

## CLADDING STAKEHOLDER GROUP – TERMS OF REFERENCE

### Remit

1. The Cladding Stakeholder Group (The Group) provides a forum for discussion, partnership working, continuous improvement and constructive challenge to support the Single Building Assessment and Cladding Remediation programme.
2. The purpose of the Group is to assist the Scottish Government and provide advice to Scottish Ministers.
3. The Group will report to the Cabinet Secretary for Social Justice, Housing and Local Government through the Building Standards Division. The governance of the Group encourages all members to raise challenges affecting their areas of business and issues that may directly impact on those affected by cladding concerns.
4. Reporting directly to the Cabinet Secretary provides the necessary level of accountability and ensures linkages to the related objectives of Ministers in the Scottish Government.
5. The Group will meet regularly over the course of the Single Building Assessment and cladding remediation programme.
6. During the review process members will have access to confidential policy documents (marked 'OFFICIAL') and be involved in discussions that may lead to the Scottish Government in developing recommendations to Ministers. Material generated by the Group should remain confidential.
7. It should be highlighted that information and the notes of proceedings will fall subject to the Environmental Information (Scotland) Regulations 2004 and Freedom of Information (Scotland) Act 2002. Therefore, it may be appropriate to release notes of meetings. These meetings however are conducted under the 'Chatham House Rule'. Records of meetings will not attribute comments or advice to particular members. This is to encourage openness and the free exchange of information amongst participants.
8. Should you find that a conflict of interest arises between your business/work interests and your role on the Group, we would advise that it is incumbent on you to identify such to Building Standards Division. Officials can provide further guidance if required. Otherwise, we would simply reiterate the need to maintain confidentiality on relevant matters.
9. Should members wish to contact the Scottish Government regarding aspects of the review they should email Stephen Garvin or Hardip Devsi in the first instance.

## **ROLES AND RESPONSIBILITIES**

### **Objectives**

- To facilitate discussion between Scottish Government officials with local government and construction industry representatives on the programme for Single Building Assessments and cladding remediation.
- To work collaboratively to identify solutions and strategies to adapt and respond to evolving situations.
- To track and monitor the Single Building Assessments, ensuring that there is clear criteria for decision making and to determine whether or not there is a need for remediation.
- To monitor how improvements to delivery of the Single Building Assessment and cladding remediation programme can be made to ensure best value and cost for public expenditure.

### **Responsibilities**

- To support regular communication and joint working between government, local authorities, professional bodies, construction, insurance and lending industry representatives, as well as those representing the interests of individuals.
- To raise, share, develop and implement pragmatic measures to address challenges faced by building owners, managers, assessors and industry through the roll out of the Single Building Assessment and cladding remediation programme.
- To report activity and progress on a regular basis to the Cabinet Secretary for Social Justice, Housing and Local Government.
- To address good practice and ensure that it is followed with regards to Single Building Assessments, and cladding remediation design and construction work.
- To receive and comment on progress reports on the Single Building Assessment, and cladding remediation.
- To receive, monitor and comment on financial reports.

### **Composition**

10. The Group shall consist of representatives from Scottish Government, local government, construction industry organisations, lenders, insurers and representatives of those affected by cladding concerns.

## **Meetings**

11. The Group shall be chaired by the Head of Building Standards Division in Scottish Government in the initial period. The chair of the Group will be reviewed over the course of the programme.

12. The Group will be established by invitation of relevant organisations. The first meeting of the Group will take place in June 2021.

13. Meetings will take place on a regular basis in the initial phase of the Single Building Assessment has been completed. A regular pattern of meetings will then be established.

14. Terms of Reference will be reviewed, developed and revised as required at each quarter.

## **Hosting**

15. Meetings will normally be hosted virtually by Scottish Government, Building Standards Division.