in operation for the duration of the construction work on the project.

The parties involved:

- Residents living around the site.
- Groups or organisations representing or working with the local community, such as tenants and residents' associations.
- Camden Council officials involved in project management and engagement
- Representatives from the contractor's construction team
- Camden councillors, particularly ward councillors.
- Consultants working on the project that may, from time to time, be able to assist with communicating issues relating to the build.

### **Meetings / Responsibilities**

- The responsibility for facilitating and ensuring that the meetings take place lies with the contractor and Camden Council.

- Meetings are to be held at a pre-arranged date and frequency agreed with resident and community representatives.
- Meetings will be held online at a regular time and weekday, usually outside normal working hours. Where there is a necessity for an in-person meeting, either a local community venue close to the site, or the on-site welfare accommodation may be used if suitable.
- The contractor is required to be present to give an update on progress and answer any questions from the group about the works.
- The contractor will produce a report of each meeting.
- The date of the next meeting will be published online.

### **Publicity and invitations**

The dates and time of the meetings should be publicly available 10 days in advance. In the event of an emergency or ad hoc meeting being needed, notice of 1 week is usually required.

Residents, residents' groups and any other interested parties may join (people may join at any time) an email distribution list which will:

- Publicise the date place and time of the meetings.
- Publish notes of what took place at the meetings,
- Provide links to further information and relevant documents - such as the Construction Management Plan and the project website.

[add specific contact details for relevant Camden officer and contractor, plus links to project webpage/s]