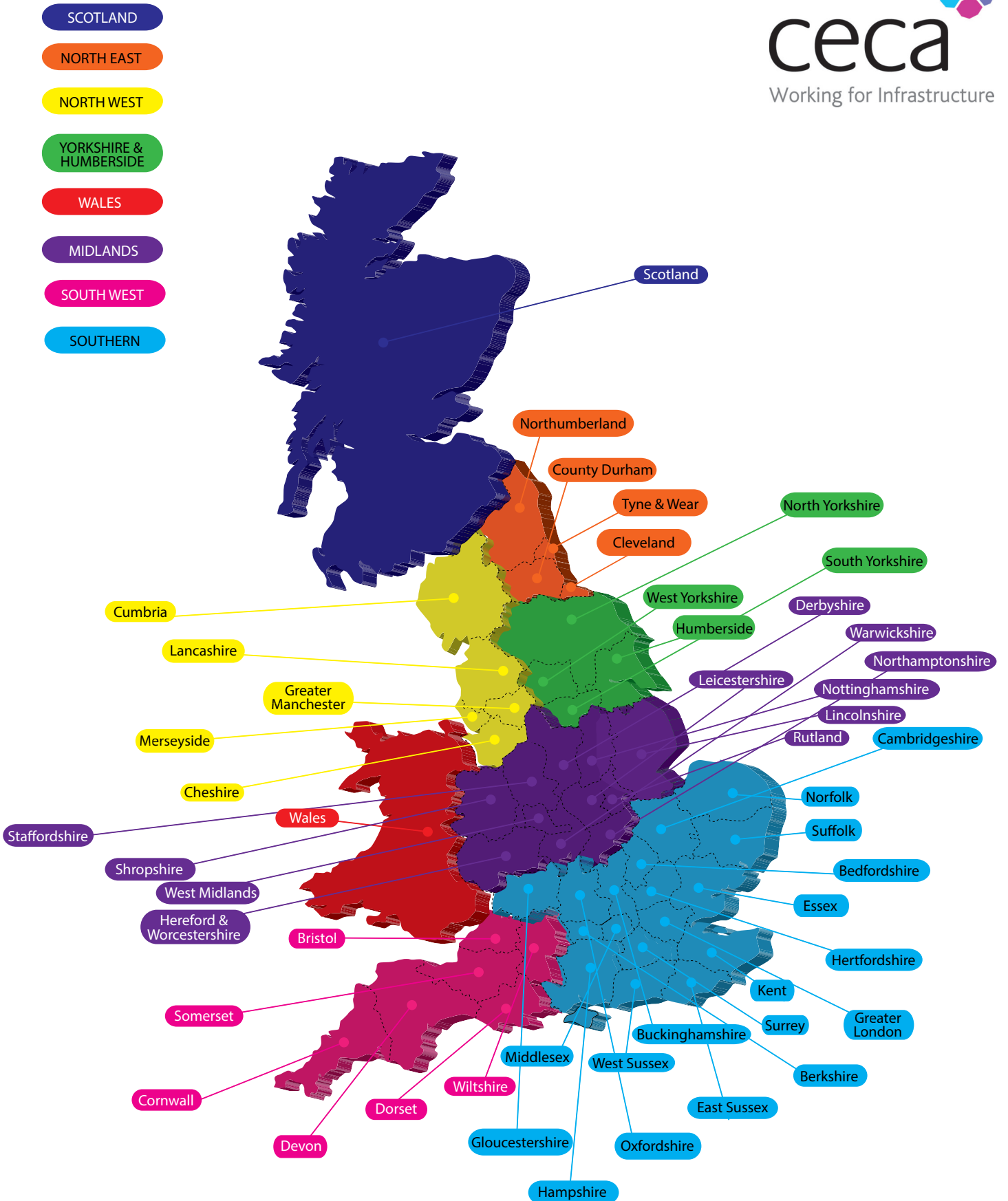


Civil Engineering Contractors Association  
**Membership Pack**

Southern / South West



## CECA Regions



## About CECA

The Civil Engineering Contractors Association is the representative body for companies who work day-to-day to deliver, upgrade and maintain the country's infrastructure.

With more than 300 members split across Scotland, Wales and six English regions, CECA represents firms who together carry out an estimated 70-80% of all civil engineering activity in the UK, in the key sectors of transport, energy, communications, waste and water.

CECA champions the interests of over three hundred firms employing close to 250,000 people and delivering work worth around £15 billion every year.

CECA maintains close relationships with clients, government and the media to ensure our members' expertise is shared as widely as possible.

In addition to the nationwide network of eight autonomous regions, CECA has a National office in the heart of Westminster which manages communications, public affairs and engagement with other national organisations and Government.

## Why join CECA?

Being a CECA member connects civil engineering businesses to a strong brand that is recognised increasingly as the voice of the industry – it reflects quality and is trusted, impartial, influential and supportive. In particular:-

- CECA's connection to media, clients and government ensures that our members benefit from the latest industry knowledge and government proposals, be they national, regional or local;
- CECA represents members' interests by raising issues on their behalf with Government, potential client organisations and intermediaries;
- CECA promotes the skills and expertise of members and the vital role the sector plays in the social, economic and environmental well-being of the UK;
- CECA provides the opportunity for member companies to meet and discuss industry issues with major clients and others who both influence workload and the manner in which the industry operates;
- CECA provides networking and business development opportunities;
- CECA provides training and support for skills development;
- CECA membership covers the provision of advice and information on issues affecting the sector.

“It's not just one thing I could recommend about CECA, it's the many topics they cover so well.”

Michael Conway MBE  
Chief Executive Officer  
FM Conway Ltd





“CECA has provided our business with a consistent high level of advice, support and client liaison over many years.”

Brian Crofton  
Contracts Director  
Jackson Civil Engineering

## Influence

One of the priorities of any trade body must be to ensure that government policy develops in a way that positively supports the interests of its members. In England, CECA meets regularly with elected politicians in Westminster, as well as key Opposition and Coalition MPs. CECA (Scotland) and CECA (Wales) maintain highly effective links with the Scottish Parliament and the Welsh Assembly respectively.

CECA maintains positive relations with its counterparts representing other parts of the construction sector and participates in all relevant collaborative alliances and councils. These include:-

- The Infrastructure Alliance – CECA/Institution of Civil Engineers (ICE)/Association for Consultancy and Engineering (ACE)/Construction Products Association (CPA)
- CBI
- Federation of Master Builders (FMB)
- National Federation of Builders (NFB)
- Scottish Building Federation (SBF)
- Build UK
- The Strategic Forum for Construction/Construction Alliance
- Construction Industry Training Board (CITB)
- Construction Industry Council (CIC)
- Construction Leadership Council (CLC)

## Member Services

CECA provides direct advice on the following:

### Legal and Contractual Advice

CECA (Southern) and CECA (South West) provides members with a free contractual and legal helpline service, offering direct access to experienced practitioners. The free of charge telephone/email service, provided by Bezzant Ltd, offers clear and practical advice based on Bezzant's extensive experience.

CECA provides input to the drafting and development of a number of contracts currently used by the industry, including CECA's own Form of Sub-Contract.

### Health & Safety

Leading the industry in terms of its efforts to improve the health and safety record for the civil engineering sector, CECA has active involvement in the shaping of the debate through its access to the HSE's Construction Industry Advisory Committee (CONIAC) and the Strategic Forum Safety Task group. It is also represented on a series of HSE groups with relevance to the sector in areas such as CDM, respiratory problems and manual handling.

CECA's Health and Safety Committee periodically produces guidance for members. The most recent is a comprehensive guide on the CDM 2015 Regulations, which has been well received by clients, members and the Regulatory Bodies.

The CECA Health & Safety Strategy and Action Plan instigated initiatives such as the Safety Alert system that rapidly informs members of accidents that may have implications for their own works, and the collection of accident statistics, producing benchmark accident figures for the whole civil engineering sector.

In the area of Occupational Health CECA published the Health Management Toolkit to help contractors to begin implementation of a management system which would better deal with work related ill health issues.

We are working closely with B&CE to ensure that their reform of 'Constructing Better Health' produces an effective health monitoring system for the whole industry. Through innovative programmes such as "Stop. Make a Change", CECA is at the forefront in highlighting issues including Mental Health, Fatigue, Plant Safety and Respiratory ill-health.

CECA has in-house expertise that is freely available to all members.

## Technical & Environmental Advice

CECA advises members on technical matters including quality management systems. It can also provide guidance on environmental matters to members (such as pollution of ground water on site and waste management) and assists and encourages them to develop environmental policies which are realistic and deliverable.

CECA members are provided with CECA's Corporate Responsibility toolkit free of charge on request, to help firms meet demand from clients that they address the CR agenda.

CECA is also actively involved in a series of national technical and environmental committees, providing members with an opportunity to become involved with influencing future standards and product specifications. CECA actively contributed to the development of Government's Sustainable Construction Strategy, ensuring that it reflected the needs of the industry. CECA has also responded to industry requirements for construction related guidance on waste management.

## Dayworks

CECA produces the Schedules of Dayworks for activities carried out incidental to contract work. We ensure that these remain relevant and up to date. CECA provides advice for users on the interpretation of the Schedules, which are available at reduced rates to members.

## Employment

In recent years, small and medium sized contractors have had to contend with a number of major changes to employment law, stemming both from the UK Government and Europe, which have had the potential to severely disrupt the way they run their business.

Through CECA's research and lobbying activities, member firms are provided with advance warning of these changes and can contribute to efforts to minimize their impact upon their businesses. CECA can provide individual advice to members on employment/industrial relations issues and also seminars to CECA regions on employment issues.

## Industrial Relations

CECA is represented on the Construction Industry Joint Council (CIJC), through which wage negotiations are conducted and which agrees the content of the CIJC Working Rule Agreement with the relevant Trade Unions. It ensures that members' views and requirements are represented.

## Taxation

CECA can provide free advice on dealing with issues related to taxation and keeps members up to date with any anticipated changes to the tax payment regime for the industry.

## Client Liaison

CECA Scotland, Wales and the six English regions all undertake a programme of client liaison meetings, providing direct member access to clients across all key sectors: roads, rail, energy, water, utilities and waste. These meetings provide an opportunity for members to raise key issues with these organisations, gain a better understanding of future work programmes and also build a better understanding of each client's expectations of current contractors or those wishing to join their supply chains.

CECA National also co-ordinates workshops and meetings with major project client teams, who often approach CECA to provide early contractor involvement on a wide range of procurement and buildability issues. These early contacts have proved mutually beneficial for clients and members.

## Publications

CECA produces a series of key publications of use to civil engineering contractors, all available at preferential rates to members. Members also receive regular updates related to the industry and the work of CECA itself through the Weekly Update, newsletter CECA Communicates, and a quarterly overview of the health of the sector thanks to the Workload Trends Survey, which is distributed to all members.

“Engagement with CECA and their members is extremely valuable, providing insight into best practice, trends and feedback on our operations. It equally provides an opportunity for us to test our emerging thoughts and plans with an extremely informed audience.”

Richard Price  
Director of Engineering & Construction  
Southern Water



In 2016, over 1,000 members attended our specialized contractual seminars.

“Tutor full of knowledge, spoke clearly, concisely and effectively. Outstanding! Will highly recommend.”



## Training & Development

CECA has two in-house experts in training provision, a representative on the main board of CITB and delivers industry-led training for members in all regions at no additional charge or significantly discounted rates.

CECA has a key role in shaping the future of training in the construction industry, with close links to policy makers both in Government, construction related Sector Skills Councils and other relevant representative bodies. CECA provides sector specific knowledge to a wide range of the CITB's committees and working groups to ensure that the specific and unique needs of the civil engineering community are taken into account when changes to training related issues are being contemplated.

CECA members can seek assistance in matters relating to levy/grant, card schemes, funding applications, formulation of training plans, as well as having the opportunity to attend regional training sessions and update briefings. Where more company specific interventions or advice is required, CECA members can request an in-house visit from CECA's in-house training managers. CECA's Training & Development Forum is a well-respected body that regularly receives first hand updates from leading industry figures. CECA also sources funding which subsidises certain training courses.

## External & Public Affairs

To ensure its voice is heard, CECA aims to establish a dialogue with all those whose activities and decisions influence the industry. As the voice for civil engineering contractors, CECA speaks to Government at local, national and European level, including the devolved areas, Parliamentarians of all Parties, senior civil servants, industry regulators, trade associations, relevant national bodies and professional institutions.

## CECA's Key Sectors / Activities

CECA focuses on five key sectors:-

- Energy (Renewables, conventional, nuclear new build and decommissioning)
- Water
- Waste
- Communications
- Transport (Road, Rail, Aviation)

CECA works on behalf of its members to deliver improvements to the industry across a range of issues.

CECA currently operates standing committees, where regional member companies participate and can influence policy.

In addition, there are other specialist working groups and fora in which contractor members participate.

These include:-

- Dayworks Committee
- Energy Forum
- Environment Committee
- Health & Safety Forum
- Innovation Group
- Rail Forum
- Roads Forum
- Training & Development Forum
- Transport Group
- Water Group
- Public Affairs Group
- Procurement Group

## Code of Ethics

CECA Members acknowledge the advantages of trading relationships being conducted in a fair and transparent manner.

The confidence that is engendered by collaborative working by all members of the supply chain together with the promotion of a culture of mutual trust benefits all participants and the client.

In order to support this approach CECA has developed, and will promote, this Code of Ethics, which will be achieved by:

- The provision and maintenance of a safe working environment for all taking account of the CECA Health and Safety Strategy and Action Plan;
- Undertaking the project with a responsible attitude toward the environment, the local neighbourhood and sustainability issues;
- The provision of a fully qualified workforce, which will endeavour to employ current best practice in all operations and procedures incorporating innovative solutions for added value;
- Working with, and providing sufficient and accurate information to, supply chain partners in an open, fair and collaborative manner; promoting the benefits of team-working; establishing clear and effective lines of communication; providing and encouraging early involvement of relevant supply chain partners to discuss client requirements and identifying solutions.
- Choosing and negotiating forms and conditions of contract that are compatible throughout the supply chain with equal treatment for all and which identify, assess and allocate risk fairly.
- Working together to deliver projects in accordance with an agreed programme within time, budget and standards of quality by sharing information on progress and establishing systems for monitoring and reporting performance.
- Ensuring that all payments for work, undertaken throughout the supply chain, are paid when due.

## Criteria for Full Membership

To qualify for Full membership of CECA (Southern) and/or CECA (South West), applicants should comply with the following criteria:-

- Be registered in the UK as a limited company with a civil engineering turnover of at least £500,000 per annum;
- Have a registered office in the geographical area of CECA (Southern) or CECA (South West);
- Be registered for VAT;
- Be registered with CITB, if in scope;
- Have a compliant Health & Safety Policy;
- Have a Quality Management System in place;
- Conform to the general principles of the CIJC Working Rule Agreement;
- Be committed to a fully qualified workforce, with the workforce holding CSCS or equivalent cards;
- Commit to the CECA Action Plans and Strategies;
- Comply with Competition Law requirements;
- Commit to the CECA Code of Ethics.

All applications to be approved by the CECA (Southern) Ltd Board.



“From a Client perspective, positive engagement with the supply chain is critical to the success of our business. CECA provides a real opportunity for us to achieve this aim.”

Graham Murphy  
Engineering and  
Supply Chain Director  
South West Water



## Criteria for Associate Membership

CECA (Southern) and CECA (South West) have formed a new membership category for companies working in civil engineering, but who do not fall within the definition of a civil engineering contractor. Associate will be a new member grade to permit appropriate companies to work more closely with CECA members and to enjoy and contribute to a mutual exchange of understanding and expertise.

The CECA (Southern) Ltd Board will determine the genres of companies deemed suitable for the category of Associate Membership in the first instance and will review this on a regular basis.

Associate Membership will specifically exclude any right to influence or amend existing constitutional matters or the manner, operations or policy of the Association.

Associate Members will be encouraged to contribute to and benefit from the mutual exchange of information and expertise with CECA members and thereby broaden and enhance the mutual understanding of the needs and priorities of the industry.

Associate Members will be informed that membership must not be regarded as a platform or access route to full members for marketing purposes. Any Associate Member exploiting membership for such purposes may have their membership terminated.

We welcome input and initiatives by Associate Members in furtherance of Health and Safety, Welfare, Environmental and Technical Development issues and will be pleased to support such initiatives as appropriate.

Associate Members will be entitled to attend and participate in all CECA (Southern) and CECA (South West) seminars, courses and other events, but will not be eligible to join the Board of CECA (Southern) Ltd.

To qualify for Associate membership of CECA (Southern) / CECA (South West), applicants should comply with the following criteria:-

- Be registered in the UK as a limited company;
- Have a registered office in the geographical area of CECA (Southern) or CECA (South West);
- Work in a civil engineering related discipline, but be ineligible to apply for membership of the Association as a full member;
- Be trading for at least 2 years;
- Be registered for VAT;
- Be registered with CITB, if in scope;
- Have a relevant Health & Safety Policy;
- Have a Quality Management System in place;
- Conform to the general principles of the CIJC Working Rule Agreement;
- Be aware of the CECA Action Plans and Strategies;
- Comply with Competition Law requirements;
- Be aware of the CECA Code of Ethics;
- Agree to pay £1,200 plus VAT per annum for each CECA Region the Associate Member wishes to join.

All applications to be approved by the CECA (Southern) Ltd Board.

Associate Members will have no voting rights, nor be eligible to stand as a Director of the Region.



## Schedule of Fees

### Full membership

**Definition:**

Civil Engineering activity is defined as including – Roads, Bridges, Drainage, Sewerage Works, Piling, Sheet Piling, Foundations, Coastal Defence/Protection, Marine Engineering, Bulk Earthworks, Highway Maintenance, Surfacing, Telecommunications, Ducting and Cabling, Pipelines, Pumping Stations & Mains, Rail, Private Sector Infrastructure & Groundworks, Reinforced Concrete Structures, Tunnelling, Pipe Jacking, Cofferdams and Caissons.

**Annual fee structure:**

The annual subscription is derived from total annual turnover for the management, execution, maintenance or work relating to civil engineering construction (as defined above) carried out in England, Wales and Scotland contained within the company's last set of fully audited accounts.

The annual subscription fee is calculated at a rate of 0.045% of national civil engineering turnover, as declared on the Turnover Return.

There is a minimum subscription of £1,200 + VAT.

There is a maximum subscription of £30,000 + VAT (maximum subscription entitles you to national membership of CECA with access to all regional offices).

**Turnover Bands and Fees**

Up to £2,666,667  
£1,200 fixed fee

£2,666,667 - £66,666,667  
0.045% of turnover

Over £66,666,667  
£30,000 fixed fee

### Associate membership

**Definition:**

Work in a Civil Engineering related discipline, but be ineligible to apply for membership of the Association as a full member as defined by above;

**Annual fee structure:**

£1,200 fixed fee, plus an additional fee of £1,200 per additional region, subject to acceptance (Midlands, North East, North West, Wales and Yorkshire & Humberside).

Six months' notice of termination of membership for both Full and Associate Members is required.

Membership runs for a 12-month period from 1 January to 31 December.

“CECA membership provides a great platform for learning, in keeping abreast of emerging industry issues, customer strategies and sharing best practice and gives members an influential voice within wider Industry and Government decision makers.”

Richard King  
Group Marketing and  
Communications Director  
Osborne





## CONTACT LIST

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**Sharon Brown** - Administrator, CECA (Southern)/(South West)  
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Membership requires completion of an Application Form and Turnover Return Form.

If you wish to pursue membership, or require further information, please contact Leone Donnelly in the first instance.

CECA (Southern) Ltd governs both CECA (Southern) and CECA (South West).